



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:	East Madison Community Center Inc.	Total Amount Requested:	\$ 120,000
All program(s) connected to your organization:	Program Name: Holistic Organization of Partners for Economic Stability (HOPES) Amount Requested: \$ 120,000 Applicant Type: Single Agency Application Program Type: Building Community & Stabilization: ADULTS & FAMILY List Program Partner(s) (if applicable): United Way, Public Service Commission, Department of Health and Human Services, Madison Police Department, Truax Neighborhood Association, Joining Forces for Families (Additional partners listed in Narrative Part 2)		
	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 Saiz nsaiz@cityofmadison.com</i>		
Contact Person for application (Joint Applications - Lead Org):	Regina McConnell	Email: rmccconnell@eastmadisoncc.org	
Organization Address:	8 Straubel Court Madison, WI 53704	Telephone:	(608)249-0861
501 (c) 3 Status:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Fiscal Agent (if no)	

Single and Lead Agency Qualifications: Complete this section if you are applying as a SINGLE AGENCY or serving as the LEAD AGENCY in a joint/multi-agency application.

- Briefly describe your organization's history, core mission, and experience providing services relevant to this proposal.** If applicable, highlight any work related to crisis intervention, prevention, or serving the proposed population. Please keep your response concise (approximately 1–2 paragraphs).

The East Madison Community Center (EMCC) was established in 1966 by active community members in the Truax Housing Project looking to find a place where all children could participate in safe, accessible, and supervised programs to "keep the kids off the street" and minimize risky behavior. The center began in humble quarters in a small apartment and, over the years, has grown to the current 20,000 sq. ft. facility helping hundreds of low-income children and families each year succeed through a multitude of custom-designed, wrap-around services seven days a week. Today, we are a thriving multi-service center providing social, educational, employment, recreational, and cultural programming. With a small paid staff and 250 volunteers, EMCC's core mission is to provide a safe place for low-income families in the Truax neighborhood and eastside to gather, learn, and support one another. We are devoted to helping residents achieve their goals, gain skills, and strengthen resilience through education, employment, recreational, and cultural programming. We collaborate with other community groups to provide free neighborhood-based services that help inspire area

residents to seek self-sufficiency, expand their skills, and reach their full potential while working together to build a stronger community. Examples of these services that are particularly relevant to this proposal include youth anger management programs and programs that build community support networks, both of which are described more below.

- 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.

Through nearly six decades of building partnerships and providing strong programs, EMCC has served generations of families, resulting in a stronger, safer, and more resilient community. EMCC has several current programs that align with the Crisis Intervention and Prevention RFP guidelines to address emerging needs, invest in skill building, and strengthen civic engagement as pathways to long-term stability. The EMCC Board of Directors, established in 1967, has always included neighborhood residents to ensure it mirrors the community it serves. EMCC prioritizes a strong, experienced leadership team to manage and implement programs. Current staff have over 50 years of professional experience in Madison neighborhood centers and community programming. Several program staff members have lived experiences similar to the community members served by EMCC which greatly impacts program development and communication with patrons.

EMCC provides services to children, youth, and families to ensure stability for the entire household. Through the Holistic Organization of Partners for Economic Stability (HOPES) program (established in 2000), EMCC has connected thousands of residents, the majority of whom are living in poverty, through direct service and connections with service providers. By providing programs and services in several dimensions of wellness for the entire household, HOPES provides avenues for individuals and families to find their own path to self-sufficiency and overall stability in life. Participants also become an additional source of support to each other at the neighborhood level. As part of the HOPES program during COVID-19, the EMCC Digital Access Program provided digital devices and internet hot spots to over 100 households and helped students from 8 schools each day with online learning at the Center. The Center's food pantry resident volunteers kept the food pantry open outdoors during the entire pandemic. The community came together and survived together. As soon as the restrictions were lifted, EMCC opened its doors for community programs such as bingo, and game nights, but in a limited capacity. People wanted to be together, and EMCC provided this important lifeline. Prior to the pandemic, social isolation had already been a problem for families and especially older adults.

Current HOPES activities in 2025 include, but are not limited to: stress reduction, nutrition and cooking classes, a community garden, fitness, digital literacy lessons and devices, dementia awareness, scams and fraud targeting, resource and health fairs, community outings, financial fitness, fall prevention, sewing circles, nature walks, yoga, youth talent show, karaoke, game night, senior outings, aging gracefully, a writing workshop, end-of-school BBQ, National Night Out Custard Carnival, fall festival, movie night, theater and arts and crafts and a community health fair.

Other program examples that align with Crisis Intervention and Prevention include:

- Our in-house Friday Night Positive Options Program (established in 1991) and Anger Management Program (established in 1998), which provide youth with educational content on decision-making, consequences and the dimensions of wellness.
- The EMCC Older Adults Program (established in 1979), which grew from a need to serve multi-generational households and provides opportunities for older adults to become engaged in the community, explore physical activity options and meet community members.
- The EMCC Volunteer program (once called the Residents Involved in Neighborhood Growth-RING) brings area residents together in the spirit of community to offer the food pantry, household and clothing distribution, kids' garden, and other community events.

- 3. Describe any significant changes or shifts at your agency in the past two years:** This may include changes in leadership, turnover of management positions, strategic planning efforts, or expansion/loss of funding and/or staff. Please describe how these changes may impact your agency's ability to provide the proposed services. If there are no changes to the report, write "No Changes."

In 2024, the executive director of 50 years and the youth program manager of 32 years retired. The current executive director was the EMCC assistant director and has 9 years' program and administrative experience, including 6 with EMCC. The new youth program manager was promoted from within and has been with EMCC for 16 years in the youth program. The executive director and 3 other members of the leadership team have 45 years of combined service at EMCC and additional years of experience at other nonprofit organizations. The transition to new leadership did not hinder programs, and EMCC continues to provide service at the same high service levels. This change is not anticipated to impact programs moving forward.

- 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."
- No changes.

- 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.).

EMCC is proud to have a dynamic, dedicated staff, some of whom were participants in the Center's programs. EMCC is committed to professional development.

Qualifications, education, and training for the program staff are as follows:

- Executive Director: bachelor's degree in education or social work, and 8 years of not-for-profit leadership experience and experience in leading teams working with at risk populations and Black, indigenous, and people of color communities.

- Program Coordinator: bachelor's degree in applicable field and minimum 5 years of not-for-profit leadership experience and experience working with at-risk populations and BIPOC communities.
- Youth Program Manager: bachelor's degree, 5 years of experience working with children and youth ages 6-18 and experience working with at-risk populations and BIPOC communities.

EMCC actively supports and encourages staff to grow as professionals. All staff are provided time and funds for professional development. Youth program staff have attended Madison Out of School Time training. Program staff are required to participate in civil rights, sexual harassment, and inclusive workplace training. As a CDD contract partner, EMCC is able to participate in some City of Madison training opportunities. EMCC is also a partner with Community Action Coalition, which offers professional development for EMCC staff to better serve the community. Two primary staff members recently completed Homeless Training through Ryan Dowd; three completed Mental Health First Aid through National Council for Mental Health and Well Being; and one completed the Youth and Mental Health First Aid Course. One staff member has completed AODA certification. Primary staff members have CPR and AED training. One staff member completed training in Trauma-Informed Care. The executive director has completed Accounting for Non-Profit Professionals course through Wegner CPAS and is participating in the Goodman Nonprofit Fellowship Training Program. The EMCC program coordinator recently attended the Aging Well Symposium to develop partnerships for the older adults program. She has completed de-escalation training, is working towards a certificate in Human Centered Leadership and will soon begin a year long training in Nonviolent Communication.

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

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

JOINT/MULTI-AGENCY APPLICANTS

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

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

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Part 2 - Program Narrative Form

Program Name:	Holistic Organization of Partners for Economic Stability (HOPES)	Total Amount Requested for this Program:		\$ 120000
Legal Name of Organization:	East Madison Community Center Inc.	Total amount Requested for Lead/Single Applicant		\$ 120000
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	Regina McConnell	Email:	rmcconnell@eastmadisoncc.org	Phone: (608)249-0861
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 type="checkbox"/> Prevention Services and Activities: Community-Based Individual/Family Support <input checked="" type="checkbox"/> Prevention Services and Activities: Building Community and Stabilization <input checked="" type="checkbox"/> Adults and Families <input type="checkbox"/> Youth ages 12-18 years old				
PLEASE NOTE: Separate applications are required for each distinct/stand-alone program. Programs are considered distinct/stand-alone if the participants, staff and program schedule are separate from other programs, rather than an activity or pull-out group.				

1. PROGRAM OVERVIEW

- A. Need: What specific need(s) in the City of Madison does this program aim to address? Please cite the data or community input used to support your response.

The City of Madison Neighborhood Indicators Project identified Census Tract 25, which includes the Truax neighborhood, as a high need area. There are a few notable deficiencies in this area compared to the entire City of Madison that contribute to community instability, including families living in poverty, economically disadvantaged students, less than proficient level of English, and parents with less than a high school diploma.

2020 Census Indicator	City of Madison	Census Tract 25
Families in Poverty	6.6%	21.6%
Parent Education: Less than Bachelor's Degree	49.3%	89.1%
Economically Disadvantaged Students	50%	82%
English Language Arts: Less than Proficient	52%	86%
Prenatal Care: Less than Adequate	17%	27%

Support in this and surrounding high-need neighborhoods include Joining Forces for Families, the East Madison Community Center, and other partners who address resident needs such as affordable childcare, healthcare, nutritious food, transportation, dealing with trauma and getting connected to resources. Through community participant surveys conducted two

times per year and informal small-group discussions, participants share program ideas and what they would like to see offered at EMCC. They offer suggestions to help meet their basic needs, including wellness activities in the neighborhood. Examples of specific needs and program ideas collected from community members can be categorized into several dimensions of wellness that contribute to overall well-being and community stability.

- Emotional: Mental health support, women's groups, wellness coaching, mothers of children who died from gun violence
- Financial: Tax return help, financial help such as building credit and opening a bank account, laundry soap and other household item help, childcare services, cleaning supplies, transportation to grocery stores.
- Physical health: Yoga, dance, fitness classes, walking club, hiking, sports leagues, massage therapy, fencing, vaccinations.
- Socialization: Community activities, community outings, adult only events, karaoke for adults and community, places to play with their children, community events and celebrations, potlucks, community meals, senior lunch program, bingo and game nights.
- Engaging the mind: Sewing, cooking and nutrition, arts and crafts, CPR and first aid, book club.

- 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 goal of EMCC's HOPES program is to foster long-term stability by building trust and providing a safe, welcoming program where individuals and families can strengthen their self-sufficiency, well-being, and sense of belonging. Through neighborhood-based events, workshops, training, and community experiences, HOPES supports households disproportionately impacted by systemic barriers, including families of color, single-parent households, and seniors and by creating opportunities to engage in multiple dimensions of wellness and build resilience within a diverse, connected community. Programs are developed in response to the current needs with input from the community to increase participation and to bolster community buy-in and support.

- 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 EMCC HOPES Program provides programming primarily for pockets of poverty on the north and eastsides of Madison, but is open to all. Core services of activities include community events and celebrations, and programs for adults, families, senior and community groups. The focus of activities is on community building, wellness, and self-sufficiency. Programs are delivered by EMCC program staff in collaboration with community partners. Programs take place at EMCC at 8 Straubel Court Madison, WI, but will also include excursions into the community. Program participants have expressed interest in getting out into the community due to limited resources and transportation.

EMCC has implemented the HOPES program since 2000. With additional funds through this grant, the center will be able to engage more community members and expand program offerings to strengthen the well-being and connectedness of the community.

Key outputs include weekly adult and senior program offerings and monthly family activities and quarterly community events at EMCC. Key outcomes include participants reporting, that as a result of program participation, they feel an increased sense of trust, connection, and belonging in the community; an increase in stability at the individual and household levels; and an improvement in well-being

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?

EMCC is located in the Community Development Authority Truax Park Public Housing neighborhood, which is an isolated community situated with HWY 151 to the south, HWY 51 to the east, a business park with Madison College and the Dane County Regional Airport to the north, and Starkweather Creek to the west. According to the Hawthorne - Truax Neighborhood Plan 2023, this area has a very high portion of renters who are cost burdened (72%), spending more than 30% of their income on housing. The primary EMCC neighborhoods served include Truax, Webb-Rethke, Hawthorne, Carpenter Ridgeway and other areas to the east and north.

EMCC service population is 37% White/Caucasian, 37% Black/African American, 12% Asian, 14% Mixed/Other. Ethnicity breakdown is 86% not Hispanic, 11% also Hispanic and 3% only Hispanic. An estimated 32% have one or more people in the household with a disability. Sixty-six percent of households qualify as extremely low or low income.

EMCC serves primarily in English and has one staff member with conversational Spanish skills. EMCC is in discussions with partners to bring programs and services to EMCC in Spanish and Hmong languages. EMCC has access to onsite translation services and devices on site.

EMCC obtains formal feedback from participants on the programs and ways to strengthen programming and community partnerships through surveys and facility-use small-group discussions twice per year. Additionally, community residents sit on the EMCC board and volunteer in programs and report to the Board of Directors about programs and make recommendations for future programs. EMCC staff regularly attend neighborhood association meetings to foster relationships and co-host community events. Program staff conduct post-program surveys to obtain regular feedback to adjust programs and implement new programs for emerging needs. Community volunteers contribute ideas to events and co-host community events with center staff.

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

The following shows the diversity of participants from the 2024 HOPES Program estimated using CDD 2024 sampling survey results applied to participant totals. Community events are not included in this total. Actual # of African American households is estimated to be higher.

Race	# of Participants	% of Total Participants
White/Caucasian	203	37
Black/African American	203	37
Asian	66	12
American Indian/Alaskan Native	0	0
Native Hawaiian/Other Pacific Islander	0	0
Multi-Racial	38	7
Balance/Other	38	7
Total:	548	
Ethnicity		
Hispanic or Latino	77	14
Not Hispanic or Latino	471	86
Total:	548	
Gender		
Man	165	30
Woman	383	70
Non-binary/GenderQueer	0	0
Prefer Not to Say	0	0
Total:	548	

Comments (optional): Current 2025 survey data shows nearly 700 unduplicated HOPES participants served in 2025 to date.

- 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.

EMCC program materials are available in English and Spanish. Additional language translations will be made as needed. EMCC staff and program participants can also access immediate translation through a "Language Line" telephone translator services and LingoPlugs translation devices on-site. In addition, translators, either paid or volunteer, will be arranged as needed for recurring programs. Recent success: LingoPlugs have been used in-house for training and out in the community for a presentation for a community member who was deaf who was then able to read what our staff member was saying about programs.

EMCC acknowledges and embraces the multicultural makeup of the community and focuses on programs that are welcoming to all community members. Together with partners including Hawthorne Elementary Community School, cultural celebrations will be included in annual celebrations and community events. EMCC is celebrating its 60th anniversary of serving the community in 2026. Cultures served by EMCC and in Madison will be a primary theme in 2026 celebrations. EMCC currently hosts several cultural groups and will invite them to collaborate as part of the 2026 anniversary celebrations.

Members of various cultural groups will be invited to be part of the new Resident Empowerment Program (REP) in 2026, described below.

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.

Community outreach strategies include: The program calendar will be mailed out monthly to 275 Community Development Authority East households with monthly rent statements; available to 80+ households each week at food pantry; available to facility use groups and walk-in use groups; and available on the EMCC website. Activity flyers will be physically posted on CDA apartments buildings at Truax. Community events are posted in the Northside News community newspaper each quarter. Community partner outreach will include: Joining Forces for Families East team, Darbo/Worthington and Sandburg/Motel Corridor NRTs, Neighborhood Association Partners (Truax, Hawthorne, Carpenter-Ridgeway and North Street), MMSD (primarily Eastside schools), our new partner, the RISE Madison Affordable Housing and the soon to be partners, the Men's Bartillon Shelter and Imagination Center at Reindahl Park. New in 2026, the HOPES program will include a Resident Empowerment Program (REP). This program will recruit residents who are already engaged in programs to become an EMCC REP leader. This group will be involved in community event planning, generating program ideas, and helping with reviews and outreach. Many residents already fill this role, but in an unofficial capacity. Recently, the food pantry resident volunteers were given professional EMCC name tags and their sense of pride was evident. This sparked the idea of formalizing the Resident Empowerment Program.

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?

Barriers to participation include transportation, work schedules, childcare, and language. EMCC plans to address the barriers through the following approaches.

- Transportation: HOPES program funds will include bus tickets and additional staff hours for pick and drop off for program activities. The EMCC team has discussed if programs should be taken off-site to some locations in the future if many participants are from the same area. EMCC will work with housing complexes and partner agencies to accommodate community member participation.
- Daytime and evening program schedules: Program participants have requested daytime, evening, and/or weekend activities to accommodate work schedules. EMCC varies the program schedules to

accommodate as many participants as possible. Adult programs are rotated between daytime and evening hours. Some activities are hosted on weekends. EMCC has partnered with Project Babies to provide some childcare for small children during adult activities. EMCC staff try to coordinate Friday activities for adults with youth programs so children may attend EMCC children's programs at the same time.

- Language: EMCC has access to real-time language translation and on-site language translation devices. EMCC staff are working on partnerships with Hawthorne Community School and other agencies to provide programs in multiple languages. EMCC has one staff member who has basic Spanish language skills, 2 who speak Hmong and a JFF social worker in the neighborhood who also speaks Hmong.

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). Small group activities are primarily pre-registered through an online, walk-in or call-in process. Registration information, attendance, pre-post program survey data are managed by program staff in Google docs. Contact information is required for reminder calls to be made for the activity. This has proven to be an effective method to increase participation. EMCC is currently collecting email addresses for Constant Contact to implement an additional method of outreach.

Program staff and the leadership team review program evaluations and also complete event evaluations to better plan for future activities. Community resident members on the Board also share feedback with the Board to solicit feedback and ideas for improvement.

Community residents will also be given the opportunity to become an EMCC REP, as described above.

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.,).

Building Community and Stabilization Activities through EMCC HOPES

Community Events: Community building activities bring residents together in a welcoming space. EMCC HOPES activities involve collaborative partnerships. Events include a community health fair with at least twenty partners and a meal, an end-of-school BBQ with activities for all ages and a meal, a carnival for National Night Out in partnership with the Madison Police Department, Culver's, Madison College, and the National Guard, a Unity Picnic with MPD, a fall festival with the Truax Neighborhood Association, an Earth Day celebration, clean-up and luncheon, chili cook-off, talent show, theater performance by EMCC youth and Children's Theater Madison. Additional community activity examples include an outdoor movie, fish fry, and presentation on environmental topics such as per- and polyfluoroalkyl substances (PFAS). EMCC will host community events to connect community members to Lifeline Resources through a partnership with the Public Service Commission.

EMCC will be celebrating its 60th year anniversary in 2026 and will host community events and celebrations throughout the year. The EMCC REP team will work with staff to commemorate EMCC's 60 years of service to support residents of Madison. At a minimum, EMCC will host one community event per quarter which includes a meal.

Community Building Meal: Each week, the River Food Pantry Munch Mobile Meals Truck comes to EMCC to deliver the much-loved fresh fruits, vegetables, and sandwiches to the community. To supplement this program, EMCC will set up the multipurpose room and purchase healthy drinks for community members to eat together. Board games and other activities will be made available depending requests.

Workshops and activities: HOPES programming includes workshop topics in various dimensions of wellness to increase individual, household, and community stability. Categories include financial literacy, health and wellness, engaging the mind, and social activities.

Current activities include the list below, but EMCC will be able to increase the frequency in 2026 with additional funding through this grant. Additionally, EMCC will be able to add new components to HOPES with this additional funding (see list below). Community members ask for activities to be offered more often and at different times. Depending on funding, EMCC will expand offerings to additional days and hours and topics based on current community needs and requests.

Current activities:

1. Weekly senior meal and activity (bingo, games, arts and crafts, cooking class, puzzles and pretzels or outing)
2. Weekly Fitness offerings (yoga, zumba, Latin dance - minimum of two offerings per week, day/evening)
3. Adults programming (cooking class, bingo, karaoke, trip to food pantry or grocery store, computer literacy and access to computers - minimum of two offerings per week, day/evening)
4. Family programming (family nights, field trips - monthly including a meal)
5. Summer community garden - (monthly workdays and a meal)

Desired components to add to HOPES in 2026, based on community members' requests:

- Tax return assistance, more adult trips, a neighborhood sports league, all-ages talent show, a personal essential pantry open weekly including soap and laundry detergent, transportation to and from programs using center van or bus tickets.
- Resident Empowerment Program: Community members will be encouraged to participate in activity planning, outreach, execution and evaluation. A stipend scale or EMCC swag reward program will be implemented. The current Health Passport Program received favorable results with an EMCC sweatshirt as a prize and a gift card.

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.

Promising Practice

The EMCC HOPES program provides low-income households on Madison's east side with opportunities to build community connections and access programs that support individuals and families on their path to self-sufficiency. Drawing on nearly sixty years of both successes and lessons learned, EMCC has built HOPES programming by adopting the most effective partnerships and models to serve all ages and promote overall well-being. EMCC prioritizes that by providing opportunities for support and increasing protective factors for the entire household, there is a greater chance of stability.

We recognize that health and well-being play a vital role in meeting day-to-day challenges. EMCC cannot do this work alone and relies on collaborative partnerships to serve entire households experiencing greater incidence of trauma and/or poverty. Through HOPES, residents gain practical skills: recognizing when they need help, identifying who can provide support, and remaining calm during times of stress or crisis. These skills, paired with a strong network of partners, create a foundation for resilience and long-term stability.

EMCC has been recognized by community partners for significant effort to strengthen communities. Three examples which support the HOPES program are the Public Health Madison and Dane County Healthy Community Award and Public Health Prevention Award and Joining Forces for Families Friends of JFF Award.

Our HOPES program participants are surveyed 1-2 times a year on the effectiveness and outcomes of the program. In our most recent 2025 survey, participants were asked to rate their overall wellness on a scale of 1 (awful) to 5 (excellent) after participating in the program. Out of over 50 people surveyed, the average score was a 4.3 with the lowest score being a 3. When interviewed about different components of improvements in self-sufficiency, respondents selected Family Relations (90%), Support (80%), and Community Involvement (100%) most often as areas the HOPES program assisted in improving. This

indicates our HOPES program is having a positive intergenerational effect and that people feel supported and more connected to their community.

- 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	8:00 PM
Tuesday	9:00 AM	8:00 PM
Wednesday	9:00 AM	8:00 PM
Thursday	9:00 AM	8:00 PM
Friday	9:00 AM	8:00 PM
Saturday	9:00 AM	8:00 PM
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:

EMCC does outreach presentations at other service organization and partner sites such as neighborhood associations, housing complexes and food pantries. As part of the Lifeline Outreach Program, EMCC Program Coordinator will conduct outreach throughout the City of Madison to connect residents to the Lifeline Program and EMCC services as well as inform them about other relevant services and 211. EMCC regularly tables at community events to share program information and invite community members to EMCC programs and events.

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.

EMCC program staff engaged all community groups and ages in survey process to collect program feedback and program ideas.

Youth: The EMCC Youth Program Manager surveyed afterschool and summer camp kids and parents. Youth members will be invited to participate in the EMCC Resident Empowerment Program Team. Most recently, one highly motivated teen who is turning 14 and is going to apply to work at EMCC, surveyed the kids on his own which resulted in our first ever talent show this past Spring.

Adults/Senior and Families: The EMCC Program Coordinator surveys HOPES program participants two times per year and has weekly conversations with volunteers, residents and program participants on their current needs and program wants at EMCC. Two board members are volunteers in the weekly food pantry and center events. They regularly give feedback to EMCC staff and report back to the board with successes, challenges and ideas for the future programs.

Youth, individuals, adults and families will be encouraged to join the Resident Empowerment Program (REP) in 2026. The EMCC REPs will be a driving force in program development and assessment. Currently, junior staff members are residents or former residents of Truax housing and solicit program ideas from the participants. Their own personal experiences in the program help the primary staff plan for outings and in-house activities.

- 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.

Neighborhood residents, as mentioned previously as individuals and in families, are included in the survey process. Their feedback is regularly solicited from the Program Coordinator and this drives programming. EMCC staff attend neighborhood association meetings to stay abreast of neighborhood plans and to collaborate on events and programs. EMCC regularly seeks event information from neighborhood associations to share with the community.

Primary partners such as Hawthorne School and Joining Forces for Families have re-committed to ongoing collaborative programs in 2026 to serve the EMCC community.

United Way, who is a primary funder for the HOPES program, has been helpful with survey development and processing our data.

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)?
United Way	Program Funder and 211 Kiosk at EMCC. Kiosk connects community members to a resource database.	Uchenna Jones (Program Funds) Ed Wall (211)	Yes
Public Service Commission, Lifeline Outreach Grant	Grant Partner: EMCC conducts outreach to connect community members to discounted internet service/mobile phone service. EMCC will host community events to share information and connect people to this resource.	Milena Bernardinello	Yes
Department of Human Services, Member Feedback Alliance	Member Feedback Alliance: EMCC connects community members to DHS for group and one-on-one research surveys for benefits. Members receive stipends.	Stephanie Dorfman	Yes
Madison Police Department	Weekly police interactions with youth in a positive way, Unity Picnic at EMCC, National Night Out co-host for 3 years. Invited EMCC to host in 2023 and has grown the event with more partners.	Officer Grace Howard	No
Truax Neighborhood Association	EMCC has worked with TNA for years to bring programs and events to the community. Partnerships have included fall harvest festivals, earth day festivals and neighborhood clean-ups, pontoon trips and transportation to the River Food Pantry.	Pat Hadden	No
Joining Forces for Families	Social Workers on-site to provide collaborative support to individuals and families.	Bridget Rogers and East Team	No

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

- Hawthorne, North Street and Carpenter Ridgway. EMCC has been a meeting host site, collaborated on projects and regularly invites residents to programs and events.
- Madison Children's Theater -Bringing theater performances to the neighborhood
- Madison Arts Commission - Theater arts program for kids to perform for community at EMCC
- Community Development Authority - Social worker on-site, tables at community events
- Project Babies - Hosts pop-up activities and clothing for babies and toddlers at EMCC.
- Village Diaper Bank - Provides diapers and wipes for EMCC to have on site for families.
- Nicki Wachter Coaching - Staff leadership development and 2026 community workshop leader
- Northside News - EMCC regularly shares program information, stories, photos and announcements for upcoming community events and programs
- Comfort Keepers - Older Adults Program host at EMCC. Topics for discussion and bingo.
- Madison Senior Center - Collaborative partner bringing workshops to EMCC and hosting events for EMCC older adult field trips.
- Madison Public Library Dream Bus - Weekly stop at EMCC for books, library cards.
- Munch Truck - Weekly stop at EMCC for free fresh fruits and vegetables and sandwiches for all.
- Air National Guard - Event partner who brings hands-on activities and swag to National Night Out and End of School BBQ.
- Old National Bank, UW-Credit Union, Associated Bank - Financial literacy classes at EMCC.
- Fire Department -Special events volunteer, National Night Out partner (brings trucks for demos)
- UW-Extension - Cooking and nutrition classes at EMCC
- Madison table tennis - Open to all community members, wellness program.
- Madison Knitters Guild - Area volunteers knit items for community members through EMCC.
- Retired Senior Volunteer Program - RSVP participants create hand-made items for the community.
- The Sewing Machine Project - Six week sessions which connect community volunteers to teach low-income individuals how to sew. Individuals complete six classes, a community project and are given a machine and supplies to keep. This has led to on-going sewing programs at EMCC.
- Hawthorne Elementary School - One Community School - Collaborative work on safe routes to school, family nights, community events, cultural events, cooking class, walking school bus.
- Rooted - Garden partner, connecting residents to garden space and garden education opportunities.
- Wheels for Winner - Volunteers earn a bike-10 hours of service. Kids/adults earn transportation.
- Wheels for Winners, Dream Bikes, Wisconsin Bike FED and the City of Madison Back to School Bike-fix shop at EMCC. Community members get bikes fixed on the spot.
- DaneNET, Madison Senior Center and EMCC co-host digital literacy classes at the center.
- Johnny Winston CPR - Community CPR classes at EMCC for staff and community-at-large.
- Overture Center Community Ticket Program - EMCC receives tickets at a nominal cost which EMCC pays and gives the tickets to community members to attend on their own or the center takes a group to a performance.
- Madison College Wolfpack volunteers provide program support. One served as a translator.
- UBU Studios - Monthly art classes at EMCC
- Araceli Asparaza - Writing workshop at EMCC
- Meter Studio - Joel Sacramento - Community volunteer and videographer who learned about EMCC through a PFAS presentation and is helping EMCC with outreach by creating an in-kind promotional video. Showcasing community members who have grown into resident leadership roles.
- BizzyBizzy - Candy Phelps - Website designer who connected with EMCC through our search for help with our website. We received a grant to update our website which made our calendar more visible on social media and has brought new people to EMCC.

How do these partnerships enhance this proposal?

With nearly six decades of partnership building experience, EMCC has a wide range of knowledge and connections to address program needs and to provide a variety of activities at EMCC. EMCC is a connector. The team connects individuals to services, people and the community-at-large. The extensive knowledge and skill sets of the EMCC team in addition to the partnerships enable programs to evolve quickly. If an idea comes to mind from a community member, more than likely, an EMCC staff member or volunteer knows who to call or what agency or partner can help us make the idea come to life.

Through partnerships, the community is connected to professionals in the area of expertise to best serve the program and the participants. This also provides a pathway for community members to connect to resources they may otherwise have not previously been familiar with. Often, it is the EMCC staff that formally introduces a community member to a new service or “just the right person” who knows how to help.

Program funders enable EMCC to provide additional services, pay staff, provide supplies and bring community members together more often. Community members ask for programming more often all the time.

Event partners enable EMCC to offer more engaging events at less cost to the center.

What are the decision-making agreements with each partner?

The Public Service Commission, United Way, Department of Human Services, Madison Arts Commission, Araceli Asparza and Nicki Wachter Coaching require contracts.

- 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?

EMCC has been serving the community for nearly six decades and has built relationships with dozens of community partners. Staff members have also worked at other non-profits organizations in Madison and their toolboxes are well-equipped. EMCC staff provide resource and referral services six days a week and have community bulletin boards which are accessible on Sundays while facility use groups are in the building.

Flyers are distributed during programs or sent home with youth participants. Resources are shared on social media. EMCC is currently collecting email addresses to begin using Constant Contact to inform community members of specific upcoming events and programs which pertain to their interests or household.

- Resources for youth: Many youth apply for their first job experience at EMCC as a youth worker. The youth program participants start out as volunteers and look forward to applying for a paid position once they turn fourteen. Youth are connected to college entry programs and work training programs. EMCC has a partnership with a local restaurant and has two EMCC “graduates” working there now. EMCC children and youth are provided afterschool and summer programs with emphasis on math and literacy and overall wellness. High school students are taken on college tours and encouraged to focus on graduation and then plan for after graduation.

- Resources for individuals: Adults are connected to many program partners such as Joining Forces for Families, Lifeline, FoodShare, 211 Kiosk at EMCC, food pantry referrals and a job board. Individuals may also apply for a higher education scholarship from EMCC each Spring.

- Resources for Families: Families are connected to community partners through programs such as the Overture Center community ticket program, MSCR pontoon outings, connected to Project Babies for clothing

and infant/toddler support, diapers and wipes from the Village Diaper Bank. Families can receive help with the college application process and are often accompanied to Madison College on their visit.

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
Program Outputs

1. Number of community events per quarter and estimated attendance at each event (4)
2. Number of times community feedback and suggestions are collected (12)
3. Number of adult only activities offered (100)
4. Number of older adult activities offered (50)
5. Number of unduplicated participants in HOPES programming (750)

- B. Program Outcomes

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

The HOPES Program data collection consists of attendance forms, pre and post surveys.

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: 75% of community participants surveyed will report an increased sense of trust, connection and belonging within their communities.				
Performance Standard	Targeted Percent	75	Targeted Number	56
	Actual Percent		Actual Number	
Measurement Tool(s) and Comments: Pre-Post program Survey (Sample of 75 surveys and one-one interviews)				
Methodology: HOPES program participants will complete exit program surveys and identify the programs which they attended/participated and how this impacted their sense of connection to the community. *During the first program, or small group activity, the participants will be asked to rate their overall wellness on a scale of 1-5 and this will be compared to their self-evaluation in the post program survey.				

Outcome Objective #2: 75% of community participants surveyed will report an overall improvement in well-being and life stability following program participation.				
Performance Standard	Targeted Percent	75	Targeted Number	56
	Actual Percent		Actual Number	
Measurement Tool(s) and Comments: Pre-Post program survey (Sample of 75 surveys and one-on-one interviews)				
Methodology: HOPES program participants will complete post program surveys and identify which HOPES activities they attended/participated and how this impacted their well-being. *During the first program, or small group activity, the participants will be asked to rate their overall wellness on a scale of 1-5 and this will be compared to their self-evaluation in the post program survey.				

Outcome Objective #3: 75% of community participants surveyed will report improved social relationships, communication skills, and confidence participating in community activities and events.				
Performance Standard	Targeted Percent	75	Targeted Number	56
	Actual Percent		Actual Number	
Measurement Tool(s) and Comments: Pre-Post program survey (Sample of 75 surveys and one-on-one interviews)				
Methodology: HOPES program participants will complete post program surveys and identify which HOPES activities they attended/participated and how this impacted community engagement. *During the first program, or small group activity, the participants will be asked to rate their overall wellness on a scale of 1-5 and this will be compared to their self-evaluation in the post program survey.				

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?
- a. Demographics: Each activity has a sign-up form which is managed by the front office in a Google Form. Participants may call in, email or stop in person to sign up for activities. Contact information and demographics are collected as needed. Current contact information is maintained for reminder calls prior to the activity and to invite participants to future events/activities. Demographic sampling is conducted three times per year through the city sampling process.
 - b. Program Activities: Each activity has either a one-time sign-in form or an attendance form for activities which meet more than one time. EMCC tries to capture data on first time participants to EMCC and first time in the activity.
 - c. Outcome Measures:
 - i. Pre/post program surveys are developed and based on program objectives and goals and managed by program staff.
 - ii. In-person interview samples 2x per year on a broad scale for community wide programming. EMCC will implement community input collection methods for events in 2026. Smaller events could be a post-event survey. Larger events could include a large poster board soliciting community feedback and event suggestions, or a staff or board member collecting individual responses during the events. Feedback will be solicited at a minimum of one time per month. (12)
 - iii. EMCC maintains a reporting calendar which is reviewed by the Leadership Team on a bi-weekly basis. Outcome measures will be reviewed by the leadership team and program staff on a monthly basis in preparation for CDD quarterly reports.
 - d. Expenses:
 - i. Program managers oversee budgets and review monthly with the leadership team.
 - i. All expenses are coded by program staff and reviewed by the Executive Director.

- ii. Credit card expenses and statements are reviewed by the facility operations manager, program staff and Executive Director each month.
- iii. Monthly expenses and finances are reviewed by the leadership team and board finance committee.

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)
Executive Director		0.29FTE/Civil Rights, Sexual Harassment, Inclusive Workplace, CPR	EMCC
Facility Operations Manager		0.24FTE/Civil Rights, Sexual Harassment, Inclusive Workplace, CPR	EMCC
Program Coordinator		0.75FTE/Civil Rights, Sexual Harassment, Inclusive Workplace, CPR	EMCC
Office Assistant		0.03FTE/Civil Rights, Sexual Harassment, Inclusive Workplace, CPR	EMCC
Program Assistant		0.25FTE/Civil Rights, Sexual Harassment, Inclusive Workplace, CPR	EMCC

- B. Volunteers: Describe your process for screening, training, and supervising volunteers who will have direct contact with program participants.
 Volunteers complete a volunteer application form. Volunteers are invited to meet program staff for an interview. If the applicant's interests and skillset matches the current program needs, a background check is completed through Fidelitec. Volunteers are assigned a supervisor based on the program(s) they volunteer. Volunteers receive a one-on-one training from the program supervisor on the volunteer tracking software, center procedures and program procedures. Volunteers are paired with a volunteer as needed.
- 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.
 Once funds are secured, program leaders are solicited and contracts put into place. Ie. Nicki Wachter for Power Moms workshop

Transportation: Bus tickets and increase staffing model to accommodate pick-ups and drop-offs as needed for programs.

Personal care/household essential items: Storage shelving and items purchased in bulk

Two tablets for Lifeline outreach and enrollment during community events and outside the center

EMCC program swag for program participants in the REP program

Development of REP program stipend scale according to funds secured

7. BUDGET

- A. The budget workbook should be submitted with the proposal using the template provided in an Excel document or as a PDF. There are six tabs within the Excel spreadsheet: Cover Page, Board & Staff Demographics, Revenue, Expenses, Personnel, and Program Summary. **The Cover Page, Program Summary, and relevant Program Budgets must be submitted with this document for a proposal to be complete.**

Joint/Multi-Agency Applications

- B. The Lead Applicant will be responsible for submitting the Budget Workbook and Budget Narrative(s) alongside all required materials.
- a. The budget template and budget narrative can be found on the [CDD Funding Opportunities Website](#).

8. If applicable, please complete the following:

A. Disclosure of Conflict of Interest

Disclose any potential conflict of interest due to any other clients, contracts, or property interests, e.g. direct connections to other funders, City funders, or potentially funded organizations, or with the City of Madison.

B. Disclosure of Contract Failures, Litigations

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

EMCC is currently defending a claim in federal court by a former employee alleging that EMCC unlawfully extended the probationary period. EMCC vigorously disputes the allegation and has filed a motion with the Court to dismiss the Complaint.

APPLICATION FOR 2025 CRISIS INTERVENTION AND PREVENTION SERVICES PROGRAMS

1. ORGANIZATION CONTACT INFORMATION

Legal Name of Organization	East Madison Community Center Inc
Mailing Address	8 Straubel Court Madison WI 53704
Telephone	608-354-1490
FAX	
Director	Regina McConnell
Email Address	rmcconnell@eastmadisoncc.org
Additional Contact	Sarah Jacobsen
Email Address	sjacobsen@eastmadisoncc.org
Legal Status	Private: Non-Profit
Federal EIN:	39-1941839

2. PROPOSED PROGRAMS

		2026	If currently City funded	
Program Name:	Letter	Amount Requested	2024 Allocation	Joint/Multi Application - SELECT Y/N
HOPES	A	\$120,000	\$0	No
Contact:				
	B			
Contact:				
	C			
Contact:				
	D			
Contact:				
	E			
Contact:				
TOTAL REQUEST		\$120,000		

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	14%	4	40%			
WOMAN	12	86%	6	60%			
NON-BINARY/GENDERQUEER	0	0%	0	0%			
PREFER NOT TO SAY	0	0%	0	0%			
TOTAL GENDER	14	100%	10	100%			
AGE							
LESS THAN 18 YRS	0	0%	2	20%			
18-59 YRS	13	93%	8	80%			
60 AND OLDER	1	7%	0	0%			
TOTAL AGE	14	100%	10	100%			
RACE							
WHITE/CAUCASIAN	2	14%	3	30%	80%	67%	16%
BLACK/AFRICAN AMERICAN	7	50%	5	50%	7%	15%	39%
ASIAN	1	7%	1	10%	8%	11%	28%
AMERICAN INDIAN/ALASKAN NATIVE	0	0%	0	0%	<1%	<1%	32%
NATIVE HAWAIIAN/OTHER PACIFIC ISLANDER	0	0%	0	0%	0%	0%	0%
MULTI-RACIAL	1	7%	1	10%	3%	4%	26%
BALANCE/OTHER	3	21%		0%	1%	2%	28%
TOTAL RACE	14	100%	10	100%			
ETHNICITY							
HISPANIC OR LATINO	3	21%	0	0%	7%	9%	26%
NOT HISPANIC OR LATINO	11	79%	10	100%	93%	81%	74%
TOTAL ETHNICITY	14	100%	10	100%			
PERSONS WITH DISABILITIES	1	7%	2	20%			

*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 2024

5

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

7

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

20

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

Name	Bridget Rogers			
Home Address	3325 Basil Dr, Madison, WI, 53704			
Occupation	Social Worker-Joining Forces for Families			
Representing	Community Rep/Treasurer			
Term of Office		From:	11/2024	To: 11/2025
Name	Tauri Robinson			
Home Address	S1075 Lyndon Road, WI Dells, WI, 53965			
Occupation	Center Director-MSCR			
Representing	Community Representative			
Term of Office		From:	11/2024	To: 11/2025
Name	Neri Haried			
Home Address	965 Baneberry Drive, Sun Prairie, WI, 53590			
Occupation	Community Banking Market Manager, VP-Old National Bank			
Representing	President			
Term of Office		From:	11/2024	To: 11/2025
Name	J. Alberto Quiroga			
Home Address	5020 Farwell St #312, McFarland, WI, 53558			
Occupation	Court Commissioner			
Representing	Community Representative			
Term of Office		From:	11/2024	To: 11/2025
Name	Sharon Rice			
Home Address	1 Straubel Ct #603, Madison, WI, 53704			
Occupation	Healthcare			
Representing	Community Representative			
Term of Office		From:	11/2024	To: 11/2025
Name	Kiea Freeman			
Home Address	778 Edgemore Dr, Sun Prairie, WI, 53590			
Occupation				
Representing	Community Representative			
Term of Office		From:	11/2024	To: 11/2025
Name	Tracy Lomax			
Home Address	1245 North Pine St, Sun Prairie, WI, 53590			
Occupation	City Civil Rights Dept.-City of Madison			
Representing	Vice President			
Term of Office		From:	11/2024	To: 11/2025
Name	Je'Dauri Robinson			
Home Address	15 Straubel Ct, Madison, WI, 53704			
Occupation	Lead Manager-In Home Health Care			
Representing	Community Representative/Secretary			
Term of Office		From:	11/2024	To: 11/2025

AGENCY GOVERNING BODY cont.

Name	Rosie Haskins			
Home Address	1360 McArthur Road, Madison, WI, 53714			
Occupation	In Home Health Care			
Representing	Community Representative			
Term of Office		From:	11/2024	To: 11/2025
Name	Jamal Palmer			
Home Address	248 Wyalusing Dr, Madison, WI, 53718			
Occupation	Youth Training Navigator/Advisor-Madison College			
Representing	Community Representative			
Term of Office		From:	11/2024	To: 11/2025
Name	Marbeli Bruno			
Home Address	1651 Wright St, Madison, WI, 53704			
Occupation	Homemaker			
Representing	Community Representative			
Term of Office		From:	11/2024	To: 11/2025
Name	Antonio Cruz-Rodriguez			
Home Address	1318 Acewood Blvd, Madison, WI, 53704			
Occupation	Community School Resource Coordinator			
Representing	Community Representative			
Term of Office		From:	11/2024	To: 11/2025
Name	Diane Meadowcroft			
Home Address	929 Harrington Dr #105, Madison, WI, 53718			
Occupation	Daycare Director			
Representing	Community Representative			
Term of Office		From:	11/2024	To: 11/2025
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 2026	PROGRAM A	PROGRAM B	PROGRAM C	PROGRAM D	PROGRAM E	NON APP PGMS
DANE CO HUMAN SVCS	0	0					0
UNITED WAY DANE CO	70,000	70,000					0
CITY CDD (This Application)	120,000	120,000					0
City CDD (Not this Application)	172,883	0					172,883
OTHER GOVT*	18,000	18,000					0
FUNDRAISING DONATIONS**	507,423	32,302					475,121
USER FEES	0						0
TOTAL REVENUE	888,306	240,302	0	0	0	0	648,004

*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.

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

[illegible]

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

	2026	2026	2026	2026	2026	2026	2026	2026	2026	2026	2026
Title of Staff Position*	Program A FTE**	Program B FTE**	Program C FTE**	Program D FTE**	Program E FTE**	Total FTE	Annualized Salary	Payroll Taxes and Fringe Benefits	Total Amount	Hourly Wage***	Amount Requested from the City of Madison
Executive Director	29%					0.29	108,150	17,674	125,824	0.00	7,300
Facility Operations Manager	24%					0.24	82,400	20,034	102,434	0.00	4,900
Program Coordinator	75%					0.75	60,176	13,117	73,293	0.00	55,000
Office Assistant	3%					0.03	40,170	151	40,321	0.00	240
Program Assistant	25%					0.25	54,080	13,117	67,197	0.00	17,000
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
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						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
SUBTOTAL/TOTAL:	1.56	0.00	0.00	0.00	0.00	1.56	344976.00	64093.00	409069.00	0.00	84440.00

CONTINUE BELOW IF YOU NEED MORE ROOM FOR STAFF POSITIONS

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

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

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

[illegible]

Program Summary

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

Pgm Letter	Program Name	Program Expenses	2026 City Request
A	HOPES	PERSONNEL	84,440
		OTHER OPERATING	11,060
		SPACE	2,500
		SPECIAL COSTS	22,000
		TOTAL	120,000
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			120,000