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

Part 1 – Organization Narrative Form

Deadline: 4:30pm September 22nd, 2025

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

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	*24/7 Helpline* – 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.	*Community-Based Individual & Family Support* - 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.
	Shelter Services - 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.	*Building Community & Stabilization* – 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.

Connection to Basic Needs App

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:	Lussier Community Education Center		Total Amount Requested:	**$ 218,248**
All program(s) connected to your organization:	Program Name: **Community Cultivation** Applicant Type: **Lead Applicant, Sole Applicant** Program Type: **Building Community & Stabilization** List Program Partner(s) (if applicable): MMSD for Kids Cafe & Breakfast Club, Willy Street West, Whole Foods, Madison Metro, Madison Christian Community Gardens, Forward Madison, Madison Community Center, Sauk Trails Optimist Club, Madison Church, Second Harvest Food Bank, Urban League of Greater Madison Young Professionals, Community Action Coalition, Village Diaper Bank		Amount Requested: **$109,584**	
	Program Name: **Access Connect** Applicant Type: **Lead Applicant, Sole Applicant**		Amount Requested: **$108,664**	
Contact Person for application (Joint Applications -**Lead** Org):	Nina Knorr: Fund Development and Grants Manager–*For basic inquiries, award information, questions, and clarifications* Arturo Ambriz: For award information, Executive Director		Emails: nina@lcecmadison.org; arturo@lcecmadison.org	

Organization Address:	55 S. Gammon Road, Madison WI 53717	Telephone: 608-833-4979	
501 (c) 3 Status:	**X** Yes ☐ No	Fiscal Agent *(if no)*	

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

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

    A fixture on the West Side of Madison, the Lussier Community Education Center's (LCEC) mission is to: *build community, create opportunities, and enrich education.* Starting in the mid-1970s, residents from Wexford Ridge Apartments organized what would come to be called the Wexford Ridge Community Association. Through this Association, residents organized to reach the Mayor's office, secured concessions from their landlord, and created Wexford Ridge Neighborhood Center (WRNC) in a vacant townhouse. Volunteers provided children's activities, food assistance, and employment assistance for adults. Eventually, demand outgrew the cramped apartments and community members started to discuss the idea of a community center where people from all walks of life could share their gifts with each other. To meet this new demand, in October 2007, the Lussier Community Education Center opened its doors. Today, the LCEC celebrates over 40 years of quality programming.

    LCEC acknowledges the systemic barriers that disproportionately affect marginalized populations, including the low-income, BIPOC community, and is committed to addressing these disparities. Breaking generational cycles of poverty benefits a whole community in a myriad of ways–particularly in terms of economic development[1]. The social, economic, and political advantages of developing a more equitable community through programs designed to "close the gap"–whether in income, housing, food security, or education–which will promote more education, income, and economic development within the Madison community[2]. LCEC is committed to closing these gaps and addressing the economic and social needs of the community-at-large.

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

    The Lussier Community Education Center is proud to offer comprehensive services for ages spanning from infancy through seniors. Through *Community Cultivation* and *Access Connect,* the LCEC serves thousands of individuals within a calendar year, aligning with "Community Based Individual and Family Support" and "Building Community and Stabilization." Below is a table with the name of each program, a brief description of the program, and the category it falls under relevant to this RFP.

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    [1] Belfield, C. R., Levin, H. M., & Rosen, R. (2012). *The economic value of opportunity youth*. Corporation for National and Community Service. https://www.nationalservice.gov/pdf/opportunity_youth_report.pdf

    [2] Learning Policy Institute. (2017). *Community schools: A powerful strategy to disrupt inequitable systems*. https://learningpolicyinstitute.org/blog/community-schools-powerful-strategy-disrupt-inequitable-systems

Access Connect Services *Community Based Individual & Family Support*	Community Cultivation *Building Community & Stabilization*
Food Pantry: Offers supplemental food access to thousands of individuals and families per year.	**Community Dinners:** Once a month, the LCEC opens its doors after hours to offer a no-cost community dinner to 100+ attendees.
Grab & Go Refrigerator: A refrigerator located inside of the community center containing fresh produce, milk, and other donated products that are accessible to anyone in the community while LCEC is open.	**Community Space Access:** Community members are welcome to use the gym, balls, and meeting rooms free of charge during center hours.
Diaper Bank: Diapers and wipes of various sizes are accessible and offered to anyone who comes into the LCEC and asks, thousands are distributed each year.	**Senior Lunches:** Every week, community seniors are offered a no-cost, high-quality lunch.
Senior Stock Boxes: In partnership with Community Action Coalition, LCEC distributes 17 senior stock boxes a month containing shelf stable milk, non-perishable vegetables, two pounds of cheese, chicken, and pasta.	**Radio Lab:** People of all ages and walks of life launched WWMV-LP: Many Voices, One Community, a collaborative community radio station housed at the LCEC to share diverse voices and talents of the LCEC neighborhood.
Addressing Service Gaps: LCEC offers a variety of services that are free to the community, such as access to: computer and internet, printing, phones, and fax. LCEC staff also assists individuals who need assistance registering their children for school, filling out forms, and applying for jobs.	**Creativity Club:** LCEC offers a bi-weekly gathering for people of any age to come together and create at no cost. Supplies and an instructor are provided.

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."

   There have been no significant changes in staffing or strategic planning efforts in the past two years or more to Lussier Community Education Center; however the LCEC is proud to state that 75% of staff originate from the Wexford Ridge Apartments community and all Director and Manager level staff have been at the organization for two years or more. Having such a large percentage of staff with grassroots voice and insight is invaluable to meeting the needs of the community.

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."

LCEC has gone through a transition of growth with respect to adding staff and Board members who closely align with its mission and is excited to continue that growth. With a low staff turnover, and well-attended programs; initiatives like the LCEC Food Pantry are expanding with heightened need.

Cultivating community has also been a focus of the past two years–with a renewed dedication to community programs such as: Community Dinners, Creativity Club, Radio Lab, and Senior Lunches; the LCEC bustles with individuals and families using the space for recreation, coming together, and to address service gaps within the community.

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.).

With fully licensed childcare programs for elementary aged children, and Middle and High School Staff recognized by Madison Out of School Time (MOST) for outstanding service to youth, staff are required to attend all required state training in addition to reflecting the population served–many youth staff have grown up within the Wexford Ridge or nearby communities, bringing essential skills, compassion, and love not only to their classrooms but to the community as a whole.

It is important to note that youth staff are not only connecting with youth, but with the entire community during community dinners, connecting with youth families, or working the front desk, meaning that this training and experience is carried to all age groups and demographics utilizing the LCEC.

Some specific examples of trainings that staff have attended this year are–the MOST conference (all staff opted into different workshops such as: preventing gun violence and social and emotional learning), a curriculum development training, Trauma Informed Care (TIC) Training, and specific trainings with the LCEC on important basics like keeping classrooms clean and organized, safe transportation, and serving food.

All staff are required to demonstrate a central focus and knowledge of equity and inclusion as all staff are community facing on a regular basis–whether it is through the front desk, attending community events, or coordinating them.

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

JOINT/MULTI-AGENCY APPLICANTS
<u>Only</u> the designated '<u>LEAD AGENCY</u>' is required to submit the Program Narrative form on behalf of each of the identified partners listed in the application.

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Part 2 - Program Narrative Form

Program Name(s):	Community Cultivation and Access Connect	Total Amount Requested for this Program:	$ Access Connect: $108,664 Community Cultivation: $109,584
Legal Name of Organization:	Lussier Community Education Center	Total amount Requested for Lead/Single Applicant	**$ 218,248**
Program Contact: Lead Organization Contact	Arturo Ambriz Nina Knorr for RFP questions	Email:	arturo@lcecmadison.org nina@lcecmadison.org	Phone	608.833.4979 ext. 210 608.833.4979 ext. 208

Program Type: Select **ONE** Program Type for this form.

☐ **Crisis Intervention Support Services: 24/7 Helpline**

☐ **Crisis Intervention Support Services: Shelter Services**

X **Prevention Services and Activities: Community-Based Individual/Family Support**

X **Prevention Services and Activities: Building Community and Stabilization**
    X **Adults and Families**
    ☐ **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

1. PROGRAM OVERVIEW

   A. <u>Need</u>: 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.

In the wake of the COVID-19 Pandemic, many community centers saw a decrease in overall participation, building usage, and engagement. This particularly impacted low-income populations, senior citizens, and communities of color. The direct results of a decrease in an access to community services across Madison have been: isolation, lack of access or awareness to services, school disengagement, increasing poverty rates, and increasing rates of both physical and mental illness[1].

The Lussier Community Education Center (LCEC) has continued to address the challenges of the West Side of Madison, Wisconsin that are rooted in racial inequity and barriers related to poverty for decades. The main challenges that LCEC aims to address fall into two categories: Community Cultivation and Access Connection. While Access Connection is the providing of immediate, needs-based services; Community Cultivation is the providing of gathering space and connection. Both are needed to foster a vibrant community.

Hunger
Food Pantry, Senior Stock Boxes, Grab & Go Refrigerator, Diaper Bank

With food pantry visits doubling across Dane County, community-based organizations are more essential than ever in promoting and ensuring equitable food access. Because of the expiration of Covid-19 food assistance programs, increasing housing costs, and rising inflation, more community members are increasingly relying on food pantries to meet their nutritional needs[2].

Currently, the Lussier Community Education Center (LCEC) Food Pantry persists through these rising numbers. Within the past year, the number of individuals served has doubled, and LCEC food pantry usage has exceeded previous record turnout for the past two months. Although the pantry serves an average of **550** individuals a month, a recent peak of **963** guests in the month of April was the highest in LCEC's 43-year history. While this surge mirrors a challenge across Dane County, it reflects a need within the Madison community to enhance access to community food pantries.

Through strong community partnerships with organizations like Second Harvest Foodbank, Whole Foods, and Woodman's, the LCEC food pantry maintains its food supply. With dedicated volunteers–some of whom have served LCEC for more than two decades–donations are retrieved from vendors like Whole Foods, Second Harvest, and Williamson Street Cooperative, and stocked into the food shelf, ensuring equitable food shelf operations.

Committed to accessibility and inclusion, LCEC tracks usage data according to federal requirements to ensure equitable support across racial, economic, and cultural lines. The pantry also tailors its services to meet needs through various programs, like Senior Stock Boxes, a Grab & Go Refrigerator, and diapers and wipes from the Diaper Bank; which will be discussed further below.

Addressing Service Gaps
Houselessness, Joblessness, Service Navigation

Because poverty rates have been rising since 2022 across Dane County, houselessness and joblessness have also been on a rising trend, meaning that the increase for a need in services to acquire a job and access to basic resources have also increased. The Lussier Community Education Center is proud to offer a space that provides access to: phone and internet usage, printing and faxing, assistance with job applications, resource connections to local government agencies, and assistance with filling out housing applications. An average of **10-15** unduplicated adult individuals utilize these services per day at no cost. All full-time and many part-time staff are trained and available at the front desk during all operating hours to accommodate those seeking these services. Staff assist community members in acquiring Social Security checks through assisting in calling the Social Security Administration; faxing legal documents, assisting community members in crafting resumes and cover letters, and many other services to combat houselessness and joblessness.

Community Cultivation
Community Dinners, Senior Lunches, Creativity Club, and Radio Lab

As mentioned previously, the Lussier Community Education Center is committed to offering a gathering space for a for people from diverse backgrounds to share themselves, their knowledge, and their gifts. The LCEC offers a gathering space to connect through Creativity Club and the Radio Lab utilized by **10-15** people of various ages a month; Senior Lunches, which are

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[1] **"Disparities in COVID-19 Outcomes by Race, Ethnicity, and Socioeconomic Status: A Systematic Review and Meta-analysis"** *Published in JAMA Network Open.*
This meta-analysis found that racial and ethnic minority groups had higher risks of COVID-19 positivity and more severe disease outcomes. It also showed strong associations between socioeconomic determinants (like income, education) and poor COVID-19 outcomes among these minority populations.

[2] **"Dane County Food Pantries Say Demand Surged to Record Highs,"** *Second Harvest Foodbank of Southern Wisconsin*, accessed September 18, 2025, https://www.secondharvestsw.org/dane-county-food-pantries-say-demand-surged-to-record-highs/.

attended by **15-20** seniors per week, and Community Dinners, accessed by **100+** people per month. All of these gatherings occur at no cost to the community and offer an opportunity for people of all ages to engage with one another.

B. <u>Goal Statement</u>: 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?

By offering all community members a space to gather and access and navigate necessary resources, the LCEC addresses community challenges in response to need and voiced desire.

Access Connect Services at Lussier Community Education Center

Service Name	Program Goals	RFP Alignment: *Community-Based & Individual Family Support*
Food Pantry	● Combat a growing community need with increased donations and funding. ● Provide adequate, supplemental food assistance to anyone attending food pantry hours. ● Provide a variety of culturally relevant foods.	● Offers trauma-informed, coordinated support that helps individuals and families meet short-term basic needs and access services as they recover from a vulnerable or crisis situation. ● Improves overall personal and family well-being.
Senior Stock Boxes	● Provide 17 seniors with healthy, shelf-stable foods to low-income older adults per month.	● Offers trauma-informed, coordinated support that helps individuals and families meet short-term basic needs and access services as they recover from a vulnerable or crisis situation. ● Improves overall personal and family well-being.
Grab & Go Refrigerator	● Offer a variety of nutritious food outside of food pantry hours that anyone can access during community center hours.	● Offers trauma-informed, coordinated support that helps individuals and families meet short-term basic needs and access services as they recover from a vulnerable or crisis situation. ● Improves overall personal and family well-being.
Diaper Bank	● Both WIC and SNAP do not	● Offers trauma-informed,

	cover or supplement the cost of diapers or wipes. This program's goal is to combat that service gap and offers diapers and wipes to anyone asking during community center hours.	coordinated support that helps individuals and families meet short-term basic needs and access services as they recover from a vulnerable or crisis situation. ● Improves overall personal and family well-being.
Service Navigation	● Provide at-risk adults with the support to acquire jobs, maintain housing, and have an opportunity at stability. ● Provide at-risk adults with connection to resources like Dane County Human Services, Public Health Madison, and City of Madison Neighborhood Resource Teams.	● Improves housing stability, gains access to health and legal services. ● Offers trauma-informed, coordinated support that helps individuals and families meet short-term basic needs and access services as they recover from a vulnerable or crisis situation. ● Improves overall personal and family well-being.

Lussier Community Education Center also offers a space to gather for local residents–this provides a space that cultivates growth as a community.

Community Cultivation Services at Lussier Community Education Center

Service Name	Program Goals	RFP Alignment: *Building Community and Stabilization*
Community Dinners	● Bring as many community members as possible together to enjoy a meal and connect with one another. ● Offer a no-cost, high-quality meal to all community members who utilize the LCEC.	● Strengthens community stability. ● A community-based program that fosters trust-building, resource sharing, and a stronger sense of belonging in a neighborhood disproportionately impacted by systemic barriers.
Senior Lunches	● Connect senior citizens who use the LCEC to one another ● Continue to increase the number of seniors who utilize community center	● Strengthens community stability. ● A community-based program that fosters trust-building, resource

	services ● Offer a no-cost, high-quality meal on a weekly basis	sharing, and a stronger sense of belonging in a neighborhood disproportionately impacted by systemic barriers.
Creativity Club	● Offer a creative space, materials, and instruction for a diverse group looking to create.	● Strengthens community stability. ● A community-based program that fosters trust-building, resource sharing, and a stronger sense of belonging in a neighborhood disproportionately impacted by systemic barriers.
Radio Lab	● Offer a voice, creative space, and community connecting point that relays important messages to the LCEC community and 10 miles beyond.	● Strengthens community stability. ● A community-based program that fosters trust-building, resource sharing, and a stronger sense of belonging in a neighborhood disproportionately impacted by systemic barriers.

C. <u>Program Summary</u> 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.

Existing Program Proposing Funds	Core Services & Activities	Where & How Services Will Be Delivered	Key Expected and Proven Outcomes
Food Pantry	● Food Pantry hours offered twice a week, **including Saturday hours.**	55 S. Gammon Road, Madison WI	● Increased access to food, increased food security. ● Offers community a resource to acquire food and fill supplemental food gaps. ● Poverty and crisis alleviation. ● Programs meet cultural and linguistic needs,

			and are working to improve even further.
Senior Stock Boxes	● Boxes including: cheese, non-perishable food items, forms of protein, vegetables, and grains offered monthly to senior citizens.	55 S. Gammon Road, Madison WI	● Increased access to food, increased food security. ● Offers community a resource to acquire food and fill supplemental food gaps. ● Poverty and crisis alleviation. ● Programs meet cultural and linguistic needs, and are working to improve even further.
Grab & Go Refrigerator	● Provide all community members with increased access to fresh, perishable food items (vegetables, dairy) outside of food pantry hours.	55 S. Gammon Road, Madison WI	● Increased food security and stability.
Diaper Bank	● Provide diapers to community members in need.	55 S. Gammon Road, Madison WI	● Fills a service gap, poverty alleviation, crisis support.
Service Navigation	● Provide any community member with information to connect with resources, such as: resource linkage, phone use, internet use, printing, or faxing.	55 S. Gammon Road, Madison WI	● Fills a service gap, poverty alleviation, crisis support.
Community Dinners	● Provide a no-cost meal and activity on a monthly basis to as many	55 S. Gammon Road, Madison WI	● Builds community connection. ● Connects community with

			outside resources with partnerships.
Senior Lunches	● Provide a no-cost meal to as many seniors as possible on a weekly basis.	55 S. Gammon Road, Madison WI	● Builds community connection for a vulnerable population.
Creativity Club	● Provide people of any age the opportunity and resources to create in different capacities twice a month.	55 S. Gammon Road, Madison WI	● Increased sense of community and connection.
Radio Lab	● Provide youth, adults, and seniors a space to use their voice to create music, radio shows, or share stories.	55 S. Gammon Road, Madison WI	● Increased sense of community and connection.

2. POPULATION SERVED

A. <u>Proposed Participant Population</u>: 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?

Lussier Community Education Center, located In 53717 Madison WI, is home to a diverse population–12% of residents live below the poverty line and 30% identify as Black, Asian, Latino, or Hispanic (also known as Latine; however, constituents had this category on their federal forms). Within LCEC program services, over 90% of participants are considered BIPOC and living below the poverty line. Most LCEC participants utilize Section 8 federal housing assistance in places like Wexford Apartments and Amphora Apartments (formerly known as Tree Lane Apartments). Because of systemic and current economic hardship, the services that LCEC offers are essential.

As mentioned previously, all programs offered at LCEC are well-attended, if not full, and driven by community voice. With foundational staff members having grown up in the surrounding community now implementing programs, community voice is essential and fundamental to LCEC's programs. With grassroots foundations, community members often voice their desire for specific programs, like Community Dinners, or the Radio Lab. When community members voice these desires, they are heard, and programming is offered, leading to high attendance rates and community center utilization. The LCEC also uses surveys and data capturing for the LCEC Food Pantry to ensure food is culturally relevant, and adjusts accordingly. Signage and paperwork are offered in the most commonly spoken languages–Spanish and English–and the Community Programs Manager is bilingual in Spanish, meaning that community members are able to connect and have verbal requests heard and noted by the organization.

B. <u>2024 Participant Demographics:</u> 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 data offered below was collected in accordance with the City of Madison's Demographic Request for Community Center funding. The sample was literally collected through self-reported paper surveys, Food Pantry surveys, and MIS data. Blacked out cells are untracked data.

Race	# of Participants	% of Total Participants
White/Caucasian		16%
Black/African American		39%
Asian		28%
American Indian/Alaskan Native		32%
Native Hawaiian/Other Pacific Islander		0%
Multi-Racial		26%
Balance/Other		28%
Total:		
Ethnicity		
Hispanic or Latino		26%
Not Hispanic or Latino		74%
Total:		
Gender		
Man		
Woman		
Non-binary/GenderQueer		
Prefer Not to Say		
Total:		

Comments (optional):

C. <u>Language Access, Cultural Relevance</u>: 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.

LCEC serves non-English speaking individuals and families everyday through a variety of methods. Food pantry publishes all signage and forms in both Spanish and English in addition to having a bilingual speaker on staff during all food pantry hours. Many full-time staff members also have enough Spanish to support Spanish-speaking constituents. Because several languages are spoken by constituents utilizing LCEC services, sometimes it is necessary to use the "translate" app to ensure all needs are met. There has not been a family who has come into the LCEC who has not been able to access basic services due to a language barrier. This is because of the personability, cultural competency, and technological usage of staff.

In terms of cultural competency, LCEC is also committed to offering food and art choices that accommodate its constituents through feedback received through surveys, such as a Second Harvest survey completed by Food Pantry users that displays the tracking of foods by categorical, self-reported culture. The most reported request for condiments was lizano/salsa, and the most requested protein was chicken–the LCEC makes a point to request these items from Second Harvest or volunteer sources to best accommodate cultural preference.

D. <u>Recruitment and Engagement Strategy</u>:

    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.

Program Outreach

    All LCEC programs reach out to the community through hand-delivered copies of the LNN–The Lussier Neighborhood Network. The LNN is a monthly newsletter that is distributed to hundreds of different units in the Amphora and Wexford Ridge Apartments. Outreach is also done through word of mouth, social media, and a monthly eNewsletter. Because all programs the LCEC requests funds for in this proposal are either well and regularly attended or at capacity, it is clear that these methods are effective.

    Referrals

    In partnership with the Madison Metropolitan School District, the LCEC receives referrals from Social Workers to assist families with Food Pantry access. Sometimes this is an individual youth at-risk of disconnecting while other times it is an entire family unit in need of support. LCEC has a steady line of communication with MMSD Social Workers at three partner schools–Muir Elementary School, Ezekiel Gillespie Middle School, and Memorial High School, and offers youth and families access to hygiene and food items.

    LCEC also refers community members to many different outside agencies to meet their needs, such as: Dane County Jobs, Dane County Social Services, and larger food banks in the area.

    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?

    Because the Lussier Community Education Center is centrally located to the population it serves, programs are highly attended without significant barriers to participants. Transportation is often not a factor, as most community members walk from the apartment buildings across the street to the LCEC. For youth, the LCEC is located on MMSD school grounds, meaning that youth can walk straight from school to programs. Otherwise, transportation is provided to elementary youth who are located further away on a daily basis, year-round.

    Scheduling is another barrier that LCEC has addressed for many years, offering community center and food pantry hours on Saturdays, regular center hours consistently Monday through Friday, leaving time before traditional work hours and time after to ensure everyone has access to the space.

    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).

    The Lussier Community Education Center ensures that entrance to programs are as low-barrier as possible. The most extensive program enrollments at LCEC are for Food Pantry and Youth Programs, one required by federal law and one by State Licensing. However, Food Pantry data is self-reported, meaning that families do not face significant barriers to accessing services. Food Pantry forms are printed in English and Spanish, addressing language barriers. To honor confidentiality, only relevant staff members have access to personal information.

    For all other programs, LCEC typically only requires a name and email address so we can keep in touch with constituents. This means that Senior Lunches, Community Dinners, and Creativity Club are all drop-in to maximize the amount of participants.

As far as engagement, as mentioned previously, all programs are highly attended and typically full. This funds request is a response to growing need and desire within the community to expand programs like Food Pantry to suit community needs.

3. PROGRAM LOCATION, DESCRIPTION, AND STRUCTURE

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

Program Name	Program Type	Program Activities Examples
Food Pantry	● Recovery & Stabilization	● Individuals may access the Food Pantry on Wednesdays and Saturdays and acquire food based on Federal Guidelines
Senior Stock Boxes	● Recovery & Stabilization	● Seniors receive a Stock Box delivered to their door
Grab & Go Refrigerator	● Recovery & Stabilization	● Volunteers stock the refrigerator with perishable food items, any individual may acquire food items during community center hours
Diaper Bank	● Recovery & Stabilization	● Any individual may access diapers and wipes of various sizes during community center hours
Service Navigation	● Recovery & Stabilization ● Service Navigation	● Any individual may receive support or resources in accessing community resources, such as: referrals to 211 and connections with Dane County Human Services
Community Dinners	● Building Community	● Partners like Dream Bus, Wheels for Winners, and the Madison Public Library will create an activity for youth to do during a no-cost community dinner. Any community member can come for the dinner.
Senior Lunches	● Building community	● Seniors are provided with lunch on a weekly basis,

		cooked in the LCEC kitchen.
Creativity Club	● Classes ● Building Community	● Community members drop in twice a month to write poetry, songs, paint, weave, and do other creative activities at no cost.
Radio Lab	● Classes ● Building Community	● Community members can create a radio show, songs, access recording equipment, and broadcast important messages on WMLV 95.5.

B. <u>Use of Evidence-Based or Promising Practices:</u>
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.

Throughout the last several years, the Board, Executive Director, and Staff at the Lussier Community Education Center have identified Five Pillars of Excellence that inform all programming at the LCEC. These five pillars are:

● **Organizing and Power:** If people learn how to build and use their power together, they will solve problems and make the community a better place to live. We encourage and provide space for the community to collectively organize to use this power.
● **Embrace Community Engagement and Leadership:** Positive experiences+positive relationships+positive environments=positive outcomes. We view youth and community members as an asset to leadership and continued engagement at any age.
● **Racial and Social Justice:** Either we actively support justice, or we passively perpetuate injustice. Real, pervasive, significant, and systemic injustice persists in our community and society.
● **Intrinsic Motivation:** Intrinsic motivation is fueled by feeling safe, welcomed, included, being given the opportunity to learn what is significant, and being given the opportunity to progress. We aim to foster intrinsic motivation in all ages and demographics through these measures.
● **Trauma Informed Mindset & Culture:** We use the knowledge of Trauma-Informed Care to guide all practices and interactions to ensure everyone feels safe, included, and empowered.

To embrace these Five Pillars, each program approaches training and onboarding differently. Below is each program that LCEC requests funding for and how they utilize evidence-informed models and practices.

Access Connect Resources

● **Food Pantry:** Staff who manage Food Pantry attend all Second Harvest and LCEC training. Second Harvest training typically focuses on more practical elements, such as: how to track federal data to maintain food pantry status and SERVSafe (food handling) training. LCEC training included a focus on cultural competency with topics such as language and language barriers and foods that may be culturally relevant.

- **Front Desk Services:** All staff managing the front desk are also employed through LCEC in other capacities–whether it is as a part-time youth staff, or an Administrative role. Not only does including all staff in Access Connect resources provide valuable community connection and insight, it also complements LCEC's Five Pillars in that organizing and power are leveled–front desk duty is for everyone. This means that every person working at the community center holds the responsibility of being community facing and managing services like making copies for an individual or assisting in housing navigation. Because all staff working at LCEC attend program specific training that pertains to inclusion, equity, and cultural competency; staff are able to offer kind, compassionate, relevant services regardless of a person's age, race, gender, or sexuality.

- **Community Cultivation Programs:** Staff facilitating Community Cultivation Programs typically overlap with other services, meaning that they receive the same training referenced above. Staff will also often have training in Trauma Informed Care practices and State Childcare best practices.

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).
   a. 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
   b. 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
   c. If you are submitting a **JOINT/MULTI-AGENCY** application:
      i. Use **TABLE 1**, if the service operates at **multiple locations** with the **same hours** (Please list all locations)
      ii. Use **TABLE 2,** in addition to table 1, if the service is operating at **multiple locations** with **different hours**

Table 1:

PROGRAM LOCATION(s): 55 S Gammon Road, Madison WI		
Day of the Week	**Start Time**	**End Time**
Monday Center Hours	8:30am	5:00pm
Tuesday Center Hours	8:30am	5:00pm
Wednesday Center Hours	8:30am	8:00pm
Food Pantry	7:00pm	8:00pm
Thursday Center Hours	8:30am	5:00pm
Creativity Club	5:00pm	7:00pm
Friday Center Hours	8:30am	5:00pm
Senior Luch	12:00pm	2:00pm
Saturday Food Pantry	10:00am	1:00pm
Open Gym	10:00am	1:00pm
Sunday N/A	Open to facility users	Open to facility users

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

4. ENGAGEMENT COORDINATION AND COLLABORATION

A. <u>Family Engagement</u>: 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.

Implementation and Assessment

The implementation and assessment of these programs is typically tracked both qualitatively and quantitatively–using a combination of data from surveys and attendance tracking in addition to storytelling, opinion statements, and observations.

Because all of the programs requested for funding are optional to attend or utilize, it is clear that they are either needed or desired by community members. Access Connect Programs are more of a needs-based set of services, while Community Cultivation Programs are more "opt-in," displaying a choice and community voice that has been recognized and heard.

In terms of quality improvement, besides the tracking of attendance, LCEC staff receive verbal feedback from those accessing programs and respond accordingly. An example of this is Radio Station WMLV, 95.5; in which youth asked to learn how to create their own music and playlists–they were quickly obliged, and can be heard on the station for a several mile radius. Starting in 2020, residents asked for LCEC to explain their rights as it pertained to ICE–the radio station projects a message to this day stating information to ensure that all residents of the community are aware of their rights, regardless of immigration status.

B. <u>Neighborhood/Community Engagement:</u> 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.

Lussier Community Education Center has served a diverse community and its doors will continue to be open to anyone in need of support. Community members come from a wide array of backgrounds, each with unique experiences and challenges. We acknowledge the systemic barriers that disproportionately affect marginalized populations, including the BIPOC community, and LCEC is committed to addressing these disparities.

 Located on the West Side of Madison, Wisconsin; the 53717 ZIP code is currently characterized by a diverse racial composition as well as economic profile. While much of the residents enjoy higher-than-average income and educational attainment, about 10-12% of the population lives below the poverty line. Income information from the Census Bureau displays both affluence and economic disparity–particularly in the West Towne Mall area–where Lussier has grown its legacy.

Despite a relatively high median income within the area, residents face challenges like cost burden, education de-investment, and unstable or low-wage employment. School funding disparities further compound these challenges, particularly at the elementary level. More affluent neighborhoods benefit from active Parent-Teacher Associations and higher test scores, attracting greater investment than their low-income counterparts.

In a location where 12% of people live below the poverty line and 30% identify as Black, Asian, Latino, or Hispanic, over 90% of LCEC participants are considered BIPOC and living below the poverty line. Most LCEC participants utilize Section 8 federal housing assistance in places like Wexford Apartments and Amphora Apartments (formerly known as Tree Lane Apartments). This shows how necessary LCEC services are for the 10-12% of residents in the area who benefit from extra support. Racial, economic, and education divides will continue to widen as

Madison grows. Services from LCEC contribute to a more just and equitable society, empowering families with the education and resources to develop foundational skills to contribute to their own wellbeing and economic prosperity.

Engaging Stakeholders

The Lussier Community Education Center considers community members, volunteers, and funders as important stakeholders. To engage community members, LCEC offers services that are organized and implemented with community voice, involvement, and requests.

With a strong, long-term volunteer base, the LCEC sends thank you letters, offers weekly opportunities for volunteers to engage with the community, and recognizes its volunteers through events.

To engage funders of the community center, the LCEC provides updates of how funds are being used, an eNewsletter to keep the entire community informed on the evolution of programs, and practices good stewardship in sending thank you letters, recognition of volunteers, and continued touch points throughout the year–such as opportunities to have coffee, engage with the Board of Trustees, and chat with the Executive Director.

In combination, stakeholders to the LCEC all play a role in flourishing programs, and we are always looking for ways to improve stakeholder engagement.

C. <u>Collaboration</u>: Please complete the table below and respond to the narrative questions regarding program collaboration with community partners.

Note:
- <u>Single applicants</u> **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.
- <u>Joint Lead applicants</u> **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)?
MMSD for Kids Cafe & Breakfast Club	Breakfast Club is a program partnership with MMSD for youth with disabilities to learn cooking skills. They meet once a week to cook breakfast.	Judy Ferwerda	No
Madison Metro	Madison Metro provides LCEC with free bus passes to distribute to community members.	Mick Rusch	Yes
Whole Foods	Whole Foods donates extra food to LCEC's food pantry on a weekly basis.	Jean Einerson	No
Madison Christian Community Gardens	Madison Christian Community Gardens provides a gardening space for youth programs and volunteers who teach youth gardening skills.	Matt Lechmaier	No
Sauk Trails Optimist Club, Madison Church	Provides volunteers for various programs in the space, enjoys a	Frank Rath, Stephen Feith	No

	breakfast meeting once a month at the LCEC.		
Second Harvest Food Bank	Provides dry food, produce, and staff trainings.	Lori Peppard	No
Catalyst for Change	Provides dinner once a month for youth and families.	John Adams, Michael Moody	No
Wisconsin Opioid Overdose Response Center	Provides informational materials on addiction prevention and seeking support.	General Outreach	No

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

N/A

How do these partnerships enhance this proposal?

The partnership information provided above displays an interconnectedness with the broader Madison community, an engagement of many different types of stakeholders, and a web of support for West Side community members, particularly those from the Wexford Ridge and Amphora apartment complexes. Each partnership has existed for a different amount of time and is program-dependent. For example, LCEC's partnership with Whole Foods displays an addressed need–two years ago, residents needed more fresh fruits and vegetables, and there was a desire for a consistent bread donation so that bread could be available throughout the week instead of only during food pantry distribution hours. This led food pantry volunteers to connect with Whole Foods and establish weekly donations for their pickups, leading to a bread shelf that is well-stocked throughout the week in addition to more fruits and vegetables in the Grab & Go Refrigerator (also accessible throughout the week).

A longer standing partnership is with MMSD Social Workers at Muir Elementary, Ezekiel Gillespie Middle, and Memorial High Schools. This partnership is multi-faceted and was initiated more than five years ago. This partnership allows Social Workers to access the community resources we provide and direct families and students to LCEC supports, such as the Food Pantry, after school programs, the Grab & Go refrigerator, and other educational programs for youth. Family and school connection is vital to keeping youth connected to school and increasing school attendance. Lussier Community Education Center is the connecting point for 60+ low income families of color to receive reciprocal support to keep them engaged with school. This is proven through an increase in reading and math scores as well as in-school attendance over the past two years.

What are the decision-making agreements with each partner?

Decision-making agreements are done with power, privilege, and an opportunity for reciprocity in mind. While some of the programs the LCEC requests funding for are "needs" based, such as food programs, partners like Whole Foods donates what they can to accommodate those needs while volunteers pick up and sort the food for the Grab & Go Refrigerator and Food Pantry. Others; however, are based in community connection, like the LCEC partnership with the Optimist Club. The Optimist Club assists in volunteering and funding certain programs for the LCEC while enjoying the space it has to offer for their monthly meetings. Agreements are made with the central goal of supporting Lussier Community Center goals and programming–does it align with the LCEC? Is it forwarding the mission and goals of the LCEC to address community needs in some capacity? These are some of the questions that the LCEC asks itself to ensure that partnerships can be successful.

It is important to note that most LCEC partnerships are long-standing (10+ years) with the exception of a couple of newer organizations in addition to many volunteers being long-standing as well.

D. <u>Resource Linkage and Coordination</u>: 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?

Mentioned previously, Access Connect services at Lussier coordinate families with a variety of resources including Dane County Human Services, the Social Security Administration, Madison Metropolitan School District, Food Pantry services, 211, and more. The LCEC connects families and individuals to these resources through referrals from MMSD and trained staff members with the knowledge and understanding to assist community members. Every community member will need different levels of support. For some, language may be a barrier; in which case the LCEC has two bilingual full-time staff members. For others, accessing the resources because of barriers around technological understanding or lack of phone access is the main challenge for individuals to meet their needs. Staff meet community members where they are and guide them to the path or resource best suited for their needs at the time.

5. PROGRAM QUALITY, OUTPUTS, OUTCOMES AND MEASUREMENT

A. <u>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</u>

Program Outputs are measured in a variety of ways–MIS attendance tracking offers a view of duplicated and unduplicated youth as well as familial demographic information, community members sign-in when entering the community center, self identification is required on the food shelf form. Program hours and Community Events are tracked via accountability procedures between program staff and the Executive Director. Because the Lussier Community Education Center has a relatively small staff, it is not difficult to see when programs are occurring, when the building is open, and what events are taking place.

B. <u>Program Outcomes</u>
Please describe the data and the data source used to choose your outcome objectives:

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: Almost all individuals or families requesting services through Access Connect Programs will receive adequate support in the form of: resource navigation, usage of services such as phone, internet, or faxing; and/or re-direction to an appropriate resource.				
Performance Standard	**Targeted Percent**	95%	**Targeted Number**	n/a, as many people can utilize this service as is necessary.
	Actual Percent	95%	**Actual Number**	n/a
Measurement Tool(s) and Comments: This number has not been formally tracked, but will be in the future.				
Methodology: Self-reported sign-in sheet, staff reporting on services offered.				

Outcome Objective #2: Almost all individuals or families will engage more than three times throughout the year in Community Cultivation activities.				
Performance Standard	**Targeted Percent**	90%	**Targeted Number**	900
	Actual Percent	90%	**Actual Number**	900
Measurement Tool(s) and Comments:				
Methodology: Attendance tracking, sign-in sheets				

Outcome Objective #3: The food pantry will provide adequate emergency food support to a growing number of participants.				
Performance Standard	**Targeted Percent**	90%	**Targeted Number**	1,516
	Actual Percent	90%	**Actual Number**	2,364
Measurement Tool(s) and Comments: All forms, weighing, tracking, demographic reporting according to Federal Emergency Food Funding Guidelines.				
Methodology: Food weighing, self declaration and reporting.				

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?

Data tracking measures to track expenses, demographics, program activities, and outcome measures have been described above and vary from following federal guidelines, tracking attendance with sign-in sheets and MIS, and general sign-in sheets and self-declaration demographic tracking for the community center.

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.

B.

Position Title	FTE	Required Certifications and Training	Location(s)
Sidney Schrage, Community Programs Manager	55%	Second Harvest, LCEC trainings	55 S. Gammon Road, Madison WI Lussier Community Education Center
Hannah Bunting, Director of Operations	10%	Second Harvest, LCEC trainings	55 S. Gammon Road, Madison WI Lussier Community Education Center
Clifford Willford, Administrative Assistant	75%	LCEC trainings	55 S. Gammon Road, Madison WI Lussier Community Education Center
Avé Thorpe, Director of Education	45%	MOST trainings, Wisconsin State licensing childcare trainings, TIC training	55 S. Gammon Road, Madison WI Lussier Community Education Center
Abby Puckhaber , Radio Station Manager	45%	LCEC trainings	55 S. Gammon Road, Madison WI Lussier Community Education Center
Nina Knorr, Fund Development and Grants Manager	10%	LCEC trainings	55 S. Gammon Road, Madison WI Lussier Community Education Center
Arturo Ambriz, Executive Director	10%	LCEC trainings Fair Employment Practices Non-Profit Grant Management Discrimination and Workers Rights Workers' Compensation Seminar Sex Discrimination & Harassment Metrics to Drive Impact Race and Color Discrimination Non-Profit Policies and Procedures	55 S. Gammon Road, Madison WI Lussier Community Education Center

C. <u>Volunteers</u>: Describe your process for screening, training, and supervising volunteers who will have direct contact with program participants.

All potential program volunteers undergo formal screening and training processes, which includes:

1. Complete Volunteer Application.
2. Participate in a Volunteer Interview: Questions in the interview center around LCEC's framework, ask volunteers to reflect on their identity, their experience working with people from backgrounds different from their own.
3. Review Volunteer Orientation Materials: Orientation materials outline volunteer expectations built around Lussier Framework, and values that reflect our commitments to equity.
4. Sign our Volunteer Agreement: Agreement asks volunteers to comply with all expectations
This is our onboarding/training process that would include our screening

For training- volunteers are trained by staff and/or experienced volunteers when they start volunteering. Volunteers receive consistent support with engaging respectfully and supporting our program participants. An example of this is that volunteers who help at pantry are given training for neutral language to use around food, and how to handle conflict/uncomfortable situations with the understanding that food insecurity causes increased stress for families using our food resources

D. <u>Other Program Resources</u> 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.

N/A–All programs requesting funding are currently established programs and do not need additional resources besides additional funds.

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. <u>Disclosure of Conflict of Interest</u>
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.

The Lussier Community Education Center holds no conflicts of interest with the City of Madison or City funders.

B. <u>Disclosure of Contract Failures, Litigations</u>
Disclose any alleged significant prior or ongoing contract failures, contract breaches, any civil or criminal litigation.

The Lussier Community Education Center is proud to say it holds good standing with all contracts and has no litigations pending.

APPLICATION FOR 2025 CRISIS INTERVENTION AND PREVETNION SERVICES PROGRAMS

1. ORGANIZATION CONTACT INFORMATION

Legal Name of Organization	Lussier Community Education Center (LCEC)
Mailing Address	55 S. Gammon Rd. Madison WI. 53717
Telephone	608-833-4979
FAX	608-833-6919
Director	Arturo Ambriz
Email Address	Arturo@LCECmadison.org
Additional Contact	Nina Knorr
Email Address	Nina@LCECmadison.org
Legal Status	Private: Non-Profit
Federal EIN:	39-1938173

2. PROPOSED PROGRAMS

Program Name:	Letter	2025 Amount Requested	If currently City funded 2024 Allocation	Joint/Multi Application - SELECT Y/N
Access Connect	A	$108,664	$0	No
Contact:		Arturo Ambriz		
Community Cultivation	B	$109,584	$0	No
Contact:		Arturo Ambriz		
	C		$0	
Contact:				
	D		$0	
Contact:				
	E		$0	
Contact:				
TOTAL REQUEST		$218,248		

DEFINITION OF ACCOUNT CATEGORIES:

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

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 counseli

service to an individual practitioner; the agency is a fiscal agent for a collaborative project and provides payment to other agenc

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: Arturo Ambriz

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

DATE   9/18/2025   INITIALS: A.A.

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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*		
					GENERAL	POVERTY	R/POV**
	Number	Percent	Number	Percent	Percent	Percent	Percent
TOTAL		100%		100%			
GENDER							
MAN	2	25%	11	44%			
WOMAN	6	75%	14	56%			
NON-BINARY/GENDERQUEER		0%		0%			
PREFER NOT TO SAY	1	14%		0%			
TOTAL GENDER	9	113%	25	100%			
AGE							
LESS THAN 18 YRS		0%		0%			
18-59 YRS	9	100%	22	88%			
60 AND OLDER		0%	3	12%			
TOTAL AGE	9	100%	25	100%			
RACE							
WHITE/CAUCASIAN	3	33%	7	28%	80%	67%	16%
BLACK/AFRICAN AMERICAN	3	33%	13	52%	7%	15%	39%
ASIAN		0%		0%	8%	11%	28%
AMERICAN INDIAN/ALASKAN NATIVE		0%		0%	<1%	<1%	32%
NATIVE HAWAIIAN/OTHER PACIFIC ISLANDER		0%		0%	0%	0%	0%
MULTI-RACIAL	1	11%	2	8%	3%	4%	26%
BALANCE/OTHER	2	22%	3	12%	1%	2%	28%
TOTAL RACE	9	100%	25	100%			
ETHNICITY							
HISPANIC OR LATINO	1	11%	2	8%	7%	9%	26%
NOT HISPANIC OR LATINO	8	89%	23	92%	93%	81%	74%
TOTAL ETHNICITY	9	100%	25	100%			
PERSONS WITH DISABILITIES	1	13%	5	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 both board and staff properly represent the community we serve.

7. AGENCY GOVERNING BODY

How many Board meetings were held in 2023	11
How many Board meetings has your governing body or Board of Directors scheduled for 2024?	12
How many Board seats are indicated in your agency by-laws?	11

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

Name	Jen Shaub				
Home Address	3722 Lynn St. Middleton WI 53562				
Occupation	Strategy Manager				
Representing	Board President				
Term of Office		From:	01/2019	To:	12/2025
Name	Opal Tomashevska				
Home Address	9930 Watts Rd. Apt.# 331 Verona WI. 53593				
Occupation	Director of Multicultural Business Strategy				
Representing	Board Vice President				
Term of Office		From:	11/2022	To:	11/2025
Name	Ashley Outlaw				
Home Address	56 S. Gammon Rd. #A Madison WI. 537171				
Occupation	Entrepreneur				
Representing	Board Secretary				
Term of Office		From:	11/2022	To:	11/2026
Name	Jacob Soener				
Home Address	18 N. Balwin St. Unit C Madison WI. 53703				
Occupation	Asset Management				
Representing	Board Treasurer				
Term of Office		From:	11/2023	To:	11/2026
Name	Cristina Johnson				
Home Address	1216 Drake St. Madison WI. 53715				
Occupation	Director Of Volunteer & Community Engagement				
Representing	Member At Large				
Term of Office		From:	11/2022	To:	11/2025
Name	Helyn Luisi-Mills				
Home Address	1805 Kennet St. Madison WI. 53711				
Occupation	Director of Services				
Representing	Member At Large				
Term of Office		From:	06/2023	To:	06/2026
Name	Brian Squire				
Home Address	5502 Kroncke Dr. Madison WI. 53711				
Occupation	Youth & Family Manager				
Representing	Member At Large				
Term of Office		From:	10/2023	To:	10/2026
Name	Jessica Yele				
Home Address	6710 Colony Dr. Madison WI 53717				
Occupation	Volunteer & Center Neighbor				
Representing	Member At Large				
Term of Office		From:	06/2023	To:	06/2026

AGENCY GOVERNING BODY cont.

Name	**Andrea Kreft**				
Home Address	10 Brule Circle Madison WI. 53717				
Occupation	MMSD Principal				
Representing	Member At Large				
Term of Office		From:	09/2023	To:	09/2026
Name	**Vacant At This Time**				
Home Address					
Occupation					
Representing					
Term of Office		From:	mm/yyyy	To:	mm/yyyy
Name	**Vacant At This Time**				
Home Address					
Occupation					
Representing					
Term of Office		From:	mm/yyyy	To:	mm/yyyy
Name	**Vacant At This Time**				
Home Address					
Occupation					
Representing					
Term of Office		From:	mm/yyyy	To:	mm/yyyy
Name	**Vacant At This Time**				
Home Address					
Occupation					
Representing					
Term of Office		From:	mm/yyyy	To:	mm/yyyy
Name	**Vacant At This Time**				
Home Address					
Occupation					
Representing					
Term of Office		From:	mm/yyyy	To:	mm/yyyy
Name	**Vacant At This Time**				
Home Address					
Occupation					
Representing					
Term of Office		From:	mm/yyyy	To:	mm/yyyy
Name	**Vacant At This Time**				
Home Address					
Occupation					
Representing					
Term of Office		From:	mm/yyyy	To:	mm/yyyy
Name	**Vacant At This Time**				
Home Address					
Occupation					
Representing					
Term of Office		From:	mm/yyyy	To:	mm/yyyy

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

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

REVENUE SOURCE	AGENCY 2025	PROGRAM A	PROGRAM B	PROGRAM C	PROGRAM D	PROGRAM E	NON APP PGMS
DANE CO HUMAN SVCS	16,689						16,689
UNITED WAY DANE CO	62,776						62,776
CITY CDD (This Application)	218,248	108,664	109,584	0	0	0	
City CDD (Not this Application)	394,283						394,283
OTHER GOVT*	70,500						70,500
FUNDRAISING DONATIONS**	500,000						500,000
USER FEES	85,325						85,325
TOTAL REVENUE	1,347,821	108,664	109,584	0	0	0	1,129,573

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

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

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

Use whole numbers only, please.

ACCOUNT CATEGORY	AGENCY 2025	TTL CITY REQUEST	PGM A	CITY SHARE	PGM B	CITY SHARE	PGM C	CITY SHARE	PGM D	CITY SHARE	PGM E	CITY SHARE	NON APP PGMS
A. PERSONNEL													
Salary	615,362	94,202	133,821	47,101	222,926	47,101							258,615
Taxes/Benefits	97,290	11,644	25,143	5,822	29,177	5,822							42,970
Subtotal A.	712,652	105,846	158,964	52,923	252,103	52,923	0	0	0	0	0	0	301,585
B. OTHER OPERATING													
Insurance	19,080	1,580	3,753	790	6,937	790							8,390
Professional Fees/Audit	50,082	1,852	10,328	926	19,799	926							19,955
Postage/Office & Program	17,323	1,808	3,992	904	6,298	904							7,033
Supplies/Printing/Photocopy	51,020	638	1,716	319	13,553	319							35,751
Equipment/Furnishings/Depr.	23,711	3,212	5,464	1,606	8,621	1,606							9,626
Telephone	3,633	298	837	149	1,321	149							1,475
Training/Conferences	9,633	1,118	2,220	559	3,502	559							3,911
Food/Household Supplies	0	91,644		40,822		50,822							
Travel	4,779	1,139	81	29	4,556	1,110							142
Vehicle Costs/Depreciation	0	0											
Other	0	0											
Subtotal B.	179,261	103,289	28,391	46,104	64,587	57,185	0	0	0	0	0	0	86,283
C. SPACE													
Rent/Utilities/Maintenance	62,187	5,305	14,330	2,835	22,609	2,470							25,248
Mortgage Principal/Interest	0	0											
Depreciation/Taxes	41,966	3,808	7,972	1,802	15,258	2,006							18,736
Subtotal C.	104,153	9,113	22,302	4,637	37,867	4,476	0	0	0	0	0	0	43,984
D. SPECIAL COSTS													
Assistance to Individuals	0	0											
Partner/Joint Agency/Agencies	0	0											
Contractors/Subcontractors	0	0											
Pymt to Affiliate Orgs	0	0											
Other	0	0											
Subtotal D.	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL (A.-D.)	996,066	218,248	209,657	103,664	354,557	114,584	0	0	0	0	0	0	431,852

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

Title of Staff Position*	2025 FTE**	2025 FTE**	2025 FTE**	2025 FTE**	2025 FTE**	2025 Total FTE	2025 Salary	2025 Taxes and	2025 Amount	2025 Wage***	2025 Requested
Executive Director	0.15	0.15				0.30	88,408	9,508	97,916	40.80	14,687
Youth Program Director	0.15	0.15				0.30	67,717	32,354	100,071	31.25	11,275
Operations Director	0.15	0.15				0.30	67,717	7,449	75,166	31.25	11,275
Development Manager	0.15	0.15				0.30	56,242	6,203	62,445	25.96	9,367
Development Coordinator	0.15	0.15				0.30	44,767	4,946	49,713	20.66	7,457
Community Engagement Manag	0.20	0.20				0.40	56,242	6,203	62,445	25.96	12,489
Radio Manager	0.15	0.15				0.30	56,242	6,203	62,445	25.96	9,367
Administrative Assistant	0.20	0.20				0.40	19,658	2,163	21,821	17.83	4,364
Elementary Lead	0.15	0.15				0.30	44,767	4,946	49,713	17.83	7,457
Teen Lead	0.15	0.15				0.30	44,767	4,946	49,713	17.83	7,457
Youth Assistants	0.10	0.10				0.20	77,264	8,521	85,785	17.83	8,579
Custodian	0.09	0.09				0.18	20,648	2,378	23,026	20.00	2,072
						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:	1.79	1.79	0.00	0.00	0.00	3.58	644439.00	95820.00	740259.00	293.16	105846.00

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 requestiong funding in this application, and the amount of time they will spend in each program.*

Title of Staff Position*	2025 FTE**	2025 FTE**	2025 FTE**	2025 FTE**	2025 FTE**	2025 Total FTE	2025 Salary	2025 Taxes and	2025 Amount	2025 Wage***	2025 Requested
						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
						0.00			0	0.00	0
TOTAL:	1.79	1.79	0.00	0.00	0.00	3.58	644439.00	95820.00	740259.00	293.16	105846.00

*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	Access Connect	PERSONNEL	52,923
		OTHER OPERATING	46,104
		SPACE	4,637
		SPECIAL COSTS	0
		TOTAL	**103,664**
B	Community Cultivation	PERSONNEL	52,923
		OTHER OPERATING	57,185
		SPACE	4,476
		SPECIAL COSTS	0
		TOTAL	**114,584**
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	**218,248**