# 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 | *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.

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: | MTZ Charitable Organization, Inc. | Total Amount Requested: | $ 150,000 |
|---|---|---|---|
| All program(s) connected to your organization: | Program Name: Transforming and Reaching our Youth (T.R.Y.)<br><br>Applicant Type: Single Agency Application<br><br>Program Type: Building Community & Stabilization: YOUTH<br><br>List Program Partner(s) (if applicable): | Amount Requested: $ 150,000 | |
| | Program Name:<br><br>Applicant Type: Choose an item.<br><br>Program Type: Choose an item.<br><br>List Program Partner(s) (if applicable): | Amount Requested: $ | |
| | Program Name:<br><br>Applicant Type: Choose an item. | Amount Requested: $ | |

| | |
|---|---|
| Program Type: Choose an item. | |
| List Program Partner(s) (if applicable): | |
| Program Name: <br><br> Applicant Type: Choose an item. <br><br> Program Type: Choose an item. <br><br> List Program Partner(s) (if applicable): | Amount Requested: $ |
| ***If you are applying for more than four programs, please contact* Nancy Saíz *nsaiz@cityofmadison.com*** | |

| Contact Person for application (Joint Applications - **Lead** Org): | Christin Calloway | Email: ccalloway@mtzcharitableorginc.com | |
|---|---|---|---|
| Organization Address: | P.O. Box 259933 <br><br> Madison, WI 53728 | Telephone: | (608) 255-5270 |
| 501 (c) 3 Status: | ☒ Yes ☐ No | Fiscal Agent *(if no)* | |

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

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

   MTZ Charitable Organization is dedicated to transforming the community by delivering essential services, uplifting those in need, and cultivating an empowered future for all. We envision a thriving community where every individual has access to the resources, support, and opportunities needed to lead empowered lives.

   As part of this mission, MTZ launched the Transforming and Reaching our Youth (T.R.Y.) Program to address the needs of at-risk youth, particularly those impacted by poverty, systemic inequities, and involvement with the juvenile justice system.

   Through mentorship, prevention-focused programming, and crisis intervention, T.R.Y. provides positive role models, life skills training, and pathways to education and employment. Our experience engaging youth in both detention and community settings has reduced recidivism, fostered resilience, and created stronger connections between young people, their families, and the community.

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.

In 2018, Pastor Allen began informally connecting with youth in Dane County who were disproportionately impacted by systemic inequities and juvenile justice involvement. Through consistent engagement at the Juvenile Detention Center and in the community, he provided mentorship, encouragement, and a trusted presence. These early efforts revealed the depth of challenges facing youth, including trauma, instability, and a lack of access to positive role models and resources.

MTZ Charitable Organization was formally established in 2020, building on this foundation of grassroots outreach to deliver essential services and cultivate empowered futures.

In 2021, MTZ formalized the youth crisis prevention work into the Transforming and Reaching our Youth (T.R.Y.) Program, building the infrastructure and partnerships needed to sustain and expand services. T.R.Y. is both a crisis intervention and prevention program. The core goals are designed to reduce recidivism, foster resilience, and provide structured opportunities for growth.

 Since then, T.R.Y. has offered mentorship, group therapy, restorative justice workshops, job readiness training, financial literacy, and paid internships, in partnership with organizations such as Anesis Family Therapy, the YWCA, Urban League, UW Athletics, and others.

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 last two years, MTZCO has maintained strong leadership under Dr. Allen. We've expanded the number of volunteers who engage youth at JDC, which has added consistency and widened community involvement. During this period, MTZCO began a strategic planning process that highlighted the need for a culturally relevant, year-round curriculum. We also saw the value of a more structured mentorship model. For instance, UW football players have been especially effective in working with young men, but as more young women join the program, we recognize that they need different approaches and support.
We have also invested in organizational infrastructure by adding staff dedicated to data collection, evaluation, and program development. This new capacity allows us to track program effectiveness, follow outcomes over time, and strengthen accountability. Taken together, these changes improve the quality of our services and ensure our programs are responsive, effective, and sustainable.

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, MTZCO anticipates growth and investment in sustained infrastructure. We will continue our strategic planning efforts, with a focused five-year plan for each program area. For T.R.Y., this includes finalizing and implementing a culturally relevant, year-round curriculum that engages youth consistently beyond the summer months and detention center visits. At the same time, we are building capacity for data collection and evaluation, including longitudinal tracking of outcomes such as recidivism reduction, school engagement, and employment readiness. We will also refine our mentorship model to include gender-based connections.  Addtionally, with the hired a program devleopment corrdinator to  secure more grants to transition key volunteer roles into staff positions. This shift will improve reliability, deepen

program quality, and ensure sustainability. Finally, through our capital campaign to build the Family Life Center we anticipate increased space and resources for youth and family programming.

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.).

    MTZ  Charitable Organization places a high value on lived experience. Many of our mentors and volunteers bring personal perspectives that resonate with participants—youth see role models who look like them, share cultural backgrounds, and in some cases, have overcome challenges of their own. This representation is critical in building trust and showing young people that it is possible to make mistakes, grow from them, and thrive as contributing adults. To ensure staff are equipped to meet the needs of youth, MTZCO provides access to ongoing training in trauma-informed care, Adverse Childhood Experiences (ACEs), restorative justice practices, culturally responsive service delivery, and mandatory reporting protocols. Staff are also encouraged and supported in continuing studies and professional certifications.

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

**Program name:**

**Program type:** Choose an item.

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

6. **Provide an overview of your organization's partnership history with the collaborating agency or agencies.**
When and how did the partnership(s) begin, and what collaborative initiatives or projects have you worked on together in the past?

7. **Explain the rationale for partnering with the agency or agencies identified in this application.**
What unique strengths or resources does each organization contribute, and how do these assets complement one another in achieving the goals of the proposed program?

8. **Describe how roles and responsibilities will be divided between your organization and the collaborating agency or agencies in the proposed program.** How will each partner contribute to program design, implementation, and evaluation?

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

10. **If applicable, describe any past collaborations your organization has had with agencies providing crisis intervention or prevention services for youth, individuals, or families at risk of or experiencing crisis due to gender-based violence**. What lessons or insights did you gain from those experiences and how will they inform you in your approach to the current partnership?

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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: | Transforming and Reaching our Youth (T.R.Y.) | Total Amount Requested for this Program: | | $ 150,000 |
|---|---|---|---|---|
| Legal Name of Organization: | MTZ Charitable Organization, Inc. | Total amount Requested for Lead/Single Applicant | | $ 150,000 |
| Legal Name of Partner(s) (Joint/Multi-Agency Applicants only): | | Total Amount Requested for Partner 1: | | $ |
| | | Total Amount Requested for Partner 2: | | $ |
| | | Total Amount Requested for Partner 3*: | | $ |
| Program Contact: Lead Organization Contact | Christin Calloway | Email: | ccalloway @mtzchari tableorginc .com | Phone: | 608) 255-5270 |

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

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

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

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

☒ **Prevention Services and Activities: Building Community and Stabilization**
    ☐ **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 schedule are separate from other programs, rather than an activity or pull-out group.

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.

   The T.R.Y. Program addresses urgent and well-documented needs among youth in Madison who are at heightened risk of crisis due to systemic inequities in education, employment, and justice involvement. Statewide analysis shows that while overall youth arrests have declined, racial and ethnic inequities have worsened, with youth of color—especially Black youth—overrepresented at every decision point in the juvenile justice system (Kids Forward, 2018). The 2019 Dane County Disproportionate Minority Contact (DMC) Report demonstrated that although overall youth justice referrals decreased, "substantial ethnic and racial disparities remain and have even increased over the past two years in some areas" (p.16) (Dane County DMC Report, 2019).

   Recent county data highlight the depth of these disparities. In 2021, the referral rate for Black juvenile arrests was 2.73 times higher than that of White youth, and the proportion of Black youth arrests referred to the DA or Dane County Human Services nearly tripled from 2007–2021 (Dane County Youth Justice Data, 2021). While Madison Police Department referrals decreased from 52% of all referrals in 2012 to 44% in 2021, these disparities underscore the need for intentional, community-based prevention and reentry support.

   Community voices affirm this need. The Public Health Madison & Dane County Violence Prevention Roadmap identifies trusted adult relationships, safe spaces, and meaningful employment as key protective factors for youth (PHMDC, 2021).

   T.R.Y. directly responds to these needs by providing youth with mentorship, academic and workforce readiness support, and reentry services that reduce crisis risk factors and strengthen protective factors, while elevating youth voice and lived experience in shaping solutions.

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?

The overarching goal of the T.R.Y. Program is to prevent youth crises and reduce justice system involvement by strengthening protective factors—such as supportive relationships, school engagement, and employment readiness—while providing timely intervention and reentry supports for youth navigating system contact. By centering youth voice, cultural responsiveness, and credible messengers, T.R.Y. ensures that young have the tools, support networks, and opportunities they need to thrive and avoid cycles of crisis.

This goal directly aligns with the scope and priorities outlined in the City of Madison's 2025 Crisis Intervention and Prevention (CIP) RFP. Specifically:

Crisis Intervention: T.R.Y. supports youth during critical transition points (such as reentry from detention or school pushout) with continuity of care, mentoring, and resource navigation.

Prevention: T.R.Y. addresses upstream risk factors by providing mentorship, academic and workforce readiness supports, and structured leadership opportunities that build resilience, nonviolent conflict resolution, and pro-social behaviors.

Cultural Responsiveness: The program engages staff and mentors with lived experience and cultural knowledge, ensuring services are trauma-informed and accessible to youth of color and other populations disproportionately impacted by systemic inequities.

Desired Outcomes: T.R.Y. is designed to improve measurable outcomes consistent with CIP priorities, including improved school attendance and engagement, increased pro-social behavior, strengthened community connectedness, and reduced youth conflict and crisis involvement.

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.

The T.R.Y. program is a six-week summer initiative designed to equip justice-involved and at-risk youth with the skills, support, and work experience they need to succeed. At its core, the program blends leadership and job readiness training, financial literacy, social-emotional learning, and paid community-based work experiences. Services are delivered through group workshops, mentoring, and hands-on work crews based at Mt. Zion and partner sites across Madison. Youth also receive therapeutic support, culturally relevant education, and mentorship connections, while families are engaged through orientation and check-ins. By the end of the program, participants will have completed at least ten hours of pre-employment training and a structured work experience, while building stronger leadership, financial, and emotional skills.

Youth will receive a minimum of 10 hours of interactive pre-employment/leadership training over the course of the program. This should include information concerning workplace/program expectations. Training will allow for discussion regarding culturally specific topics and provide opportunities for youth to build effective communication skills, develop and maintain good interpersonal relationships. Program content will be set by the staff, including an introduction to financial literacy and financial empowerment.

Focus will be placed on the following areas of skill development:
Areas of Skill Development
1. Educational Training ( Black History, STEM (through Wisconsin Institute for Discovery) Math Readiness Literacy Development)

2. Leadership Development ( Workshops with T.R.Y. Staff, Sports Training, Sessions with University of Wisconsin Athletic Department including athletic staff/coaches' presentations and student athlete presentations)

3.Job Readiness Training ( CLIMB USA ,Urban League, sessions Financial Literacy workshops Corporate visits (e.g. American Family Insurance Campus)

4.Social-Emotional Learning ( Daily Mindfulness and Yoga Group Emotional-Behavioral Therapy (Anesis Family Therapy), Restorative Justice sessions (YWCA), Weekly journaling & reflection, Creative Arts Training

5. Creative Arts Training

6.Work/Internship Experience (Maximum of 6 hours/week for 6 weeks at various partner sites basesed on student intrest

## 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?
The (T.R.Y.) Program serves young people 12-16 years old  in the City of Madison who are most impacted by systemic inequities, including youth of color, youth from households with limited income, and youth disproportionately represented in the juvenile justice system. Dane County data show that in 2021, Black youth were referred to the District Attorney or Dane County Human Services at a rate 2.73 times higher than White youth, underscoring the persistent racial disparities in youth justice involvement (Dane County Human Services, Youth Justice Data Dashboard, 2022). Many of the youth we serve also face challenges related to school engagement, employment access, housing stability, and reentry following detention or other forms of system involvement.
Services are delivered in community-based settings through partnerships.

Youth and family voice are central to T.R.Y.'s design and delivery. Youth feedback is consistently integrated into program activities, allowing services to remain flexible and responsive to their evolving needs. Staff with lived experience provide mentorship and leadership, ensuring authenticity and credibility in our approach. Families are engaged as partners in goal-setting and program development, and community members provide ongoing feedback that informs implementation.
This approach reflects priorities in the Madison & Dane County Violence Prevention Roadmap (2021), particularly its emphasis on trauma-informed care, family engagement, and positive youth development.

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.

| Race | # of Participants | % of Total Participants |
|---|---|---|
| White/Caucasian | | |
| Black/African American | | 57% |
| Asian | | |
| American Indian/Alaskan Native | | |
| Native Hawaiian/Other Pacific Islander | | |
| Multi-Racial | | |
| Balance/Other | | |
| Total: | | |
| Ethnicity | | |
| Hispanic or Latino | | |
| Not Hispanic or Latino | | |
| Total: | | |
| Gender | | |
| Man | | 77 |
| Woman | | 23 |

| | | |
|---|---|---|
| Non-binary/GenderQueer | | |
| Prefer Not to Say | | |
| Total: | | |

Comments (optional): In 2024, the (T.R.Y.) Program maintained a consistent presence with youth in the Dane County Juvenile Detention Center, serving 8–10 youth on a bi-weekly basis through visits focused on mentorship, encouragement, and reentry support. While we did not collect individual demographic information during these visits, the publically available demographics of detained youth,Black youth accounted for 57% of all juvenile detention admissions, despite representing only about 9% of the county's youth population (DCDHS Youth Justice Data Dashboard, 2022). Gender differences are also evident: male youth made up 77% of detention admissions, compared to 23% female youth, underscoring the importance of programming that recognizes and responds to both race and gender-based disparities in system involvement.

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.

   While most participants in past programming have been English-speaking, we recognize that language can be a barrier for many families in Madison.To address this, we will seek interpretation and translation support as needed.

   In addition to language, we understand that cultural relevance is essential for engagement and success. T.R.Y. is intentionally designed to be responsive to the cultural identities and lived realities of the young people and families we serve. This means that programming is not one-size-fits-all, but instead shaped by the values, needs, and priorities of participants themselves. We create opportunities for youth and family voices to guide decision-making, from the design of activities to the way support is delivered.

   At the center of our approach is trust-building. Many youth and families, particularly those who have had contact with the juvenile justice system or experienced systemic inequities, carry valid reasons to distrust formal systems. T.R.Y. addresses this by cultivating relationships rooted in consistency, transparency, and respect.

   Another core component is our commitment to staffing and mentorship that reflect the communities we serve. Youth are more likely to connect and thrive when they see role models who look like them, share similar experiences, and can authentically relate to the challenges they face. T.R.Y. prioritizes staff and mentors with lived experience—individuals who may have faced difficult choices or justice involvement themselves as youth, but who are now living examples of resilience, growth, and transformation. This representation is not only powerful for youth but also strengthens trust with families and reinforces a sense of belonging.

   Ultimately, cultural responsiveness in T.R.Y. is not an "add-on" but an integrated practice that informs every interaction, activity, and partnership. By centering cultural identity, elevating youth and family perspectives, and ensuring representation in mentorship and leadership, T.R.Y. builds an environment where young people feel seen, respected, and empowered to shape their futures.

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.*
      Our primary recruitment strategy is relationship-based outreach. (T.R.Y.) staff and mentors regularly engage youth at community-based settings and detention center visits. These points of contact allow us to identify young people who may benefit from consistent support, mentorship, and positive role models.In addition, we leverage partnerships with established community organizations that already serve the identified population. We coordinate with groups such as YWCA Madison, Anesis Family Therapy, Urban Triage and the Urban League of Greater Madison, among others, to reach youth and families who are navigating school engagement challenges, juvenile justice involvement, or barriers to employment. These partners serve as trusted entry points, making referrals to (T.R.Y.) while also collaborating to ensure wraparound supports.We also anticipate referrals from systems and community allies who frequently intersect with youth, including schools, Dane County Human Services. While we recognize that system involvement can

create barriers of trust, the (T.R.Y.) Program's unique position as a community-rooted and relationship-driven program allows us to meet youth and families where they are, building bridges between formal services and authentic community care. Finally, outreach is supported through word-of-mouth and youth/family networks. Youth who have positive experiences with (T.R.Y.) often encourage peers to participate, creating a cycle of engagement that grows organically within communities. This peer-driven recruitment reinforces the program's credibility and relevance.

b.

c. **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?*

Transportation is a well-documented barrier in Madison, particularly for families with limited income or unstable housing. To address this, (T.R.Y.) provides programming in community-based settings that are familiar, accessible, and located near where youth live, such as Mt. Zion Baptist Church and neighborhood centers. When needed, we assist with transportation coordination to ensure youth are not excluded due to logistical barriers.

Scheduling conflicts  While T.R.Y. operates on a set summer schedule, we measure engagement by hours completed. This flexible approach acknowledges that participants may have jobs, family responsibilities, or other commitments, while still ensuring they meet program expectations and benefit fully from the experience.

Finally, we recognize that trust is perhaps the greatest barrier. Many youth and families have experienced systemic inequities or negative interactions with institutions, making it difficult to engage in traditional programs. The (T.R.Y.) Program directly addresses this by centering relationships, lived experience, and cultural responsiveness. Staff and mentors often share similar life experiences with participants, serving as credible messengers who build authentic trust and demonstrate what transformation looks like.

By addressing these barriers through community-based delivery, flexible scheduling, interpretation support, and trust-building relationships, the (T.R.Y.) Program ensures that young people and their families can meaningfully participate in programming and remain consistently engaged.

d. **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 will be enrolled in the (T.R.Y.) Program through a referral and relationship-based process that prioritizes trust, accessibility, and responsiveness to individual needs. Youth may be referred by schools, detention staff, community partners, or through word-of-mouth from peers and families. Enrollment begins with an informal intake conversation rather than a rigid application process, which helps lower barriers and create an immediate sense of welcome.

During intake, staff and mentors listen closely to the youth's own goals, challenges, and interests, gathering information through open dialogue rather than solely through paperwork. When appropriate, a simple intake form is used to capture basic demographics and needs, but the focus remains on building rapport and establishing trust from the first interaction. For youth and families who prefer more structure, (T.R.Y.) can co-create an Individual Service Plan (ISP) that sets goals related to education, employment, wellbeing, or community engagement.

Engagement is sustained through culturally responsive and healing-centered practices. Staff and mentors—many with lived experience—use a strengths-based approach that affirms identity, acknowledges systemic inequities, and recognizes the resilience youth and families bring. Activities are tailored to reflect participants' cultural values, language preferences, and family dynamics.

To keep youth engaged, the (T.R.Y.) Program emphasizes flexibility and consistency. Youth feedback is interwoven into all activities, and programming is adjusted to reflect their evolving needs and interests, ensuring they remain active partners rather than passive recipients.

This approach to enrollment and engagement—trust-based, flexible, culturally responsive, and youth-centered—ensures that participants feel seen, heard, and supported from the first point of contact through their ongoing involvement in the program.

## 3. PROGRAM LOCATION, DESCRIPTION, AND STRUCTURE

A. Activities: Describe your proposed program activities. Please be sure to specify your program type, i.e. shelter services, workshops, helplines, classes, etc.,).
The (T.R.Y.) Program is a community building and stabilization  mentorship and support initiative designed to engage youth who are at risk of or currently navigating challenges related to school engagement, juvenile justice involvement, and community violence. Our programming emphasizes consistent, relationship-driven support delivered in safe and trusted community spaces.
Core Activities include:
•Detention Center Visits: Bi-weekly engagement with youth in detention, offering mentorship, encouragement, and continuity of support. These visits provide trusted connections during a critical time of isolation and transition.

•Community-Based Mentorship & Case Support: One-on-one and small group mentoring that pairs youth with positive role models who share lived experience. Mentors provide guidance, accountability, and encouragement while helping youth set and achieve personal goals.

•Workshops & Skill-Building Sessions: Culturally responsive workshops focused on decision-making, conflict resolution, leadership, educational persistence, and employment readiness. Activities are interactive and co-designed with youth input to ensure relevance and engagement.

•Family Engagement: Support for families through meetings, facilitated conversations, and resource connections that strengthen communication, trust, and stability. Family involvement is recognized as a key factor in positive youth outcomes.

•Community Healing & Pro-Social Activities: Safe and constructive opportunities for youth to participate in group activities, cultural events, and community service projects that foster belonging, resilience, and leadership development.

•Summer Program : Building on the success of a prior six-week summer pilot and initial implementation, the (T.R.Y.) Program will again provide structured summer programming. Youth will participate in a blend of workshops, mentorship sessions, and pro-social activities designed to sustain engagement, prevent summer learning loss, and strengthen positive peer and community connections during a high-risk period for disengagement. Youth will receive a minimum of 10 hours of interactive pre-employment/leadership training over the course of the program. This should include information concerning workplace/program expectations. Training will allow for discussion regarding culturally specific topics and provide opportunities for youth to build effective communication skills, develop and maintain good interpersonal relationships. Program content will be set by the staff, including an introduction to financial literacy and financial empowerment. Focus will be placed on the following areas of skill development:

Educational Training: (Black HistoryS, TEM: Wisconsin Institute Discovery, Math Readiness Wednesdays 11am, Literacy Development)

Leadership Development: ( Sessions hosted in partnership University of Wisconsin Athletic Department)

Creative Arts Training ( Hands-on practice in music, visual arts, dance, or spoken word)

Job Readiness Training ( Financial literacy, Digital & Career Tools)

Social Emotional Learning ( Mindfulness and Yoga, Youth Behavioral Therapy, Journaling and Weekly Reflection Activity)

B. Use of Evidence-Based or Promising Practices:
Please identify any evidence-based or evidence-informed models, practices, or curricula used, including sources or documentation of their effectiveness. If your program does not use a formal evidence-based model, describe the rationale for your approach and how it aligns with the goals of crisis intervention and prevention.
The (T.R.Y.) Program i draws on evidence-informed practices that align with the goals of crisis intervention, prevention, and positive youth development. Our rationale is rooted in both community experience and research that demonstrates the effectiveness of mentorship, culturally responsive care, and youth-led engagement in reducing recidivism and strengthening protective factors.

Key evidence-informed approaches embedded in (T.R.Y.) include:

•Credible Messenger Mentoring: Research shows that mentoring by individuals with lived experience who reflect the communities served increases trust, improves engagement, and can reduce re-offending among justice-involved youth. The (T.R.Y.) Program prioritizes mentors who bring both lived and professional experience, allowing them to serve as role models and trusted guides.

•Positive Youth Development (PYD): The program integrates PYD principles by centering youth voice, building on strengths, and fostering leadership opportunities. PYD has been shown to improve educational persistence, reduce risky behaviors, and increase long-term wellbeing (Youth.gov, Positive Youth Development Framework).

•Trauma-Informed and Healing-Centered Engagement: Consistent with the Madison & Dane County Violence Prevention Roadmap (2021), (T.R.Y.) incorporates trauma-informed practices, recognizing the impact of violence, systemic inequities, and family stressors on youth. This approach emphasizes safety, trust-building, empowerment, and resilience rather than punishment or deficit framing.

•Restorative and Community-Based Practices: By offering pro-social activities, family engagement, and community healing opportunities, (T.R.Y.) aligns with restorative principles that reduce isolation, strengthen accountability, and foster belonging. Studies have shown restorative and relationship-based interventions can lower recidivism and improve youth outcomes.
The (T.R.Y.) Program instead integrates flexible, evidence-informed strategies that meet youth where they are, elevate their voices, and foster culturally responsive support systems.

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**

<div align="center">Table 1:</div>

| PROGRAM LOCATION(s): | | |
|---|---|---|
| **Day of the Week** | **Start Time** | **End Time** |
| Monday | **10:00 AM** | **2:00 PM** |
| | MTZ Charitable | |
| Tuesday | **10:00 AM** | **2:00 PM** |
| | MTZ Charitable | |
| Wednesday | **10:00 AM** | **2:00 PM** |
| | MTZ Charitable | |
| Thursday | **10:00 AM** | **2:00 PM** |
| | MTZ Charitable | |
| Friday | **10:00 AM** | **2:00 PM** |
| | MTZ Charitable | |
| Saturday | Choose an item. | Choose an item. |
| | | |

| | | |
|---|---|---|
| Sunday | Choose an item. | Choose an item. |
| | | |

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

**Table 2:** (Optional/if needed)

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

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

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


4. **ENGAGEMENT COORDINATION AND COLLABORATION**

A. <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.

The (T.R.Y.) Program engaged youth and families in the development of this proposal through ongoing conversations during detention visits, mentorship sessions, and community gatherings. Youth told us they wanted consistent relationships with adults who could understand their lived experiences, while families emphasized the importance of open communication, flexibility, and support that does not feel like another layer of "the system." These insights directly shaped the priorities outlined in this proposal.

In implementation, youth and families will remain active partners. Youth input will guide the design of workshops, mentorship activities, and community projects, ensuring programming reflects their interests and goals. Families will be engaged through regular check-ins, resource connections, and opportunities to participate in family-focused programming that strengthens relationships and stability.

For assessment, the program will use feedback surveys, focus groups, and informal check-ins to gather input from both youth and families on what is working and where adjustments are needed. This continuous feedback loop ensures that programming stays responsive, accountable, and aligned with the needs of those it serves.

By involving youth and families in the design, delivery, and evaluation of activities, the (T.R.Y.) Program ensures that those most directly impacted are not only participants but also co-creators of meaningful, lasting change.

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.

(T.R.Y.) Program is rooted in community relationships and was shaped through conversations with neighborhood residents, faith leaders, and partner organizations who have a long history of serving youth and families in Madison. In preparing this proposal, we sought input from stakeholders connected to Mt. Zion Baptist Church, local schools, and grassroots groups who see firsthand the needs of young people navigating school challenges, justice involvement, and barriers to opportunity. Community partners such as YWCA Madison, Anesis Family Therapy, and the Urban League of Greater Madison provided insight into both gaps in services and strategies to ensure programming is accessible and culturally responsive are embedded with the the Mt. Zion Charitable Organization service delivery model.

In implementation, community partners will continue to play a key role by serving as referral pathways, co-hosts of programming, and collaborators in providing wraparound supports. Neighborhood residents and faith leaders will be engaged through ongoing dialogue, community meetings, and open events that invite input and build collective ownership of the program. This ensures that (T.R.Y.) is not operating in isolation but as part of a community-wide effort to create safe, supportive spaces for youth.

For assessment, the program will gather feedback not only from participants but also from community stakeholders who interact with the youth we serve. This will include structured check-ins with partner organizations and opportunities for neighborhood residents to share perspectives on program impact. By incorporating community voices into evaluation, (T.R.Y.) remains accountable to the neighborhoods it serves and responsive to shifting community needs.

Through this cycle of community input, collaboration, and shared accountability, the (T.R.Y.) Program strengthens both individual youth outcomes and the broader community fabric.

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 Greater Madison | | | |
| Anesis Family Therapy | | | |
| Urban Triage | | | |
| YWCA | | | |
| | | | |
| | | | |

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

Formal letters of commitment from our partners (YWCA Madison, Urban League of Greater Madison, Anesis Family Therapy, and Mt. Zion Baptist Church) are forthcoming and will be submitted as part of the final application packet. These collaborations are not ad hoc; they are embedded within Mtz Charitable Organization's wraparound service model, reflecting longstanding relationships and shared commitments to youth and family well-being.

How do these partnerships enhance this proposal?

The partnerships embedded in this proposal significantly strengthen the capacity, reach, and impact of the T.R.Y. Program. Each partner brings complementary expertise and trusted community connections that ensure services are holistic, culturally responsive, and accessible.

- YWCA Madison contributes deep experience in racial and gender equity, housing stability, and restorative justice, providing additional resources and training that align with T.R.Y.'s trauma-informed approach.
- Urban League of Greater Madison enhances our workforce readiness and educational support, connecting youth to career pathways and skill development opportunities beyond the immediate scope of the program.
- Anesis Family Therapy ensures participants and families have access to high-quality, culturally grounded mental health and therapeutic supports, expanding the program's capacity to address trauma and promote healing.
- Mt. Zion Baptist Church offers trusted community space and longstanding relationships that increase accessibility and create a safe, familiar environment for youth and families to gather, engage, and grow.

What are the decision-making agreements with each partner?

Mtz Charitable Organization serves as the lead agency and holds primary responsibility for program design, implementation, reporting, and fiscal oversight. Decision-making with partners builds on the structure developed during the pilot phase and first implementation of T.R.Y., which emphasized direct, frequent communication and flexible collaboration.

- YWCA Madison and Urban League of Greater Madison contribute expertise in equity-focused workforce readiness and educational supports. Decisions related to youth engagement strategies and curriculum enhancements are made through direct consultation as needs arise, ensuring programming remains responsive to participants.
- Anesis Family Therapy provides clinical and therapeutic guidance. While clinical decisions are managed by Anesis, integration of mental health and healing supports within the broader T.R.Y. framework is determined collaboratively with Mtz staff.
- Mt. Zion Baptist Church serves as both a program host and trusted community partner. Decision-making with the church centers on coordination of space, scheduling, and community engagement activities, based on longstanding relationships and regular communication.

Final programmatic and fiscal authority rests with Mtz Charitable Organization. However, the decision-making process is intentionally flexible and relational, reflecting lessons learned from the pilot and first implementation: ongoing communication, shared ownership, and partner input at key moments are more effective than fixed quarterly meetings.

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?

Mtz Charitable Organization coordinates linkages through warm referrals, where staff directly introduce youth and families to partner providers, often accompanying them through initial steps to reduce barriers. Program staff maintain regular contact with partners to ensure follow-through, address gaps, and align supports. In addition, staff help participants navigate publicly available resources

## 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>

The (T.R.Y.) Program will track and report outputs using a combination of intake forms, attendance logs, staff records, and partner collaboration data. Outputs will focus on unduplicated participants, program participation , and community reach. Specifically, we will measure:

- Unduplicated youth served through detention center visits, community-based mentoring, and program enrollment.
- Unduplicated family members engaged in family support activities, workshops, and events.
- Program hours delivered including mentoring sessions, workshops, summer programming, and pro-social group activities.
- Community events and outreach sessions hosted or co-hosted with partners, such as Mt. Zion Baptist Church, YWCA Madison, Anesis Family Therapy, and the Urban League.
- Service coordination and referrals provided to youth and families, tracked through referral logs and follow-up contactsData will be recorded consistently by staff using secure tracking tools, with unduplicated counts verified through cross-checking across activities. In addition, partner organizations will share data (when available) to avoid duplication and to strengthen understanding of collective reach.

The program will also capture qualitative output data such as youth feedback forms, family satisfaction surveys, and staff observations, to ensure numbers are paired with lived experiences that reflect program effectiveness.

By combining quantitative outputs (youth served, program hours, events) with qualitative data (participant voice, family feedback), (T.R.Y.) will demonstrate both the scale of reach and the depth of engagement with youth and families in Madison.

B. Program Outcomes

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

The outcome objectives for the T.R.Y. Program are grounded in both public data and our pilot implementation experience, ensuring they are responsive to the demonstrated needs of youth in Madison and Dane County.

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:** Participants will complete the work experience internship program. | | | | |
|---|---|---|---|---|
| **Performance Standard** | **Targeted Percent** | 85% | **Targeted Number** | 21 |
| | **Actual Percent** | | **Actual Number** | |

| Measurement Tool(s) and Comments: Attendance and payroll (time sheets) |
|---|
| **Methodology:** |

| **Outcome Objective #2:** Participants will complete 10 hours of pre-employment/internship training. | | | | |
|---|---|---|---|---|
| **Performance Standard** | **Targeted Percent** | 85% | **Targeted Number** | 21 |
| | **Actual Percent** | | **Actual Number** | |
| **Measurement Tool(s) and Comments:** Attendance | | | | |
| **Methodology:** | | | | |

| **Outcome Objective #3:** Participants will complete 36 hours of employment/internship placement. | | | | |
|---|---|---|---|---|
| **Performance Standard** | **Targeted Percent** | 85% | **Targeted Number** | 21 |
| | **Actual Percent** | | **Actual Number** | |
| **Measurement Tool(s) and Comments:** Attendance and payroll (time sheets) | | | | |
| **Methodology:** | | | | |

*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?
• Demographics & Enrollment: Participant information will be collected during intake using standardized enrollment forms that track demographics such as race/ethnicity, gender, language, and family context. When available, this information will be cross-checked with aggregate detention center data and other publicly available data sources to ensure accuracy and capture system-level trends.
• Program Activities: Attendance logs, sign-in sheets, and staff activity reports will be maintained for all services, including detention visits, mentoring sessions, group workshops, and the summer program. These records will allow us to report unduplicated participant counts, program hours, and frequency of engagement.
• Outcome Measures: Staff will use pre- and post-participation surveys, participant feedback sessions, and Individual Service Plans (ISPs) to measure progress toward objectives such as improved school/workforce engagement, reductions in recidivism, and strengthened family connectedness. Qualitative data, including youth and family testimonials, will be integrated with quantitative measures to provide a fuller picture of program impact.
• Expenses: Financial tracking is maintained through Mtz Charitable Organization's accounting system, which categorizes expenditures by personnel, operating costs, and direct program supports in alignment with City of Madison reporting requirements. All grant funds will be monitored to ensure compliance with allowable use and documentation standards.

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) |
|---|---|---|---|
| Program Developer | | training in program evaluation/data systems; experience with culturally responsive approaches | Primarily office-based; community settings as needed |
| Grant Manager | | Experience in nonprofit grants management, compliance, and reporting; training in equity-focused budgeting and data tracking | Office-based with remote flexibility |
| Program Director | | Leadership experience in youth development; mandatory reporter training; trauma-informed care and racial equity training | Community-based, including partner sites |
| Program Lead | | Experience in direct youth engagement; training in restorative practices, motivational interviewing, and de-escalation | Community-based, including partner sites |
| Program Coordinator | | Organizational and facilitation skills; youth development training; culturally responsive engagement practices | Community-based, including partner sites |
| Transportation | | Valid driver's license; safe transport training; CPR/First Aid preferred | Community-based, including partner sites |
| curriculum specialist | | Experience in curriculum design; training in positive youth development and culturally responsive education | Office-based with remote flexibility |
| | | | |

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

The (T.R.Y.) Program recognizes that volunteers can be an important extension of our capacity to provide consistent mentorship and support for youth. Because volunteers will have direct contact with program participants, we are committed to ensuring their readiness, safety, and accountability.

Screening: All volunteers undergo a structured application process that includes background checks, reference checks, and an interview to assess alignment with the program's mission and values. This process helps ensure volunteers are both qualified and appropriate for working with youth who may have experienced trauma or justice involvement.

Training: Before engaging with youth, volunteers participate in mandatory orientation and training. Training covers topics such as trauma-informed care, cultural humility, confidentiality, boundaries,

and mandatory reporting requirements. Whenever possible, training is co-facilitated with community partners (e.g., Anesis Family Therapy, YWCA Madison) to ensure specialized expertise and cultural relevance.

Supervision: Volunteers are paired with staff mentors for ongoing supervision. Staff provide coaching, debriefing, and support to ensure volunteers are following program guidelines and practicing healthy boundaries. Regular check-ins and reflection sessions are also used to integrate volunteer feedback and ensure continuous improvement.

Continuous Development: Volunteers are encouraged to participate in ongoing learning opportunities (e.g., workshops on implicit bias, restorative practices, and resilience-building) so that their contributions remain responsive to the evolving needs of the youth we serve.

Through this layered process of screening, training, and supervision, (T.R.Y.) ensures that volunteers are not only safe and prepared, but also a positive, culturally responsive resource for youth and families.


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 success of the (T.R.Y.) Program depends on a combination of people, space, and material resources that allow us to provide consistent and culturally responsive support to youth and families.

• Program Space: Mt. Zion Baptist Church serves as a central and trusted location for mentoring sessions, workshops, family engagement activities, and community events. This partnership provides us with immediate access to safe, community-based space that is familiar to many participants.

• Transportation: Transportation is often a barrier for youth and families. While we currently assist with bus passes and carpooling solutions, we are actively exploring partnerships to expand transportation supports, including collaboration with community organizations that provide shuttle services.

• Equipment and Supplies: The program requires basic supplies such as educational materials, activity kits, technology for virtual engagement when needed, and refreshments for group sessions. These supports are partially in place, with additional resources to be secured through grant funding.

• Staff and Volunteer Resources: Core staff, along with trained volunteers, provide mentoring, facilitation, and case coordination. Staff are supported by partnerships with YWCA Madison, Anesis Family Therapy, and the Urban League, which extend our reach to mental health, family support, and workforce readiness services.

• Special Program Inputs: For summer programming (piloted in 2021 and planned for expansion), additional space, outdoor equipment, and transportation will be secured prior to launch to ensure consistent access for all participants.

Most of these resources are already in place through current partnerships and church support. Grant funding will allow us to strengthen transportation capacity, expand program supplies, and scale seasonal programming, ensuring that all youth have equitable access to services.


## 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.


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

**APPLICATION FOR 2025 CRISIS INTERVENTION AND PREVENTION SERVICES PROGRAMS**

**1. ORGANIZATION CONTACT INFORMATION**

| | |
|---|---|
| Legal Name of Organization | Mt. Zion Charitable Organization |
| Mailing Address | |
| Telephone | |
| FAX | |
| Director | Board President - Chuck McDowell |
| Email Address | chrls_mcdwll@yahoo.com |
| Additional Contact | Dr. Marcus Allen |
| Email Address | pastorallen@mtzlife.com |
| Legal Status | Private: Non-Profit |
| Federal EIN: | 86-2041400 |

**2. PROPOSED PROGRAMS**

| Program Name: | Letter | Amount Requested | 2024 Allocation | Joint/Multi Application - SELECT Y/N |
|---|---|---|---|---|
| | | 2025 | If currently City funded | |
| Transforming and Reaching our Youth | A | $150,000 | | No |
| Contact: | | | | |
| | B | | | |
| Contact: | | | | |
| | C | | | |
| Contact: | | | | |
| | D | | | |
| Contact: | | | | |
| | E | | | |
| Contact: | | | | |
| **TOTAL REQUEST** | | $150,000 | | |

**DEFINITION OF ACCOUNT CATEGORIES:**

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

**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 agencies.

**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: Christin Calloway

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

DATE  9/22/2025          INITIALS:  CC

**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 | 5 | 71% | 3 | 38% | | | |
| WOMAN | 2 | 29% | 5 | 63% | | | |
| NON-BINARY/GENDERQUEER | | 0% | | 0% | | | |
| PREFER NOT TO SAY | | 0% | | 0% | | | |
| TOTAL GENDER | 7 | 100% | 8 | 100% | | | |
| **AGE** | | | | | | | |
| LESS THAN 18 YRS | | 0% | | 0% | | | |
| 18-59 YRS | 4 | 57% | 5 | 63% | | | |
| 60 AND OLDER | 3 | 43% | 3 | 38% | | | |
| TOTAL AGE | 7 | 100% | 8 | 100% | | | |
| **RACE** | | | | | | | |
| WHITE/CAUCASIAN | | 0% | | 0% | 80% | 67% | 16% |
| BLACK/AFRICAN AMERICAN | 7 | 100% | 8 | 100% | 7% | 15% | 39% |
| ASIAN | | 0% | | 0% | 8% | 11% | 28% |
| AMERICAN INDIAN/ALASKAN NATIVE | | 0% | | 0% | <1% | <1% | 32% |
| NATIVE HAWAIIAN/OTHER PACIFIC ISLANDER | | 0% | | 0% | 0% | 0% | 0% |
| MULTI-RACIAL | | 0% | | 0% | 3% | 4% | 26% |
| BALANCE/OTHER | | 0% | | 0% | 1% | 2% | 28% |
| TOTAL RACE | 7 | 100% | 8 | 100% | | | |
| **ETHNICITY** | | | | | | | |
| HISPANIC OR LATINO | | 0% | | 0% | 7% | 9% | 26% |
| NOT HISPANIC OR LATINO | 7 | 100% | 8 | 100% | 93% | 81% | 74% |
| TOTAL ETHNICITY | 7 | 100% | 8 | 100% | | | |
| **PERSONS WITH DISABILITIES** | | 0% | | 0% | | | |

*REPORTED MADISON RACE AND ETHNICITY PERCENTAGES ARE BASED ON 2009-2013 AMERICAN COMMUNITY SURVEY FIGURES.

AS SUCH, PERCENTAGES REPORTED ARE ESTIMATES. See Instructions for explanations of these categories.

**R/POV=Percent of racial group living below the poverty line.

**6. Does the board composition and staff of your agency represent the racial and cultural diversity of the residents**

**you serve?  If not, what is your plan to address this? (to start a new paragraph, hit ALT+ENTER)**

Our board and staff reflect a range of racial and cultural backgrounds that are representative of the communities we serve. However, one area where we recognize a gap is in age representation. Currently, we do not have any board members under the age of 25. Because our programs focus on supporting young people, we see real value in including youth and young adult voices in our leadership.

To address this, we are developing a plan to create opportunities for youth and young adult participation, such as:

Establishing a youth advisory council that can provide direct input into programs and decisions.

Exploring ways to add a youth seat to the Board in alignment with our by-laws.

Strengthening outreach to younger leaders who reflect the lived experiences of our participants.

**7. AGENCY GOVERNING BODY**

How many Board meetings were held in 2023

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

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

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

| Name | Marcus Allen | | | | |
|---|---|---|---|---|---|
| Home Address | | | | | |
| Occupation | Clergy | | | | |
| Representing | | | | | |
| Term of Office | | From: | 2020 | To: | mm/yyyy |
| **Name** | **Richard Brown** | | | | |
| Home Address | | | | | |
| Occupation | Retired | | | | |
| Representing | | | | | |
| Term of Office | | From: | mm/yyyy | To: | mm/yyyy |
| **Name** | **Birl Lowry** | | | | |
| Home Address | | | | | |
| Occupation | Retired | | | | |
| Representing | | | | | |
| Term of Office | | From: | mm/yyyy | To: | mm/yyyy |
| **Name** | **Charles McDowell** | | | | |
| Home Address | | | | | |
| Occupation | Retired | | | | |
| Representing | | | | | |
| Term of Office | | From: | mm/yyyy | To: | mm/yyyy |
| **Name** | **Gynerva Monroe** | | | | |
| Home Address | | | | | |
| Occupation | Higher Education Professional | | | | |
| Representing | | | | | |
| Term of Office | | From: | mm/yyyy | To: | mm/yyyy |
| **Name** | **Rebecca Peterson** | | | | |
| Home Address | | | | | |
| Occupation | School Administrator | | | | |
| Representing | | | | | |
| Term of Office | | From: | mm/yyyy | To: | mm/yyyy |
| **Name** | **Tiajuana Rice** | | | | |
| Home Address | | | | | |
| Occupation | Higher Education Professional | | | | |
| Representing | | | | | |
| Term of Office | | From: | mm/yyyy | To: | mm/yyyy |
| **Name** | | | | | |
| Home Address | | | | | |
| Occupation | | | | | |
| Representing | | | | | |
| Term of Office | | From: | mm/yyyy | To: | mm/yyyy |

AGENCY GOVERNING BODY cont.

| | | | | | |
|---|---|---|---|---|---|
| **Name** | | | | | |
| Home Address | | | | | |
| Occupation | | | | | |
| Representing | | | | | |
| Term of Office | | From: | mm/yyyy | To: | mm/yyyy |
| **Name** | | | | | |
| Home Address | | | | | |
| Occupation | | | | | |
| Representing | | | | | |
| Term of Office | | From: | mm/yyyy | To: | mm/yyyy |
| **Name** | | | | | |
| Home Address | | | | | |
| Occupation | | | | | |
| Representing | | | | | |
| Term of Office | | From: | mm/yyyy | To: | mm/yyyy |
| **Name** | | | | | |
| Home Address | | | | | |
| Occupation | | | | | |
| Representing | | | | | |
| Term of Office | | From: | mm/yyyy | To: | mm/yyyy |
| **Name** | | | | | |
| Home Address | | | | | |
| Occupation | | | | | |
| Representing | | | | | |
| Term of Office | | From: | mm/yyyy | To: | mm/yyyy |
| **Name** | | | | | |
| Home Address | | | | | |
| Occupation | | | | | |
| Representing | | | | | |
| Term of Office | | From: | mm/yyyy | To: | mm/yyyy |
| **Name** | | | | | |
| Home Address | | | | | |
| Occupation | | | | | |
| Representing | | | | | |
| Term of Office | | From: | mm/yyyy | To: | mm/yyyy |
| **Name** | | | | | |
| Home Address | | | | | |
| Occupation | | | | | |
| Representing | | | | | |
| Term of Office | | From: | mm/yyyy | To: | mm/yyyy |
| **Name** | | | | | |
| Home Address | | | | | |
| Occupation | | | | | |
| Representing | | | | | |
| Term of Office | | From: | mm/yyyy | To: | mm/yyyy |

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

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

| REVENUE SOURCE | AGENCY 2025 | PROGRAM A | PROGRAM B | PROGRAM C | PROGRAM D | PROGRAM E | NON APP PGMS |
|---|---|---|---|---|---|---|---|
| DANE CO HUMAN SVCS | 0 | 0 | | | | | 0 |
| UNITED WAY DANE CO | 0 | | | | | | |
| CITY CDD (This Application) | 0 | | | | | | |
| City CDD (Not this Application) | 0 | | | | | | |
| OTHER GOVT* | | | | | | | |
| FUNDRAISING DONATIONS** | 5,000 | 5,000 | | | | | 300,000 |
| USER FEES | 275,200 | | | | | | |
| TOTAL REVENUE | 305,000 | 5,000 | 0 | 0 | 0 | 0 | 300,000 |

*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 <u>all</u> 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 | 55,000 | 0 | 55,000 | | | | | | | | | | |
| Taxes/Benefits | 7,000 | 0 | 7,000 | | | | | | | | | | |
| Subtotal A. | 62,000 | 0 | 62,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| B. OTHER OPERATING | | | | | | | | | | | | | |
| Insurance | 2,500 | 0 | 2,500 | | | | | | | | | | |
| Professional Fees/Audit | 1,500 | 0 | 1,500 | | | | | | | | | | |
| Postage/Office & Program | 1,000 | 0 | 1,000 | | | | | | | | | | |
| Supplies/Printing/Photocopy | 40,000 | 0 | 40,000 | | | | | | | | | | |
| Equipment/Furnishings/Depr. | 0 | 0 | | | | | | | | | | | |
| Telephone | 0 | 0 | | | | | | | | | | | |
| Training/Conferences | 15,000 | 0 | 15,000 | | | | | | | | | | |
| Food/Household Supplies | 9,000 | 0 | 9,000 | | | | | | | | | | |
| Travel | 7,000 | 0 | 7,000 | | | | | | | | | | |
| Vehicle Costs/Depreciation | 0 | 0 | | | | | | | | | | | |
| Other | 3,000 | 0 | 3,000 | | | | | | | | | | |
| Subtotal B. | 79,000 | 0 | 79,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| C. SPACE | | | | | | | | | | | | | |
| Rent/Utilities/Maintenance | 5,000 | 0 | 5,000 | | | | | | | | | | |
| Mortgage Principal/Interest | 0 | 0 | | | | | | | | | | | |
| Depreciation/Taxes | 0 | 0 | | | | | | | | | | | |
| Subtotal C. | 5,000 | 0 | 5,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| D. SPECIAL COSTS | | | | | | | | | | | | | |
| Assistance to Individuals | 4,000 | 0 | 4,000 | | | | | | | | | | |
| Partner/Joint Agency/Agencies | 0 | 0 | | | | | | | | | | | |
| Contractors/Subcontractors | 0 | 0 | | | | | | | | | | | |
| Pymt to Affiliate Orgs | 0 | 0 | | | | | | | | | | | |
| Other | 0 | 0 | | | | | | | | | | | |
| Subtotal D. | 4,000 | 0 | 4,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| TOTAL (A.-D.) | 150,000 | 0 | 150,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

***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 |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Program Developer/Analyst | 0.50 | | | | | 0.50 | | | 0 | 0.00 | 0 |
| Grant Manager | 0.50 | | | | | 0.50 | | | 0 | 0.00 | 0 |
| Program Director | 0.50 | | | | | 0.50 | | | 0 | 0.00 | 0 |
| Program Lead | 0.50 | | | | | 0.50 | | | 0 | 0.00 | 0 |
| Program Coordinator | 0.50 | | | | | 0.50 | | | 0 | 0.00 | 0 |
| Transportation | 0.50 | | | | | 0.50 | | | 0 | 0.00 | 0 |
| curriculum specialist | 0.50 | | | | | 0.50 | | | 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:** | 3.50 | 0.00 | 0.00 | 0.00 | 0.00 | 3.50 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

**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:** | 3.50 | 0.00 | 0.00 | 0.00 | 0.00 | 3.50 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

*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 | Transforming and Reaching our Youth (T.R.Y.) | PERSONNEL | 62,000 |
| | | OTHER OPERATING | 79,000 |
| | | SPACE | 5,000 |
| | | SPECIAL COSTS | 4,000 |
| | | **TOTAL** | **150,000** |
| 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** | **150,000** |