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**

<table>
<tr><td>Legal Name of Organization:</td><td>Neighborhood House Community Center</td><td>Total Amount Requested:</td><td>$ 20000</td></tr>
<tr><td rowspan="3">All program(s) connected to your organization:</td><td colspan="3">Program Name: Community Support Services
Applicant Type: Single Agency Application
Program Type: Building Community & Stabilization: ADULTS & FAMILY
List Program Partner(s) (if applicable):
Amount Requested: $ 20,000</td></tr>
<tr><td colspan="3">Program Name:
Applicant Type: Single Agency Application
Program Type: Choose an item.
List Program Partner(s) (if applicable):
Amount Requested: $</td></tr>
<tr><td colspan="3">Program Name:
Applicant Type: Choose an item.
Amount Requested: $</td></tr>
</table>

	Program Type: Choose an item. List Program Partner(s) (if applicable):		
	Program Name: Applicant Type: Choose an item. Program Type: Choose an item. 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):	Laura Gundlach-Heiman	Email: laura@neighborhoodhousemadison.org	
Organization Address:	29 S. Mills St. Madison WI 53715	Telephone:	608-255-5337
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).

   Founded in 1916, Neighborhood House Community Center is Madison's first and oldest community center with a mission to provide high-quality programming and social services that facilitate the growth of a diverse, responsible, and welcoming community. Neighborhood House's long-term vision is that it will create opportunities for area residents to strengthen the quality of their community by making connections, building relationships, and embracing diversity through social, educational, and recreational activities.

   When an influx of Italian and Jewish immigrants moved into the Greenbush neighborhood in 1916, Neighborhood House Community Center was created to respond to the needs of the growing community. Neighborhood House's first programs sought to welcome a population that was often overlooked by providing support such as citizenship and language classes, as well as health and child care. Through the years and many changes, Neighborhood House continues to respond to the neighborhood and its residents' needs by providing programs for youth and adults, social opportunities, and essential social services. Neighborhood House is open

to and welcomes all Madison residents, but puts a particular focus on the south and west sides in addition to our direct neighborhood.

Today, Neighborhood House continues to provide a wide range of resident-informed programs and services that focus on the local community and its needs. Neighborhood House offers programs at no cost for children, older adults, adults with disabilities, families, low-income individuals, and our local community. Youth programming includes daily afterschool, one-on-one mentoring, high school internship programs, a toddler play program, and summer camps for ages six through eighteen. Programs for adults and families include classes and programs for seniors, social and job training programs for adults with disabilities, wellness and fitness classes, art exhibits and workshops, and community events. Program participants range in age from zero to over ninety years old and come from a wide range of socioeconomic, racial, educational, and cultural backgrounds. Our social services focus on assisting individuals with a variety of needs. We currently provide free legal aid, transportation assistance in the form of bus passes and gas cards, an open technology lab, seasonal services like holiday gifts and free school supplies, a warmline phone line, resource navigation, personal essentials pantry, free laundry, and community food programs that include an in-house food pantry open five times a week, monthly take and bake meals, weekly hot meals, distribution of fresh produce to affordable housing communities. In addition to the programs and services administered by Neighborhood House staff, the center is also home to dozens of diverse community organizations that meet on a recurring basis or host one time meetings and events.

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.

   Neighborhood House Community Center (NHCC) has extensive experience implementing programs that align with the CIP RFP Guidelines and funding will go toward existing and new programming. NHCC has offere supportive community programs and services for many years, and is constantly taking and evaluating participant feedback to informa and create new programs based on community need. Current CIP programs include:

   Legal Aid Clinic - Began in 2022: Provides free legal guidance and support to community members in partnership with local attorneys.

   Resource Fairs & Navigation - Began in 2022: Connects residents with local services and resources through events and one-on-one support.

   Workshops & Classes - Began in 2017: Offers educational and skill-building opportunities on topics ranging from health and wellness to employment

   Housewarming Baskets - Began in 2023: Delivers essential household items to families and individuals moving into new or stable housing

   Transportation Assistance - Began in 2021: Offers gas cards and bus passes for individul needs

3. **Describe any significant changes or shifts at your agency in the past two years:** This may include changes in leadership, turnover of management positions, strategic planning efforts, or expansion/loss of funding and/or

staff. Please describe how these changes may impact your agency's ability to provide the proposed services. If there are no changes to the report, write "No Changes."
Over the past two year, NHCC has expanded its programming to better serve the community, including increasing the variety and frequency of older adult programs, as well as services and youth programs. NHCC has also seen a change in our budget, with the end of large federal funding through at American Rescue Plan at the end of 2024. There Neighborhood House has bee aggressively pursuing new and diverse funding sources.

Neighborhood House is also in the process of planning and fundraising for the redevelopment of the center, with original redevelopment plans from 2024 changing. The organization is reassessing the next steps but still in the active process of redeveloping the center.

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."
Neighborhood House staff and board are working on finaliaing and updated strategic plan for the organization for the next three years.

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.).
Neighborhood House staff that work with community support programs have extensive professional, educational, and volunteer experience in implementing high quality community supports and services.

For program management and/or leadership positions, NHCC typically requires staff to have a bachelor's degree in fields such as social work, public administration, education, or nonprofit management, or equivalent work experience in community services or program management.

Upon hire, staff are given general training and introduction to Neighborhood House, as well as training for the specific program they work with. Neighborhood House's Executive Director facilitates these initial trainings and orientation. Regularly scheduled staff trainings take place monthly and annually. Staff are also offered and encouraged to partake in additional outside professional development and training opportunities through various agencies and other training resources. Some examples include the YWCA Racial Justice Summit, MOST (Madison Out of School Time Conference), Madison Non-Profit Day, Second Harvest's trainings, Madison Community Foundation webinars, and more.

Neighborhood House is always working to add opportunities for growth and advancement within our own staff. We strive to make sure that staff and volunteers gain more responsibilities and opportunities to take more ownership over the programs we support - whether this is through online trainings, supervisor feedback, creating opportunities for staff to lead during actual programming, and working in hours for planning program activities. Many volunteers or staff in support roles have taken opportunities to hone their skills in working with youth and gain positions with more responsibility.

Current Executive Director Laura Gundlach holds a Masters of Science degree in Education - Curriculum and

Instruction and brings fourteen years of experience in community programming and education to the organization. Laura has worked at a variety of community organizations in Madison and Wisconsin at large before joining Neighborhood House in 2018. These organizations include Wisconsin 4-H, and Madison Schools and Community Recreation (MSCR) . Laura also has two years of experience teaching in a classroom and afterschool setting at a public charter school in New Orleans, Louisiana and has volunteered extensively with including The Salvation Army, Mentoring Positives, and The Beacon.

Laura worked for three years as Youth Program Director before moving into the Executive Director position. In her current role, Laura created new community programming and expanded and improved the existing programs. Laura is certified in CPR/AED, First Aid, Youth and Adult Mental Health First Aid, and has completed trainings in Dementia Friendly Organizations, Trauma Informed Care and ACES, Managing Threatening Confrontations, and Restorative Practices and Conflict through Collective Voices.

Adult and Community Program Director, Taylor Drogemuller, has over a decade of experience working with adults, youth, and families at diverse community organizations including Aldo Leopold Nature Center, the YMCA, and UW-Extension. Taylor oversees and helps facilitate all community and adults programs and services at NHCC. She has a bachelors degree and has attended trainings on Adult Mental Health First Aid, NAMI Dane County's Crisis Intervention Training (CIT), and Restorative Practices and Conflict through Collective Voices.

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

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

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

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Part 2 - Program Narrative Form

Program Name:	Community Support Services	Total Amount Requested for this Program:			$ 20000
Legal Name of Organization:	Neighborhood House Community Cente	Total amount Requested for Lead/Single Applicant			$ 20000
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	Laura Gundlach-Heiman	Email:	laura@neighborhoodhousemadison.org	Phone:	608-255-5337

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

Neighborhood House uses both data and community feedback to identify community needs and respond to them. NHCC staff realize that Madison is experiencing a growing disparity between its economic prosperity and the lived realities of many residents. In 2023, the city's poverty rate stood at 16.2%, significantly higher than the state average of 10.7% (U.S Census Data). This disparity is even more pronounced among specific populations, including individuals with disabilities and people of color.

Housing instability exacerbates these challenges. The city is grappling with a housing crisis characterized by rising rents and a low vacancy rate, making affordable housing increasingly scarce(City of Madison Housing Tracker). In 2023, Madison experienced the fastest-rising rent prices among major U.S. cities, with average rents increasing by 30.4% since 2020 (Cap Times). This surge in housing costs places additional strain on households already struggling financially.

Additionally, Neighborhood House has taken community input and feedback through formal survey responses and more informal conversations, observations, and data gathering. From this process, NHCC staff have identified the need for increased community services programming, particularly those that build skills, connect individuals to resources, and offer community support and connection.

From these sources and continual reassessment of services and programs, NEighborhood House staff have developed and maintained high quality Community Support Services to meet the needs of the communities we serve.

B. Goal Statement: What is the overarching goal of your program in response to the identified need? How does this goal align with the scope, priorities, and desired outcomes described in the RFP guidelines?
NHCC's goal for our Community Support Programs is to strengthen the well-being of Madison residents by expanding access to essential programs and services that uplift and strengthen our community. Through diverse and responsive community services like legal aid clinics, resource navigation, educational and community-building workshops, and direct assistance initiatives, we aim to reduce barriers, address basic needs, and empower individuals and families, particularly those most affected by poverty, housing insecurity, and limited access to services.

Our goal directly supports the RFP's emphasis on providing community-based activities that build protective factors and reduce the likelihood of crisis, particularly among populations most impacted by poverty and systemic inequities. Through these services, NHCC creates accessible pathways for adults, families, and youth to gain stability and strengthen their resilience.
These programs foster trust, connection, and belonging by addressing immediate needs while building long-term skills and support networks. Participants develop stronger social relationships, improved skills, and greater confidence to engage in community life.

C. Program Summary Briefly summarize your proposed program, including the population served, core services or activities, where and how services will be delivered, and key expected outcomes. This should provide a high-level snapshot of the program.
Neighborhood House Community Center seeks to provide comprehensive community services designed to support Madison's most vulnerable residents. Our programs serve adults, youth, and families, with a focus on populations low income and vulnerable populations, and people of color.. Participants come from all over Madison, with the majority living

Programs are offered primarily at Neighborhood House, but outreach or services may take place at more accessible partner sites such as the CDA Triangle Housing. Services are delivered through a combination of in-person events, classes workshops, and small group sessions. Staff, volunteers, and community partners provide responsive assistance, ensuring that programs are welcoming and accessible to all participants and tailored to their individual needs.

NHCC's existing community services include our Legal Aid Clinic, Housewarming Baskets, Resource Fairs, Transportation Assistance, and Resource Navigation, and new programs include the introduction of Community Circles and Trainings.

Legal Aid Clinic: Offers free legal guidance on housing, family law, and public benefits, connecting residents to volunteer attorneys for individualized support.

Housewarming Baskets: Provides essential household items to families and individuals moving into new or stable housing, reducing financial stress and fostering stability.

Transportation Assistance: Provides transportation support for accessing employment, healthcare, education, and childcare through bus passes and gas cards.

Resource Fairs & Navigation: Hosts events linking residents to local services and provides guidance to help them access programs efficiently.

Workshops & Classes: Offers educational opportunities such as employment readiness, financial literacy, health and wellness, and digital skills, empowering participants to build confidence and independence.

Community Building Circles: Facilitates small group discussions to foster trust, peer support, and collaboration among residents.

Training: Provide community training on a variety of topics like advocacy and community leadership to strengthen residents' self-sufficiency and engagement.

Intended outcomes include: Participants will experience increased trust, connection, and belonging within their communities; improved social relationships, communication skills, and confidence; greater access to essential resources; and overall enhancement of well-being, financial and life stability.

2. POPULATION SERVED

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

Our intended service population includes low-income individuals, families and youth, and people of color in Madison. We prioritize our direct neighborhood and Madison's south and west side neighborhoods, but still accept participants from all across the city. We serve a large Hispanic and Spanish-speaking population due to our proximity to the South Park Street Corridor where many Spanish-speaking families live. We also serve a significant number of vulnerable families in the Triangle area. We prioritize families and individuals facing hardships such as homelessness, health issues, and language barriers, and those with incomes based on federal poverty standards. We collaborate closely with staff working with tenants in CDA housing to ensure our programs meet the specific needs of these residents. Additionally, we use surveys and feedback from participants to constantly evaluate and adapt our programming to better serve the community. Participants were involved in this proposal by using the formal and informal feedback we have received over the past few years to continually refine our services.

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

Demographic data was gathered through intake forms, program registrations, and surveys. Some was estimated by staff observations.

Race	# of Participants	% of Total Participants
White/Caucasian	138	37
Black/African American	150	40
Asian	7	2
American Indian/Alaskan Native	4	1
Native Hawaiian/Other Pacific Islander	4	1
Multi-Racial	38	10
Balance/Other	34	9
Total:	375	
Ethnicity		
Hispanic or Latino	124	33
Not Hispanic or Latino	251	67
Total:	375	
Gender		
Man	188	50
Woman	187	48
Non-binary/GenderQueer	7	2
Prefer Not to Say		
Total:	375	

Comments (optional):

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

NHCC consistently serves families and individuals who speak English as a second language. To effectively serve non-English speaking participants, NHCC follows the Neighborhood House Language Access Plan. We ensure that at least one staff member fluent in Spanish is available at all times, as the majority of our non-English speaking participants and their families speak Spanish.

All written materials, including application forms, emails, handouts, and flyers, are distributed in both Spanish and English. These translations are performed by staff fluent in Spanish with experience in written translation, ensuring clarity and accessibility. Spanish-speaking staff members work with Spanish-speaking clients daily to provide direct verbal communication, enhancing understanding and participation.

NHCC prioritizes having a diverse and culturally aware staff that reflects the communities we serve. Our staff bring diverse backgrounds and experiences to our programming, which is evident in the culturally relevant activities we offer.

By implementing these strategies, NHCC ensures that our programs are accessible and culturally relevant to non-English speaking individuals. We create a supportive space where all individuals feel valued and represented, enabling them to fully engage in our enriching programs and services.

D. Recruitment and Engagement Strategy:

a. **Recruitment & Outreach:**
How does your program plan to recruit and reach members of the identified service population? Please describe any community outreach strategies, partnerships, or referral pathways you will use.
Our program is designed to reach individuals and families who are most impacted by poverty, systemic inequities, and related risk factors. We recognize that successful engagement depends on building trust, so we rely on a combination of partnerships, intentional outreach, and clear information. We partner closely with a number of community and social service organizations, housing providers, and schools that already serve our target population. These partners not only help identify participants but also serve as trusted referral sources and partners in service. Our staff also collaborate with legal aid providers, social workers, and youth-serving organizations to ensure that individuals with the highest needs are connected to supportive services.

b.

c. Outreach strategies are culturally and linguistically responsive and include bilingual flyers, social media posts, and presence at community events and outreach opportunities. We also plan to hold outreach events in the community to build familiarity and trust while lowering barriers to participation. Additionally, internal referrals between our own programs allow families to connect seamlessly with multiple supports, whether related to youth programming, adult education, or basic needs assistance.

d.

e. Finally, we engage community members, including volunteers, community and faith leaders, and long-standing partner organizations to extend invitations, share information, and create a welcoming environment for those who may be hesitant to participate. This layered approach ensures that we not only recruit members of the identified service population but also sustain their involvement through relationships built on trust, respect, and accessibility.

f. **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?
Participants in our programs may face multiple barriers that could limit their engagement. These include lack of transportation, scheduling difficulties (e.g. work schedules) lack of childcare, language differences, paperwork, and lack of trust.

Neighborhood House works diligently to ensure that programs are accessible to all by limiting the need for required paperwork and documentation. Programming is offered at Neighborhood House, which is a very accessible location due to its central location in Madison and near multiple buslines, and offers bus passes to program participants to offset travel costs. NHCC also offers flexible scheduling, including evening and weekend sessions, accommodates work and family obligations. Bilingual staff and translated materials ensure services are culturally and linguistically accessible, while paperwork is minimized or staff-assisted to reduce administrative burdens. Additionally, our relationship-driven approach and partnerships with trusted

community organizations help build trust and create a welcoming, supportive environment, enabling participants to engage confidently and consistently in programming.

g. **Enrollment & Engagement Approach:**
Describe how participants will be enrolled and engaged in the program. Include any tools, processes, or approaches you will use that are responsive to the needs and preferences of the population served (e.g., Individual Service Plan (ISP), intake forms, assessment tools, culturally responsive practices).
Participants are enrolled in Neighborhood House Community Center programs through a combination of proactive outreach, referrals, and intake processes designed to be accessible and responsive to community needs. New participants are welcomed through referrals from staff, partner organizations, schools, housing agencies, and social service providers, ensuring that those who would benefit most are connected to appropriate services. Each individual program offered under the umbrella of community support services may have slight differences in the process.
Upon initial enrollment, participants complete a brief, sometimes optional, intake form that gathers essential information about their needs, preferences, and any barriers to participation. Staff use this information to tailor services, provide individualized support, and connect participants with relevant programs efficiently. Intake forms are designed to be simple and accessible.
Engagement is further supported through follow-up communications, flexible scheduling, and multiple avenues of access. Staff maintain consistent contact and use a relationship-driven approach to build trust, respond to emerging needs, and encourage ongoing participation. This approach ensures that participants not only access services initially but remain connected to the full spectrum of programs offered by Neighborhood House.

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.,).
Neighborhood House Community Center (NHCC) offers a diverse range of Community Support Services and plans to implement new ones. Existing and new programs for adults include:

Legal Clinic: Offers free legal guidance on civil cases in partnership with local law firms. With increased funding, NHCC would like to expand to provide clinics on criminal cases and expungement.

Housewarming Baskets: Provide essential household items to families and individuals leaving homelessness and moving into new or stable housing. Clients are referred by their case managers or social workers from other agencies. This program helps reduce financial stress, supports smooth transitions, and fosters a sense of dignity and belonging in the community.

Transportation Assistance: Provide bus passes or gas cards to program participants and individuals in need of transportation support to access employment, health appointments, childcare, and more.

Resource Fairs: Events that link residents to local services and offer access to other needs like free food and toiletries/household products.

Resource Navigation: NHCC is looking to expand and modify this program. Resource Navigation had provided one-on-one guidance to help individuals access programs and services across the city. We would like to transition this to a small group program and partner with more outside providers to share information.

Workshops and Classes: NHCC also offers educational opportunities in the form of classes or workshops throughout the year such as employment readiness, financial literacy, health and wellness, and digital skills. Classes are designed to empower participants with practical knowledge, build confidence, and increase independence. Classes are led by staff, volunteers, or other agencies.

New Programs:

Community Building Circles & Discussions: The majority of NHCC staff have been trained in circle keeping practices. NHCC plans to facilitate small group discussions to foster trust, peer support, communication, connection and collaboration among residents. Circles can be used for a variety of circumstances and needs - including repairing harm and relationships, connection, fostering joy, and more.

Community Trainings: NHCC plans to offer skill-building sessions on navigating services, advocacy, and community leadership to strengthen residents' self-sufficiency and engagement. Training topics would be based on resident input.

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.
Neighborhood House Community Center employs evidence-based practices to prevent crises and strengthen resilience among residents facing systemic inequities. Programs integrate trauma-informed care practices to reduce stress and improve engagement, strengths-based approaches to build self-efficacy and problem-solving skills, and restorative practices to build relationships and foster open communication. Our resource navigation and legal aid follow case management best practices, connecting participants to essential services to reduce instability . Together, these strategies proactively address risk factors, increase protective factors, and align with our goal of crisis prevention and intervention by supporting participants' long-term well-being and community connection.

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):		
Day of the Week	**Start Time**	**End Time**
Monday	**5:00 PM**	**6:00 PM**
Tuesday	Choose an item.	Choose an item.
Wednesday	**12:00 PM**	**4:00 PM**
Thursday	**4:00 PM**	**6:30 PM**
Friday	**11:00 AM**	**1:30 PM**
Saturday	Choose an item.	Choose an item.
Sunday	Choose an item.	Choose an item.

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

Table 2: (Optional/if needed)

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

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

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

4. ENGAGEMENT COORDINATION AND COLLABORATION

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

Neighborhood House recognizes the importance of engaging individuals and family members in the development, implementation, and assessment of our Community Support Services. Community involvement is crucial to ensuring our services effectively meet the needs of participants and foster a supportive community environment. To develop this proposal, NHCC has actively sought input from service participants through surveys and informal conversations.

NHCC involves community members throughout programming by offering opportunities to share their thoughts, concerns, and suggestions, and also to move into leadership opportunities within a program. Additionally, we maintain regular communication with participants and families through newsletters and emails to keep them informed about program activities and collect continuous feedback.

Individuals and family members will also play a key role in assessing our programs. We will continue to distribute surveys and feedback forms to gather their opinions on the effectiveness of the programs and any areas for improvement. By engaging community members and family members in all stages of our programs, NHCC ensures a holistic approach that addresses the comprehensive needs of our community, creating effective, responsive, and supportive programs that truly enhance the quality of life for our participants.

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.

NHCC actively seeks input from neighborhood residents and community stakeholders through conversations and interviews with participants and community partners, meetings, and surveys to gather feedback on the

needs and preferences of the participants we serve. The feedback collected through these activities is instrumental in shaping our proposal.

NHCC plans to involve neighborhood residents and community stakeholders by establishing an informal coalition composed of community members, NHCC staff, and staff at partner organizations who meet regularly to provide ongoing input and feedback on program activities.

Regular communication with neighborhood residents and stakeholders through newsletters, emails, and meetings ensures everyone is informed about program activities and can provide continuous feedback.

Community residents and stakeholders also play a key role in assessing our programs. We distribute surveys and feedback forms to gather opinions on the effectiveness of the programs and areas for improvement. Periodically, we conduct focus groups and interviews to obtain deeper insights into their experiences. Outcome tracking, with input from community members, is used to assess the success of our initiatives and make necessary adjustments.

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)?
Community Development Authority	Connect and recruit participants, collaborate on programs and host off-site programs	Lang Barrow	N
Fisher Taft Apartments	Connect and recruit participants, collaborate on programs and host off-site programs	Leanne Banks	N
The Road Home	Refer clients for programs, particularly housewarming baskets	Various	N
Godfrey & Kahn	Lead law clinic	Alison Reimann	N
Tenant Resource Center	Support law clinic participants with housing questions	Jeff LeMessurier	N
Homeless Services Consortium	Share resources, disseminate information	Torrie Kopp Mueller	N

List any additional partners, their role & responsibilities, contract person and MOU information (if applicable):
NHCC collaborates extensively with other service providers in Madison to help facilitate programs, as well as share information. Some other partners include: RCC, YWCA, Salvation Army, Behavioral Health Resource Center, ADRC, Triangle Community Ministries and more.

How do these partnerships enhance this proposal?
Community partnerships greatly enhance NHCC's programs by providing a strong support network and enriching our programs in several ways. These partnerships allow us to effectively recruit volunteers, reach

potential clients, understand their needs, and draw from a wealth of knowledge and expertise. Our partnerships with local community organizations, housing, and educational institutions help us work with individuals that bring various skills and experiences, allowing us to offer more comprehensive and personalized services.

Community partners such as social workers, older adult organizations, University of Wisconsin and tenant services coordinators help us identify and reach individuals who would benefit from our programs. These partnerships enable us to connect with individuals who may not be aware of our services and provide them with the support they need. Additionally, our partners help spread the word about NHCC's programs through their networks, expanding our reach within the community. Collaborating with community partners allows us to gain a deeper understanding of the needs and challenges faced by adults in our area. Partners share valuable insights and feedback from their interactions with community members, helping us tailor our programs to better meet these needs. This ongoing dialogue ensures that our services remain relevant and effective.

Community partners bring a wealth of knowledge and expertise to NHCC. These organizations often have specialized skills and experience in areas such as healthcare, social services, and cultural competency. By leveraging this expertise, we can enhance the quality of our programs and provide more holistic support to our participants. Partners also offer training and professional development opportunities for our staff and volunteers, further strengthening our capacity to serve the community. In summary, community partnerships significantly enhance NHCC's proposal by providing essential resources, expanding our reach, improving our understanding of client needs, and bringing valuable expertise to our programs. These collaborations enable us to deliver more effective, comprehensive, and responsive services to adults in our community.

What are the decision-making agreements with each partner?
We approach our partnerships as highly collaborative and value their insight and feedback. We have had connections with our community partners for many years. With each partnership, things can look a bit different, but we generally start with an initial meeting between Neighborhood House and the partner organization. In this meeting, we discuss what the needs of the participants are and what the program day consists of. Then we determine what roles Neighborhood House and the partnering organizations will take and how we can support each other during the actual program. We also go over what physical space will be used, the policies, procedures, and routines of the program, and what shared resources we will utilize.

D. Resource Linkage and Coordination: What resources are provided to youth, individuals, and families participants by your proposed program/service? How does the program coordinate and link participants to these resources?

The programs and services for which NHCC is requesting funding focusing heavily already on resource linkage, particularly the workshops and classes, resource fairs, and resource anvigation. Additionally, Neighborhood House provides a comprehensive range of resources to participants and their families/loved ones to ensure holistic support and care.

NHCC assists participants with applying for jobs, accessing transportation, and filling out various applications for services and benefits, technology access, food access, access to childcare and more. We have strong connections with social workers, community leaders, and bilingual resource specialists who help identify additional resources and support services for participants. NHCC provides referrals to external services such as healthcare providers, food assistance, and social services agencies, and connects participants to other programs offered onsite, including our food pantry, meals, and youth programs. By integrating these resources and ensuring seamless coordination, NHCC helps participants and their families/loved ones access the support they need, addressing immediate needs and empowering participants to improve their overall quality of life.

5. PROGRAM QUALITY, OUTPUTS, OUTCOMES AND MEASUREMENT

A. Program Outputs – Please tell us how you are measuring your output data such as: Unduplicated Youth, Individuals, Families, Community Events, Program Hours, etc. Please see Guidelines 1.1

We measure total attendance at events and programs, hours of programming, the number of events offered, and number of outreach events.

B. Program Outcomes

Please describe the data and the data source used to choose your outcome objectives:
Our outcome objectives are informed by a combination of quantitative data, community assessments and surverys, intake forms, and direct feedback from program participants.

Feedback from prior program participants and staff observations also highlight the need for skill building, community support, supportive services, community connection, and understanding of resourcees.

Please complete the table(s) with your selected outcome objectives. Applicants must choose from the measurable outcomes listed in the RFP that correspond to the priority area for which they are applying. Youth-specific programs are **required** to report on the youth outcomes identified in the RFP. In addition to these required outcomes, applicants may propose additional program-specific outcomes they plan to track and evaluate. **Note: Outcome EXAMPLE Objective is not required and is ONLY meant to serve as an example outcome to reference as you complete the other tables**

Outcome EXAMPLE Objective: 75% of clients report services were accessible, inclusive, and responsive to their individual identities and experiences (this is an EXAMPLE ONLY and is NOT REQUIRED).				
Performance Standard	**Targeted Percent**	75%	**Targeted Number**	90 of 120 clients
	Actual Percent	78%	**Actual Number**	94 out of 120 clients
Measurement Tool(s) and Comments: Client exit survey and open-ended feedback forms				
Methodology: The primary measurement tool was an exit survey that used open-ended and multiple-choice prompts to allow participants to elaborate on their experiences. Surveys were distributed to all program participants at time of exit from services/at the point of program completion, surveys are voluntary and anonymous.				

Outcome Objective #1: Individuals report overall improvement in well-being and life stability following program participation				
Performance Standard	**Targeted Percent**	85%	**Targeted Number**	340 of 400 total program participants
	Actual Percent		**Actual Number**	
Measurement Tool(s) and Comments: Surrveys, intake forms, and observations				
Methodology: Surveys will be administered at the start and completion of programs/services				

Outcome Objective #2: Individuals report an increased sense of trust, connection, and belonging within their communities.				
Performance Standard	**Targeted Percent**	90%	**Targeted Number**	360 of 400 total participants
	Actual Percent		**Actual Number**	

Measurement Tool(s) and Comments: Survery, interviews, observations,	
Methodology: Surveys will be administered at the start and completion of programs/services, staff will also conduct interviews	

Outcome Objective #3: Individuals report improved social relationships, communication skills, and confidence participating in community activities and events.				
Performance Standard	**Targeted Percent**	90%	**Targeted Number**	360 of 400 total participants
	Actual Percent		**Actual Number**	
Measurement Tool(s) and Comments: Intake forms, surveys, interviews				
Methodology: Surveys will be administered at the start and completion of programs/services				

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?
Neighborhood House employs a robust data tracking system to capture and document the necessary information for demographics, program activities, outcome measures, and expenses. To track demographics, NHCC records and monitors participant information, including age, gender, ethnicity, language preference, and socio-economic status. Comprehensive intake forms collect this data, which is then entered into s spreadsheet for accurate tracking and analysis. For program activities, we maintain digital attendance logs and schedule, manage, and track all activities internally to ensure detailed records of participant engagement.

To measure outcomes, NHCC distributes surveys and feedback forms to gather participant information on satisfaction and program impact. This data is compiled and analyzed using outcome tracking software, allowing us to assess program effectiveness and make data-driven improvements. Financial transactions and program expenses are managed through accounting software, ensuring accurate and transparent financial reporting. Additionally, budget management tools help monitor program budgets, track expenditures, and ensure efficient resource allocation. By utilizing these comprehensive data tracking systems, NHCC effectively captures essential information, assesses our impact, and continuously improves our services to meet the needs of our community.

6. PROGRAM STAFFING AND RESOURCES:

A. Program Staffing: Full-Time Equivalent (FTE) – Include employees, with direct program implementation responsibilities. **Please be sure to list all required certifications and training.** FTE = % of 40 hours per week. Use chart below and use one line per individual employee.

Position Title	FTE	Required Certifications and Training	Location(s)
Executive Director		Bachelors degree, work experience	Neighborhood House
Adult & Community Program Director		Bachelors degree, work experience	Neighborhood House
Program Leader		Bachelors or associates degree, work experience	Neighborhood House

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

NHCC ensures that all volunteers are thoroughly vetted, trained, and supervised to maintain a safe and supportive environment. All volunteers undergo comprehensive background checks to ensure the safety and security of our participants. We particularly look for volunteers who have experience working with diverse populations and/or community services, as this experience helps them connect more effectively with our community members.

Once vetted, volunteers receive extensive training from our experienced staff. This training covers essential topics such as communication skills, cultural sensitivity, program-specific protocols, and safety procedures. The training ensures that volunteers are well-prepared to engage effectively and respectfully with our diverse participant population.

Volunteers are supervised by staff members who provide ongoing guidance and support. As volunteers gain experience and demonstrate their commitment and competence, they have the opportunity to become volunteer leaders. In this role, they take on additional responsibilities, mentor new volunteers, and help coordinate activities. This progression not only empowers volunteers but also strengthens our program by fostering a knowledgeable and dedicated volunteer team.

By implementing these rigorous vetting, training, and supervision processes, NHCC ensures that our volunteers are equipped to provide high-quality support to program participants, contributing to a positive and enriching environment for all.

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.

Several key resources and inputs are essential for the success of our programs. Our facility includes multipurpose rooms for fitness classes, art workshops, and social gatherings, a technology lab with computers and internet access, a community area for hot meals and communal events, and outdoor spaces. NHCC is centrally located and accessible by public transportation.Our team consists of experienced professionals and trained volunteers who provide valuable support across our programs.

We collaborate with local organizations, healthcare providers, and social services agencies to enhance our offerings and provide comprehensive support. NHCC secures funding through grants, donations, and fundraising events to keep our programs free or low-cost, and we receive in-kind donations such as food, art supplies, and technology equipment. Our programs are supported by a variety of educational materials and fitness equipment to ensure their effectiveness.

7. BUDGET

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

Joint/Multi-Agency Applications

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

8. If applicable, please complete the following:

A. Disclosure of Conflict of Interest

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

B. Disclosure of Contract Failures, Litigations

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

APPLICATION FOR 2025 CRISIS INTERVENTION AND PREVETNION SERVICES PROGRAMS

1. ORGANIZATION CONTACT INFORMATION

Legal Name of Organization	Neighborhood House Community Center
Mailing Address	29 S. Mills St.
Telephone	608-255-5337
FAX	
Director	Laura Gundlach-Heiman, Executive Director
Email Address	laura@neighborhoodhousemadison.org
Additional Contact	
Email Address	
Legal Status	Private: Non-Profit
Federal EIN:	39-1930073

2. PROPOSED PROGRAMS

		2025	If currently City funded	
Program Name:	Letter	Amount Requested	2024 Allocation	Joint/Multi Application - SELECT Y/N
Community Support Services	A	$20,000	$0	No
Contact:	Laura Gundlach-Heiman			
	B			
Contact:				
	C			
Contact:				
	D			
Contact:				
	E			
Contact:				
TOTAL REQUEST		$20,000		

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: Laura Gundlach-Heiman

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: LJGH

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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	7	**100%**	17	**100%**			
GENDER							
MAN	5	71%	5	31%			
WOMAN	2	29%	10	63%			
NON-BINARY/GENDERQUEER	0	0%	1	6%			
PREFER NOT TO SAY		0%	1	8%			
TOTAL GENDER	7	100%	17	100%			
AGE							
LESS THAN 18 YRS	0	0%		0%			
18-59 YRS	7	100%	17	100%			
60 AND OLDER	0	0%		0%			
TOTAL AGE	7	100%	17	100%			
RACE							
WHITE/CAUCASIAN	7	100%	8	47%	**80%**	**67%**	**16%**
BLACK/AFRICAN AMERICAN	0	0%	0	0%	**7%**	**15%**	**39%**
ASIAN		0%	1	6%	**8%**	**11%**	**28%**
AMERICAN INDIAN/ALASKAN NATIVE		0%	0	0%	**<1%**	**<1%**	**32%**
NATIVE HAWAIIAN/OTHER PACIFIC ISLANDER		0%	0	0%	**0%**	**0%**	**0%**
MULTI-RACIAL		0%	3	18%	**3%**	**4%**	**26%**
BALANCE/OTHER		0%	5	29%	**1%**	**2%**	**28%**
TOTAL RACE	7	100%	17	100%			
ETHNICITY							
HISPANIC OR LATINO	0	0%	5	29%	**7%**	**9%**	**26%**
NOT HISPANIC OR LATINO	7	100%	12	71%	**93%**	**81%**	**74%**
TOTAL ETHNICITY	7	100%	17	100%			
PERSONS WITH DISABILITIES	1	14%	1	6%			

*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)

We have been working on recruiting more diverse board members. We also had quite a few board terms end so we are working on building up our board.

7. AGENCY GOVERNING BODY

How many Board meetings were held in 2023	10
How many Board meetings has your governing body or Board of Directors scheduled for 2024?	10
How many Board seats are indicated in your agency by-laws?	14

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

Name	**Samuel Brown**				
Home Address	1301 Regent St				
Occupation	Owner, Leopold's, Fabiola's, and Greenbush Bar				
Representing	Local Businesses				
Term of Office		From:	01/2025	To:	12/2027
Name	**Monica Schwartz**				
Home Address					
Occupation	Admin Assistant, Sierra Club				
Representing	Former NHCC Program Director				
Term of Office		From:	01/2025	To:	12/2027
Name	**Avery Johnson**				
Home Address	1309 Vilas Ave				
Occupation	Operations Manager, Green Box Compost				
Representing	Neighborhood				
Term of Office		From:	01/2025	To:	12/2027
Name	**David Palay**				
Home Address					
Occupation	Attorney, Reinhardt Van Buren				
Representing	Attorney				
Term of Office		From:	01/2024	To:	12/2026
Name	**Jason Ilstrup**				
Home Address					
Occupation	President, Downtown Madison Inc				
Representing	Local Businesses, Downtown				
Term of Office		From:	01/2024	To:	12/2026
Name	**Gretchen Richards**				
Home Address	Vilas Ave				
Occupation	Vice President, CBRE				
Representing	Neighborhood				
Term of Office		From:	01/2023	To:	12/2025
Name	**Jason Stein**				
Home Address					
Occupation					
Representing	Neighborhood				
Term of Office		From:	01/2024	To:	12/2026
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
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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						
UNITED WAY DANE CO	0						
CITY CDD (This Application)	20,000	20,000					
City CDD (Not this Application)	0						
OTHER GOVT*	0						
FUNDRAISING DONATIONS**	84,000	84,000					
USER FEES	0						
TOTAL REVENUE	104,000	104,000	0	0	0	0	0

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

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

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	68,000	15,000	68,000	15,000									
Taxes/Benefits	8,000	0	8,000										
Subtotal A.	76,000	15,000	76,000	15,000	0	0	0	0	0	0	0	0	0
B. OTHER OPERATING													
Insurance	0	0											
Professional Fees/Audit	0	0											
Postage/Office & Program	9,000	1,000	9,000	1,000									
Supplies/Printing/Photocopy	6,000	2,000	6,000	2,000									
Equipment/Furnishings/Depr.	5,000	0	5,000										
Telephone	100	0	100										
Training/Conferences	2,000	1,000	2,000	1,000									
Food/Household Supplies	900	0	900										
Travel	0	0											
Vehicle Costs/Depreciation	0	0											
Other	0	0											
Subtotal B.	23,000	4,000	23,000	4,000	0	0	0	0	0	0	0	0	0
C. SPACE													
Rent/Utilities/Maintenance	0	0											
Mortgage Principal/Interest	0	0											
Depreciation/Taxes	0	0											
Subtotal C.	0	0	0	0	0	0	0	0	0	0	0	0	0
D. SPECIAL COSTS													
Assistance to Individuals	5,000	1,000	5,000	1,000									
Partner/Joint Agency/Agencies	0	0											
Contractors/Subcontractors	0	0											
Pymt to Affiliate Orgs	0	0											
Other	0	0											
Subtotal D.	5,000	1,000	5,000	1,000	0	0	0	0	0	0	0	0	0
TOTAL (A.-D.)	104,000	20,000	104,000	20,000	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 Program A FTE**	2025 Program B FTE**	2025 Program C FTE**	2025 Program D FTE**	2025 Program E FTE**	2025 Total FTE	2025 Annualized Salary	2025 Payroll Taxes and Fringe Benefits	2025 Total Amount	2025 Hourly Wage***	2025 Amount Requested from the City of Madison
Executive Director	1.00					1.00	50,000	1,000	51,000	0.00	5,000
Program Director	1.00					1.00	43,000	7,000	50,000	0.00	8,000
Program Leader	0.25					0.25			0	17.00	2,000
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
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						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
SUBTOTAL/TOTAL:	2.25	0.00	0.00	0.00	0.00	2.25	93000.00	8000.00	101000.00	17.00	15000.00

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 Program A FTE**	2025 Program B FTE**	2025 Program C FTE**	2025 Program D FTE**	2025 Program E FTE**	2025 Total FTE	2025 Annualized Salary	2025 Payroll Taxes and Fringe Benefits	2025 Total Amount	2025 Hourly Wage***	2025 Amount Requested from the City of Madison
						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
						0.00			0	0.00	0
						0.00			0	0.00	0
TOTAL:	2.25	0.00	0.00	0.00	0.00	2.25	93000.00	8000.00	101000.00	17.00	15000.00

*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	Community Support Services	PERSONNEL	15,000
		OTHER OPERATING	4,000
		SPACE	0
		SPECIAL COSTS	1,000
		TOTAL	**20,000**
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	**20,000**