



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:	Legal Action of Wisconsin, Inc.	Total Amount Requested:	\$ 200,000 (\$20,000 of which will be directed to ULGM)
All program(s) connected to your organization:	Program Name: Civil legal aid to clients in vulnerable or crisis situations Amount Requested: \$ 200,000 Applicant Type: Joint Application - LEAD Program Type: Community-Based Individual and Family Support Services List Program Partner(s) (if applicable): Urban League of Greater Madison		
	Program Name: Applicant Type: Choose an item. Amount Requested: \$		

	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):	Mike Neumann	Email: mneumann@legalaction.org	
Organization Address:	633 W. Wisconsin Ave., Suite 2000	Telephone:	855-947-2529
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).

Legal Action of Wisconsin (LAW), founded in 1968, is the state's largest non-profit civil legal aid firm, dedicated to advancing justice and stability for those most in need. LAW's mission is to deliver exceptional civil legal services and structural change advocacy, free of cost, to low-income and vulnerable individuals and families. With offices across Wisconsin, LAW has decades of experience providing high-quality legal assistance that addresses housing instability, access to health and public benefits, protection from abuse and neglect, consumer law, employment rights, and elder justice.

LAW has extensive experience in crisis intervention and prevention through programs such as the Elder Rights Project, which supports older adults experiencing abuse, and targeted initiatives serving survivors of domestic

violence, tenants facing eviction, and individuals navigating complex public systems. By integrating trauma-informed advocacy with strong partnerships across health, housing, and social services, LAW helps clients recover from crises, stabilize their lives, and build long-term well-being.

- 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.

LAW has a long history of implementing programs that align directly with the City's Crisis Intervention and Prevention priorities. Since its founding in 1968, LAW has delivered free civil legal services to low-income individuals and families in crisis, focusing on housing stability, access to health and public benefits, consumer protection, employment rights, and protection from abuse and neglect. These services consistently address urgent needs while also helping clients build long-term stability.

For example, the Elder Rights Project (ERP), launched in 2015, provides legal assistance to adults 60 and older who have experienced abuse, neglect, or financial exploitation. ERP uses a trauma-informed, client-centered approach, integrating legal advocacy with wraparound support through partnerships with community providers. Similarly, LAW's Eviction Defense Project (EDP), established in 2019, helps tenants facing housing loss by providing direct legal representation and connecting clients to rental assistance, mediation, and supportive services, improving both immediate housing stability and long-term outcomes. LAW has also piloted innovative models such as Community Connectors and attorney cohorts that strengthen collaboration with healthcare, social services, and community-based organizations to reach individuals during moments of crisis and ensure coordinated care.

Through these efforts, LAW demonstrates its ability to manage complex programming, engage in effective cross-sector partnerships, and deliver trauma-informed, culturally responsive interventions that meet the RFP's goals of crisis response, prevention, and long-term stabilization.

- 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."

Over the past two years, LAW has undergone both strategic advancements and significant organizational challenges. In 2023, LAW completed an independent statewide needs assessment examining the most pressing civil legal issues for low-income Wisconsinites. Findings from this assessment directly informed a new strategic plan, finalized in 2024, which charts a course for expanding access to justice, strengthening community-based partnerships, and advancing equity in service delivery. These efforts have sharpened LAW's focus on reaching populations in crisis, improving culturally responsive advocacy, and enhancing structural change initiatives.

At the same time, LAW has faced substantial funding pressures. Federal support through VOCA and pandemic relief has declined sharply, and the organization anticipates further reductions in federal funding streams. To adapt, LAW implemented difficult but necessary cost-saving measures, including staff reductions from approximately 150 employees to 120. While these changes created capacity challenges, they have also spurred innovation, stronger prioritization of services, and deeper collaboration with partner organizations to ensure that vulnerable individuals and families continue to receive critical legal and crisis-intervention support.

Despite these challenges, LAW has expanded innovative service delivery models that strengthen its crisis response. Recent initiatives include the Community Connectors program, which builds stronger bridges between clients, legal advocates, and community-based providers, and the launch of legal educator and private attorney cohorts to expand reach and expertise. These developments reflect LAW's commitment to trauma-informed, collaborative approaches that stabilize individuals and families while addressing the systemic barriers they face.

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

Over the next two years, LAW anticipates both opportunities for growth and continued challenges in its funding environment. With federal resources such as VOCA continuing to decline and pandemic-related supports ending, LAW expects ongoing fiscal pressures that will require careful planning and prioritization. At the same time, the organization's newly adopted strategic plan provides a roadmap for strengthening service delivery, deepening partnerships, and ensuring that programs remain focused on stabilizing individuals and families in crisis.

To meet these challenges, LAW will increasingly rely on technology-driven efficiencies to maximize impact with leaner resources. Investments in upgraded case management systems, secure remote communication tools, and data collection platforms will allow staff to streamline intake, track client outcomes more effectively, and strengthen collaboration with partner agencies. These tools will reduce administrative burdens, enhance client accessibility, and support more individualized, trauma-informed service planning.

Even with anticipated funding and staffing pressures, these improvements will ensure that individuals and families continue to receive the coordinated, holistic support they need during moments of crisis.

- 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.).

LAW requires its program staff to have strong educational and professional backgrounds in law, social services, or related fields. Attorneys must hold a Juris Doctor degree and be licensed to practice law in Wisconsin. Paralegals and program staff typically hold degrees or training in legal studies, social work, or community engagement, with demonstrated experience serving diverse, low-income, and vulnerable populations. All staff are expected to bring strong skills in trauma-informed practice, cultural competency, and client-centered advocacy.

Ongoing staff development is a central priority. LAW provides continuous professional training in areas such as trauma-informed care, cultural and linguistic responsiveness, emerging civil legal needs, and the use of technology to improve client access and outcomes. Staff also participate in internal workshops, statewide trainings, and national conferences, as well as structured mentoring and peer-learning opportunities. Development is further supported through LAW's cohort models, which encourage collaboration between legal staff, private attorneys, and community educators. This emphasis on continuous training and professional

growth ensures staff remain well-equipped to deliver high-quality, holistic services in line with the City's standards for crisis intervention and prevention.

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

Program name: Civil legal aid to clients in vulnerable or crisis situations

Program type: Community-based Individual and Family Support Services

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

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?

LAW has a strong history of partnership with the Urban League of Greater Madison (ULGM), collaborating to expand access to legal and social services for underserved communities. This partnership, which began in ???, has focused on addressing systemic barriers, enhancing service coordination, and connecting individuals and families to both legal advocacy and supportive community resources. Together, LAW and ULGM have implemented initiatives that target housing stability, access to public benefits, and protections against discrimination and abuse, ensuring that clients receive holistic, trauma-informed support.

Past projects include joint outreach and education efforts, co-facilitated workshops on tenants' rights and financial literacy, and coordinated referral systems to streamline access to legal representation and social services. Through these collaborative efforts, both organizations have strengthened their ability to respond to crises, support long-term stability, and advance equity within the Madison community. LAW's experience working closely with ULGM demonstrates its capacity to maintain effective partnerships, develop culturally responsive programming, and deliver coordinated services that align directly with the goals of this proposed project.

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?

Partnering with the ULGM for this application is grounded in a shared commitment to advancing equity, stabilizing vulnerable individuals and families, and improving access to critical services. LAW brings deep expertise in civil legal advocacy, trauma-informed case management, and experience navigating complex legal and social service systems, while ULGM contributes extensive knowledge of and trust within local communities, culturally responsive outreach, and connections to educational, employment, and social resources.

Together, the organizations complement each other by combining LAW's legal and systemic expertise with ULGM's community relationships and engagement capacity. This partnership enables a holistic approach to crisis intervention, ensuring that clients not only receive legal remedies but also gain access to broader supports that stabilize housing, health, and financial security. By leveraging their respective strengths, LAW and

ULGM can implement a coordinated, culturally responsive program that aligns directly with the City's goals for Community-Based Individual and Family Support, improving client outcomes, enhancing resilience, and addressing both immediate and long-term needs.

- 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?

In this proposed program, LAW will lead the provision of trauma-informed legal advocacy, including intake, case management, and direct representation in areas such as housing, public benefits, consumer protection, and elder justice. LAW will also oversee program design, ensuring that individualized service plans are informed by comprehensive client assessments, and will manage data collection and reporting to track outcomes and support continuous quality improvement. Additionally, LAW will facilitate staff training, coordinate attorney and educator cohorts, and serve as the primary liaison for evaluation efforts, including measuring client progress across life domains.

The Urban League of Greater Madison (ULGM) will focus on community engagement, outreach, and culturally responsive support services. ULGM will connect clients to social, educational, and employment resources, assist with intake and follow-up, and provide guidance on program design to ensure services meet the needs of diverse populations. ULGM will also play an active role in program evaluation, helping to assess client satisfaction, accessibility, and the cultural responsiveness of services.

Together, LAW and ULGM will collaborate on program design, implementation, and evaluation, leveraging LAW's legal and systemic expertise with ULGM's community knowledge and trusted relationships. This complementary approach ensures that services are holistic, coordinated, and aligned with the goals of the proposed program, including supporting clients in crisis, enhancing stability, and improving long-term well-being.

- 9. Outline any anticipated challenges or barriers related to the partnership and describe how you plan to address them collaboratively.**

While the partnership between LAW and the ULGM is strong, potential challenges include coordination across different operational systems and aligning staffing and resources to meet client demand.

To address these, the organizations will implement clear communication protocols, use technology to streamline intake, referrals, and data tracking, and engage in joint training to reinforce shared goals and trauma-informed, culturally responsive practices. These strategies ensure a coordinated, seamless approach, allowing clients to receive timely and effective support.

- 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?

LAW has a history of collaborating with agencies that provide crisis intervention and prevention services for individuals and families at risk of gender-based violence. Through initiatives such as the Domestic Violence Legal Assistance Project and partnerships with local shelters and advocacy organizations, LAW has provided legal representation, safety planning, and connections to supportive services for survivors.

These collaborations have reinforced the importance of trauma-informed approaches, culturally responsive practices, and clear communication between agencies. Lessons learned include the value of co-located services to reduce barriers for clients, the need for flexible case management to respond to crisis situations quickly, and the benefit of joint staff training to ensure consistent, high-quality support. These experiences inform LAW's approach to the proposed program, emphasizing coordinated, holistic care that addresses both immediate safety and long-term stability.



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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Part 2 - Program Narrative Form

Program Name:	Civil legal aid to clients in vulnerable or crisis situations	Total Amount Requested for this Program:	\$ 200,000		
Legal Name of Organization:	Legal Action of Wisconsin, Inc.	Total amount Requested for Lead/Single Applicant	\$ 180,000		
Legal Name of Partner(s) (Joint/Multi-Agency Applicants only):	Urban League of Greater Madison	Total Amount Requested for Partner 1:	\$ 20,000		
		Total Amount Requested for Partner 2:	\$		
		Total Amount Requested for Partner 3*:	\$		
Program Contact: Lead Organization Contact	Mike Neumann	Email:	mneumann@legalaction.org	Phone:	414-274-3082
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 <input type="checkbox"/> Adults and Families <input type="checkbox"/> Youth ages 12-18 years old					
<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.

This program addresses pressing needs in Madison related to employment, housing stability, and safety for low-income residents, particularly younger women and Black residents disproportionately impacted by the criminal legal system. Dane County's Black residents are incarcerated at the highest rate in the nation (1 in 36, compared to a national average of 1 in 81), creating widespread collateral consequences for employment, housing, and education. Arrest and conviction records, even citations, bar individuals from many professions and professional licenses, trapping families in cycles of poverty.

Community input and a 2023 independent needs assessment, which surveyed clients and partners, confirmed that residents face persistent barriers to employment and education tied to criminal records, driver's license suspensions, and discrimination in the labor market. Survivors of domestic violence and abuse reported being criminalized for acts of self-defense or coercion by abusers, further deepening their vulnerability. Stakeholders, including Madison College, the Urban League of Greater Madison, and other service providers, emphasized that legal remedies such as expungement, pardons, and license recovery are critical for residents to access education, stabilize income, and escape unsafe or abusive relationships.

By removing these barriers, the program directly addresses Madison's community need for trauma-informed, culturally responsive support that improves employment outcomes, housing stability, and overall family well-being.

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

The overarching goal of this program is to reduce barriers to employment and education for low-income residents of Madison, particularly women and Black community members, by providing trauma-informed legal remedies such as expungement, pardons, driver's license recovery, and professional licensing support. By addressing the collateral consequences of convictions and citations, the program empowers clients to access stable employment, secure housing, pursue education, and build safe, self-sustaining lives.

This goal directly aligns with the RFP's scope and priorities for Community-Based Individual/Family Support. Our approach improves housing and employment stability, enhances access to health and legal services, and strengthens overall well-being for individuals and families. Staff develop individualized service plans, informed by comprehensive client assessments, while trained attorneys and volunteers deliver culturally and linguistically responsive services.

The program's outcomes also align with the RFP's desired results: clients report increased confidence navigating complex systems, improved ability to manage stress and trauma, and measurable improvements in life domains such as education, employment, and family stability. By integrating trauma-informed practices, community partnerships (specifically Urban League of Greater Madison), and continuous quality improvement, the program advances systemic change while addressing immediate 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.

Legal Action of Wisconsin's project serves low-income residents of Dane County, with a focus on younger women and Black community members disproportionately impacted by the criminal legal system. The program provides trauma-informed legal services — including expungement, pardons, driver's license recovery, and professional licensing support — The intended service population is low-income residents of Dane County, with the majority from the City of Madison. We anticipate serving approximately 150 clients, primarily women under age 40, who are living at or below 200% of the Federal Poverty Level. Based on historical case data, over half of clients are Black (58.4%), about 8% are Hispanic, 20% are persons with disabilities, and nearly half are women. Many clients face barriers to employment or education stemming from arrest or conviction records, driver's license suspensions, or professional licensing restrictions. Because of systemic racism, Black residents are disproportionately affected by these barriers, making them the primary beneficiaries of the program.

The program is designed to be culturally and linguistically responsive. Legal Action provides interpretation and translation services for clients with limited English proficiency and utilizes American Sign Language interpretation for clients who are deaf or hard of hearing. Attorneys also receive regular training in trauma-informed lawyering and serving culturally specific populations.

Members of the service population have directly informed program design and implementation. A 2023 independent needs assessment gathered feedback from clients and community partners through surveys and focus groups, identifying barriers to employment, education, and housing as the most pressing needs. Former clients regularly participate in community needs assessments that inform strategic planning, and their lived experiences shape both service delivery and volunteer training.

The Urban League of Greater Madison, a key partner and subrecipient of funding, plays a critical role in engaging community members, hosting in-person clinics, and connecting constituents to legal services. This partnership ensures that services are designed and delivered in ways that are culturally relevant, accessible, and responsive to the lived experiences of the people most impacted. To reduce barriers to employment, education, and housing. Services will be delivered through quarterly in-person and virtual legal clinics hosted in partnership with the Urban League of Greater Madison and Madison College, with follow-up representation provided by staff attorneys and supervised volunteer attorneys.

Key outcomes include clients gaining improved access to education and employment, increased confidence navigating complex systems, and measurable improvements in overall stability and well-being. By removing legal barriers and coordinating with trusted community partners, the program helps individuals build safe, self-sustaining lives free from the constraints of criminal records and systemic discrimination.

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 intended service population is low-income residents of Dane County, with the majority from the City of Madison. We anticipate serving approximately ??? clients, primarily women, who are living at or below 200% of the Federal Poverty Level. Based on historical case data, over half of clients are Black (58.4%), about 8% are Hispanic, and 20% are persons with disabilities. Many clients face barriers to employment or education stemming from arrest or conviction records, driver's license suspensions, or professional licensing restrictions. Because of systemic racism, Black residents are disproportionately affected by these barriers, making them the primary beneficiaries of the program.

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- 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.

Below is data collected within our Legal Server client and case management database from 2024.

Race	# of Participants	% of Total Participants
White/Caucasian	76	23.9
Black/African American	150	58.9
Asian	6	2.3
American Indian/Alaskan Native	2	Less than 1%
Native Hawaiian/Other Pacific Islander	0	0
Multi-Racial	12	4.6
Balance/Other	13	5.0
Total:	259	
Ethnicity		
Hispanic or Latino	23	8.8
Not Hispanic or Latino	236	91.1
Total:	259	

Gender		
Man	127	49
Woman	122	47
Non-binary/GenderQueer	10	3.8
Prefer Not to Say	0	0
Total:	259	

Comments (optional): The above numbers represent barriers to employment services to Dane County residents only.

- C. Language Access, Cultural Relevance: Please describe how the proposed program will serve non-English speaking youth, individuals, and families. Describe how the proposed program builds and sustains adequate access and cultural relevance needs.

The program is committed to ensuring full access for clients with limited English proficiency and those who are deaf or hard of hearing. Legal Action provides real-time interpretation and translation services through Language Line, which includes more than 200 spoken languages and American Sign Language. When possible, bilingual staff attorneys provide services directly in a client's preferred language. Written materials are translated into commonly spoken languages in Dane County to ensure clients fully understand their rights and options.

Cultural relevance is sustained through ongoing training and intentional partnerships. Attorneys and volunteer lawyers receive trauma-informed and cultural competency training from outside organizations and community partners to better understand and serve diverse populations. The program also collaborates heavily with the Urban League of Greater Madison, which brings deep cultural and community expertise, ensuring services are grounded in the lived experiences of clients. In addition, partnerships with Madison College and other local groups help us remain responsive to the needs of student-parents, survivors of abuse, formerly incarcerated residents, and other populations disproportionately impacted by systemic barriers.

Through these strategies, the program builds and sustains accessible, culturally relevant services that are responsive to the identities, languages, and lived experiences of the individuals and families we serve.

- 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.

The program will recruit and reach its service population through strong community partnerships, targeted outreach, and trusted referral networks. The Urban League of Greater Madison, a key funded partner, will host legal clinics and connect constituents to services in culturally relevant ways, ensuring access for women and Black residents most impacted by systemic barriers. Partnerships with Madison College, the Student-Parent Affinity Group, and UW–Madison's Odyssey Project extend outreach to student-parents, adult learners, and formerly incarcerated students facing educational and employment barriers. Quarterly virtual and in-person clinics, referrals from violence prevention and housing providers, and translated materials further expand access, while client surveys and focus groups ensure recruitment strategies remain responsive. Together, these efforts will connect low-income Dane County residents to trauma-informed legal remedies that promote safety, stability, and long-term self-sufficiency.

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?

Potential barriers to participation in our program include transportation challenges, limited internet access for virtual clinics, scheduling conflicts due to work or caregiving responsibilities, language differences,

and accessibility needs for clients who are deaf or hard of hearing. Trauma, distrust of legal systems, or previous negative experiences with institutions may also make some clients hesitant to engage.

Our program addresses these barriers by offering both in-person and virtual clinics and flexible scheduling. Language Line and American Sign Language interpretation ensure that clients with limited English proficiency or hearing impairments can fully participate. Trauma-informed legal staff and volunteer attorneys are trained to provide culturally responsive, client-centered support, building trust and confidence in the services offered. Partnering with the Urban League of Greater Madison helps connect clients to the program through familiar, trusted community channels, further reducing barriers to participation.

We have developed accessible service delivery model which helps clients access services. The clinics at ULGM are “hybrid” where we have capacity for clients and attorneys to attend in-person or via Zoom. On site there is ample parking and staff to facilitate any technical assistance. Clients who have transportation, child care, or scheduling (work and school) conflicts that would prevent them from attending an in-person appointment are able to access the services from their phones via zoom or calling in.

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).

Participants are enrolled through referrals from trusted community partners, including the Urban League of Greater Madison and Madison College. Outreach uses culturally relevant messaging to engage populations disproportionately affected by legal and economic barriers.

Each participant completes an intake process collecting demographic, legal, and education/employment information. Staff and volunteer attorneys then develop individualized service plans tailored to each participant’s needs, identifying legal remedies, educational support, and workforce resources. Progress is tracked through our case management system, ensuring follow-up and measurable outcomes.

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.).

This program will provide legal services to eliminate barriers to employment and education. Through its Student Legal Aid Program, Legal Action of Wisconsin operates regular pro bono legal clinics—in person, hybrid, and virtual—that provide free civil legal assistance to low-income students and young adults facing barriers to employment and education.

At each clinic, volunteer attorneys and law students conduct initial screenings and evaluations, provide individualized advice, and identify strategies to address legal issues. The program focuses on record clearing and correcting, pardon and expungement eligibility, and driver’s license recovery, while also screening for related civil legal needs. Following the clinics, Legal Action staff provides extended representation to ensure that outcomes are fully implemented and that clients achieve lasting relief from the barriers that prevent them from accessing work and education. They also support and train volunteer attorneys to provide extended representation, such as assisting clients in preparing pardon applications. By combining clinic-based services with follow-up representation, the Student Legal Aid Program resolves legal barriers at the point when they most impact opportunity, while also training law students and engaging pro bono attorneys to expand the reach of civil legal aid.

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.

Our Student Legal Aid Program does not follow one set curriculum, but it is built on evidence-informed practices. Data shows that in Dane county, Black residents are disproportionately impacted by the criminal legal system. Because of that, we intentionally partner with the Urban League of Greater Madison, which is a trusted and respected nonprofit in Madison's Black community.

There is strong evidence that services are more effective when they are delivered through organizations that people already know and trust. Research on community-based lawyering shows that people are more likely to engage with services when they are offered in partnership with credible community institutions. That is exactly why we place our legal aid clinics alongside the Urban League—so the people most impacted feel comfortable accessing our services and know that they are designed with their community in mind.

Our approach lines up with crisis prevention goals because it removes barriers before they interfere with someone's ability to move forward. By combining skilled legal representation with intentional partnerships in the community most impacted, we help people resolve issues that block their access to jobs and education, allowing them to build employment and economic stability over the long term. Our long-standing partnership with the Urban League of Greater Madison in hosting these clinics has a strong record of success, demonstrating that trusted community-based collaboration is a proven way to reach and support those most impacted by the criminal legal system.

- 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	8:00 AM	5:00 PM
Tuesday	8:00 AM	5:00 PM
Wednesday	8:00 AM	5:00 PM
Thursday	8:00 AM	5:00 PM
Friday	8:00 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	9:00 AM	5:00 PM
Tuesday	9:00 AM	5:00 PM
Wednesday	9:00 AM	5:00 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***

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

The "Program Location" boxes above are locked and unavailable for us to edit.

The first section is for Legal Action of Wisconsin, Inc. (Madison Office) - 744 Williamson Street, Suite 200, Madison, WI 53703

The second is for Urban League Of Greater Madison - 2222 S Park St STE 200, Madison, WI 53713

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.

Development of this proposal incorporated feedback from former clients, community members, and partner organizations through surveys, focus groups, and informal consultations. This was particularly evident in the 2023 needs assessment. These sessions highlighted the barriers participants face to employment, education, and accessing legal remedies, informing the design of services, clinic formats, and culturally responsive approaches.

Youth and adult participants, particularly women, will continue to be involved in implementation and assessment through feedback at virtual and in-person clinics and client satisfaction surveys. Their input will help refine service delivery, identify unmet needs, and ensure that legal remedies, educational support, and workforce development services remain accessible, trauma-informed, and culturally relevant. Partner organizations, including the Urban League of Greater Madison, will also facilitate ongoing engagement by connecting participants to the program and supporting continuous feedback loops.

- 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 indicated above, a needs assessment was undertaken with community voices considered back in 2023. While they will not have direct involvement with implementation and assessment, we will continue to seek feedback from all stakeholders involved.

- 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)?
Urban League of Greater Madison	See Letter of Commitment	Edward Lee	Yes

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

No formal partners, however, we do have various reciprocal referral partners that are vital to multiple programs, including this one.

How do these partnerships enhance this proposal?

The partnership with the Urban League of Greater Madison strengthens the proposal by connecting our program to trusted community networks, particularly among Black residents and other historically marginalized populations disproportionately affected by criminalization and economic barriers. The Urban League hosts clinics, facilitates outreach, and helps link clients to trauma-informed legal services, ensuring culturally relevant engagement and accessibility.

Through this collaboration, participants benefit from coordinated support that integrates legal assistance with workforce development, education, and social services. The Urban League's longstanding relationships and deep understanding of community needs enhance program implementation, increase participation, and provide a feedback loop that informs continuous improvement. By leveraging their expertise and trusted presence in the community, the partnership ensures that services are inclusive, responsive, and effective in promoting employment, education, and overall well-being.

What are the decision-making agreements with each partner?

Decision-making in this partnership is collaborative and guided by clear roles. Legal Action of Wisconsin oversees legal strategy, service delivery, and compliance with grant requirements, while the Urban League

of Greater Madison leads community outreach, participant engagement, and clinic hosting. Both partners jointly review program goals, client feedback, and outcome data to guide adjustments in service delivery.

Regular coordination meetings ensure shared input on implementation and strategy. Continuous communication, shared reporting, and mutual accountability ensure that the program remains aligned with community needs and funder expectations.

- 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 program provides youth, individuals, and families with free legal assistance to remove barriers that limit access to education, employment, and stability. Services include expungement and pardon representation, correction of criminal background records, driver’s license recovery, and support for professional licensing, name, or gender marker changes. These legal remedies function as “employment credentials,” directly improving participants’ opportunities for education and work.

To ensure holistic support, the program coordinates with partners such as the Urban League of Greater Madison and Madison College to connect participants to workforce development, educational opportunities, and social services. Volunteer attorneys, supervised by Legal Action staff, expand capacity and ensure participants receive timely, trauma-informed assistance. Clinics serve as entry points where needs are assessed, individualized service plans are created, and referrals are made to appropriate organizations. This coordinated approach links legal aid with employment and educational pathways, helping participants build long-term stability and self-sufficiency.

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

- B. Program Outcomes

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

We measure our outcomes by individual clients served and the number of legal matters resolved. A client might have more than one legal issue resolved through our services but we will track and report outcomes and clients served separately.

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: Partner with ULGM to provide 4-5 large scale legal clinics focused on eliminating barriers to employment and education (criminal record clearing, expungement, pardon, and driver's license recovery).				
Performance Standard	Targeted Percent	100%	Targeted Number	100 clients
	Actual Percent		Actual Number	
Measurement Tool(s) and Comments: Clients who attend the pro bono clinics receive individualized legal advice and analysis on criminal record clearing/correcting, expungement and pardon eligibility, and employment rights.				
Methodology: Volunteer attorneys report services provided at the clinic on a Clinic Report form which is saved and recorded in each client case file. Case data, services, and outcomes are maintained by staff in Legal Action's client database, Legal Server.				

Outcome Objective #2: Improve educational and employment outcomes by successfully receiving gubernatorial pardons of convictions submitted on behalf of clients.				
Performance Standard	Targeted Percent	80	Targeted Number	24 of 30 clients
	Actual Percent		Actual Number	
Measurement Tool(s) and Comments: Decisions received by the Pardon Board. Note: Due to processing timelines we might not receive final decisions for applications prepared and filed during the grant cycle.				
Methodology: Collect decisions from the Pardon Board and track in Legal Server (LAW case management system).				

Outcome Objective #3: Improve educational and employment outcomes by successfully removing arrest records from WI DOJ background checks.				
Performance Standard	Targeted Percent	95	Targeted Number	65 of 70 record removal requests
	Actual Percent		Actual Number	
Measurement Tool(s) and Comments: Decisions received from the Wisconsin DOJ and review of updated criminal background check				
Methodology: Collect decisions from WIDOB and track in Legal Server (LAW case management system)				

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?

Legal Action uses an established case management system, Legal Server, to capture and track client demographics, legal issues addressed, services provided, and case outcomes. Attorneys and paralegals record time, activities, and results for every client, ensuring that program activities are fully documented from intake to resolution. Demographic data such as race, gender, age, income level, and geographic location are also captured to monitor who is being served.

Program outcomes such as expungements granted, pardons received, driver's licenses reinstated, or professional licenses obtained, are recorded and reviewed regularly. Reports are generated and assessed by managing attorneys to ensure progress aligns with program goals. Financial data, including grant expenditures and resource allocation, are tracked through Legal Action's fiscal management system, which complies with contract standards. This integrated approach ensures accurate reporting of demographics, activities, outcomes, and expenses while supporting continuous quality improvement.

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)
Supervising Attorney (0.16 FTE)		Attorney, licensed in Wisconsin	Madison, Wisconsin
Project Attorney (1.00 FTE)		Attorney, licensed in Wisconsin	Madison, Wisconsin
Paralegal (0.20 FTE)		None required	Madison, Wisconsin
Intake Unit (0.06 FTE)		None required	Various locations

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

Legal Action has significant experience training and supporting volunteers through our Volunteer Lawyers Project. All volunteers are legal professionals or students pursuing careers in the legal field. This includes licensed attorneys, law students, paralegals, paralegal students, and undergraduates engaged in relevant coursework (e.g., legal studies).

Attorneys regularly receive substantive training through in-person sessions, live webinars, and on-demand modules. These training courses are approved for Continuing Legal Education (CLE) credit, which is required to maintain a law license in Wisconsin. We also regularly provide training on trauma-informed lawyering to help volunteers engage with program participants in a respectful, empathetic, and culturally responsive manner.

Our clinic and extended service models incorporate a shadowing component, allowing new volunteers to observe experienced attorneys—both staff and fellow volunteers—before taking on cases independently. This ensures that volunteers are well-prepared and supported as they begin direct work with program participants.

All student volunteers are closely supervised by staff attorneys. The Student Legal Aid project includes a structured onboarding process to ensure students are adequately prepared to manage

assignments. Weekly check-ins with supervising staff and regular work reviews help ensure that student work is completed accurately and aligned with program standards.

Our pro bono clinics, which are staffed by volunteers, are facilitated and coordinated by experienced Legal Action staff. These staff members provide expert support throughout the clinic process and ensure that services meet our quality standards and program expectations.

- 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.

The Volunteer Lawyer Project and the Employment Projects Coordinators are internal resources. Both LAW and ULGM are large organizations with infrastructure to support successful programs.

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.

No conflicts of interest

B. Disclosure of Contract Failures, Litigations

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

No contract failure/litigations



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

Budget Narrative Form

Joint/Multi-agency Applicants ONLY

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.

BUDGET NARRATIVE DOCUMENT

This document is to be completed by the program partners of the Lead Agency. It is the responsibility of the Lead Agency to include partner Budget Narratives in the application materials.

If you need assistance related to the **content of the application** or are unclear about how to respond to any questions, please contact CDD staff: Yolanda Shelton-Morris, Community Resources Manager yshelton-morris@cityofmadison.com or Nancy Saiz, Community Development Specialist nsaiz@cityofmadison.com. We are committed to assisting interested organizations understand and work 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 Saiz, nsaiz@cityofmadison.com

Example: Agency A is Identified as the "Lead Agency". Agency B and C are identified as "Joint/Partner Agencies" for their Program entitled "Age Out Loud". They requested, in total, 100,000\$ for this program.

Agency A will submit the [Budget Excel Workbook](#) requesting \$100,000. Within this document they will indicate this program is a joint/multi-agency application, along with how much money will be allocated to both Agency B & Agency C. In this example, Agency B is allocated 30,000 and Agency C is allocated 20,000.

Agency A (Lead Applicant) will fill out the Budget Excel Workbook and outline how they plan to use the requested \$100,000. Within the workbook, they will indicate that \$50,000 of the total \$100,000 requested will be allocated to other agencies.

Agency B (Joint Applicant) will fill out the narrative document below outlining how they plan to use \$30,000. This document will be submitted alongside all other required application materials by Agency A on behalf of all identified partners.

Agency C (Joint Applicant) will fill out the narrative document below outline how they plan to use \$20,000. This document will be submitted alongside all other required application materials by Agency A on behalf of all identified partners.

Program Name:					
Legal Name of Lead Applicant Organization:	Legal Action of Wisconsin	Total Amount Requested for this Program:		\$ 200,000	
Legal Name of any additional Joint Applicants (if applicable):	Urban League of Greater Madison	Total Amount Requested for your Agency*:		\$ 20,000	
Program Contact for Budget Narrative:	Edward Lee	Email:	elee@ulgm.org	Phone:	(608) 729-1211
Program Type: Select <u>ONE</u> Program Type for this form.					
<input type="checkbox"/> 24/7 Helpline Services <input type="checkbox"/> Short Term Shelter Services <input type="checkbox"/> Community Based Individual and Family Support <input checked="" type="checkbox"/> Building Community and Stabilization <input checked="" type="checkbox"/> Adults and Families <input type="checkbox"/> Youth ages 12-18 years old					
<p>PLEASE NOTE: Separate budget narrative forms 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>					

Program Expenses	2025 Partner Request
PERSONNEL	\$16,000
OTHER OPERATING	\$1,500
SPACE	\$2,500
SPECIAL COSTS	
TOTAL*	20,000

***This number should equal the Total Amount Requested for your Agency on Page 2**

Please respond to the following questions based on the amount your agency is requesting. If a particular category does not apply to your proposal, indicate "N/A."

Personnel:

- a. How many permanent staff members will be involved in this program/project, and what are their respective roles and responsibilities?

ULGM Executive VP/COO will be responsible for assisting with overall program planning and development. ULGM Director of Marketing & Communications will assist with promoting the clinics and related programming. At least two members of ULGM's Adult Employment Services Team will be responsible for staffing each clinic including assisting with check-in and providing information about ULGM and other employment programming and supportive resources available in the community. ULGM Administrative Assistant will help field telephone inquiries and make reminder calls to those who registered for a clinic. The entire ULGM staff team of approximately 40 individuals will be responsible for referring participants to the clinics and related programming.

- b. What is the total annual salary budget for permanent staff, including salary, taxes, and benefits?

\$3,839,618

- c. Are there any hourly or seasonal staff members? If yes, what is the estimated cost for their wages, taxes, and benefits?

No

Operating:

- a. If applicable, please provide a breakdown of operating expenses including insurance, professional fees, audit fees, postage, office and program supplies, utilities, maintenance, equipment and furnishings depreciation, telephone expenses, training and conference costs, food and household supplies, travel expenses, and vehicle costs.

Grant funds will be used for costs related to advertising the program including printing and copy flyers, publishing information on ULGM websites, email and social media, and other efforts to promote the program. Grant funds will also support the cost for laptops and other technology to be used at clinics. All other operating costs will be covered by in-kind from ULGM.

- b. Are there any other operating-related costs not mentioned above? If so, please specify and provide estimated amounts.

N/A

Space:

- a. What are the total annual costs associated with space, including rent, utilities, and maintenance for office space?

ULGM will provide approximately 50 hours of facility use at our 2222 S. Park Street, 2352 S. Park Street, and 1233 McKenna Blvd. facilities for hosting clinics and related programming. Cost per hour of facility use is \$40. This includes access to furniture, Internet, and computers.

- b. If the organization owns space, what are the annual costs for mortgage principal, interest, depreciation, and taxes?

\$2,262,022

Special Costs:

a. How much funding is allocated for assistance to individuals, such as subsidies, allowances, vouchers, or other payments provided to clients?

No grant funds are being used for direct assistance to individuals.

b. Are there any required payments to affiliate organizations? If yes, please specify the purpose and amount.

No grant funds are being used for payments to affiliate organizations.

c. Does the organization subcontract any services? If so, please provide examples and the estimated costs associated with these subcontracts. No grant funds are being used for subcontracted services.

APPLICATION FOR 2025 CRISIS INTERVENTION AND PREVENTION SERVICES PROGRAMS

1. ORGANIZATION CONTACT INFORMATION

Legal Name of Organization	Legal Action of Wisconsin Inc
Mailing Address	633 W Wisconsin Ave, Suite 2000 Milwaukee WI 53203
Telephone	855-947-2529
FAX	414-662-4080
Director	Deedee Peterson
Email Address	
Additional Contact	
Email Address	
Legal Status	Private: Non-Profit
Federal EIN:	39-1077192

2. PROPOSED PROGRAMS

		2025	If currently City funded	
Program Name:	Letter	Amount Requested	2024 Allocation	Joint/Multi Application - SELECT Y/N
Contact:	A			
Contact:	B			
Contact:	C			
Contact:	D			
Contact:	E			
TOTAL REQUEST		\$0		

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:

If costs.

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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	23	100%	121	100%			
GENDER							
MAN	11	48%	34	28%			
WOMAN	12	52%	87	72%			
NON-BINARY/GENDERQUEER	0	0%	0	0%			
PREFER NOT TO SAY	0	0%	0	0%			
TOTAL GENDER	23	100%	121	100%			
AGE							
LESS THAN 18 YRS	0	0%	0	0%			
18-59 YRS	19	83%	102	84%			
60 AND OLDER	4	17%	19	16%			
TOTAL AGE	23	100%	121	100%			
RACE							
WHITE/CAUCASIAN	15	65%	102	84%	80%	67%	16%
BLACK/AFRICAN AMERICAN	7	30%	8	7%	7%	15%	39%
ASIAN	0	0%	6	5%	8%	11%	28%
AMERICAN INDIAN/ALASKAN NATIVE	0	0%	1	1%	<1%	<1%	32%
NATIVE HAWAIIAN/OTHER PACIFIC ISLANDER	0	0%	0	0%	0%	0%	0%
MULTI-RACIAL	1	4%	3	2%	3%	4%	26%
BALANCE/OTHER	0	0%	1	1%	1%	2%	28%
TOTAL RACE	23	100%	121	100%			
ETHNICITY							
HISPANIC OR LATINO	2	9%	14	12%	7%	9%	26%
NOT HISPANIC OR LATINO	21	91%	107	88%	93%	81%	74%
TOTAL ETHNICITY	23	100%	121	100%			
PERSONS WITH DISABILITIES	0	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)

Yes.

7. AGENCY GOVERNING BODY

How many Board meetings were held in 2023

4

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

4

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

N/A

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

Name	Tim Angel			
Home Address	110 W. Fountain Street, Dodgeville, WI 53233			
Occupation	Attorney			
Representing	Iowa & Lafayette Bar Associations			
Term of Office		From:	mm/yyyy	To: mm/yyyy
Name	Nate Cade			
Home Address	P.O. Box 170887, Milwaukee, WI 53217-8076			
Occupation	Attorney			
Representing	State Bar of Wisconsin			
Term of Office		From:	mm/yyyy	To: mm/yyyy
Name	Mike Dally			
Home Address	302 N. Badger Avenue, Appleton, WI 54914			
Occupation	Retired Attorney			
Representing	State Bar of Wisconsin			
Term of Office		From:	mm/yyyy	To: mm/yyyy
Name	Andrea Davenport			
Home Address	125 S Webster Street, Madison, WI 53703-3474			
Occupation	Attorney			
Representing	Milwaukee Bar Association			
Term of Office		From:	mm/yyyy	To: mm/yyyy
Name	Anne DeLeo			
Home Address	2231 N. 53rd Street, Milwaukee, WI 53208			
Occupation	Retired Attorney			
Representing	Milwaukee Bar Association			
Term of Office		From:	mm/yyyy	To: mm/yyyy
Name	Tajara Dommerhausen			
Home Address	1650 Midway Rd., Menasha, WI 54952-1228			
Occupation	Attorney			
Representing	Winnebago County Bar Association			
Term of Office		From:	mm/yyyy	To: mm/yyyy
Name	Heidi Eglash			
Home Address	PO Box 189, La Crosse, WI 54602-0189			
Occupation	Attorney			
Representing	La Crosse County Bar Association			
Term of Office		From:	mm/yyyy	To: mm/yyyy
Name	Ron English			
Home Address	W2351 New Deal Avenue, East Troy, WI 53120			
Occupation	Attorney			
Representing	Waukesha County Bar Association			
Term of Office		From:	mm/yyyy	To: mm/yyyy

AGENCY GOVERNING BODY cont.

Name	David Farwell			
Home Address	9734 Ridge Boulevard, Wauwatosa, WI 53226			
Occupation	Attorney			
Representing	Milwaukee Bar Association			
Term of Office		From:	mm/yyyy	To: mm/yyyy
Name	Eric Markuen			
Home Address	5605 Washington Avenue, Suite 5, Racine, WI 53406-4056			
Occupation	Attorney			
Representing	Racine County Bar Association			
Term of Office		From:	mm/yyyy	To: mm/yyyy
Name	Matt O'Neill			
Home Address	622 N. Water St., Suite 500, Milwaukee, WI 53202			
Occupation	Attorney			
Representing	Milwaukee Bar Association			
Term of Office		From:	mm/yyyy	To: mm/yyyy
Name	David Russell			
Home Address	PO Box 1927, La Crosse, WI, 54602-1927			
Occupation	Attorney			
Representing	State Bar of Wisconsin			
Term of Office		From:	mm/yyyy	To: mm/yyyy
Name	Lee Todd			
Home Address	2621 N. Farwell Ave., Milwaukee, WI 53211			
Occupation	Attorney			
Representing	Milwaukee Fire & Police Commission			
Term of Office		From:	mm/yyyy	To: mm/yyyy
Name	Danielle White			
Home Address	1201 S. 2nd Street, Milwaukee, WI 53204-2410			
Occupation	Attorney			
Representing	Wisconsin Association of African-American Lawyers			
Term of Office		From:	mm/yyyy	To: mm/yyyy
Name	Andy Williams			
Home Address	414 East Walnut, Suite 150, Green Bay, WI 54301			
Occupation	Attorney			
Representing	Brown County Bar Association			
Term of Office		From:	mm/yyyy	To: mm/yyyy
Name	Mark Zimmer			
Home Address	7405 Lindemann Trail, Madison, WI 53719			
Occupation	Attorney			
Representing	Dane County Bar Association			
Term of Office		From:	mm/yyyy	To: mm/yyyy
Name	We have seven additional board members who would all be client eligible for services.			
Home Address	Due to lack of space on this protected sheet, we cannot add more names.			
Occupation	We are happy to provide a full list if requested.			
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	0						
UNITED WAY DANE CO	0						
CITY CDD (This Application)	0						
City CDD (Not this Application)	0						
OTHER GOVT*	0						
FUNDRAISING DONATIONS**	0						
USER FEES	0						
TOTAL REVENUE	0	0	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.

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

Title of Staff Position*	2025 Program A FTE**	2025 Program B FTE**	2025 Program C FTE**	2025 Program D FTE**	2025 Program E FTE**	2025 Total FTE	2025 Annualized Salary	2025 Payroll Taxes and Fringe Benefits	2025 Total Amount	2025 Hourly Wage***	2025 Amount Requested from the City of Madison
Supervising Attorney	0.16					0.16	113,070	38,592	151,662	0.00	23,629
Project Attorney	1.00					1.00	79,500	13,031	92,531	0.00	92,531
Paralegal	0.20					0.20	41,500	37,756	79,256	0.00	15,851
Intake Unit	0.06					0.06	63,247	26,299	89,546	0.00	5,427
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
SUBTOTAL/TOTAL:	1.42	0.00	0.00	0.00	0.00	1.42	297317.00	115678.33	412995.33	0.00	137437.99

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.**

	2025	2025	2025	2025	2025	2025	2025	2025	2025	2025	2025
Title of Staff Position*	Program A FTE**	Program B FTE**	Program C FTE**	Program D FTE**	Program E FTE**	Total FTE	Annualized Salary	2025 Payroll Taxes and Fringe Benefits	Total Amount	Hourly Wage***	2025 Amount Requested from the City of Madison
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
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						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
TOTAL:	1.42	0.00	0.00	0.00	0.00	1.42	297317.00	115678.33	412995.33	0.00	137437.99

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

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

Program Summary

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

Pgm Letter	Program Name	Program Expenses	2025 City Request
A	0	PERSONNEL	137,438
		OTHER OPERATING	32,958
		SPACE	9,604
		SPECIAL COSTS	20,000
		TOTAL	200,000
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			200,000