



Employment and Career Development Services 2026 Request for Proposal (RFP) Organization Narrative Form

Submit Application to: cddapplications@cityofmadison.com

Deadline: 4:30PM August 3rd, 2026

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 Employment and Career Development Service Area in the Community Resources Unit. There are four priority areas in the Employment RFP, one of which has 2 sub-areas:

- Youth Employment
 - Programs and Services
 - Wanda Fullmore Internship
- Young Adult Employment- Programs and Services
- Adult Employment- Programs and Services
- Southwest Madison Employment Center Operator

Organizations can apply for each program type. Please refer to the RFP guidelines for full program type descriptions.

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: Yolanda Shelton-Morris, Community Resources Manager yshelton-morris@cityofmadison.com or Community Development Specialist Dominic Davis ddavis2@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 Madeline Bohrod – mbohrod@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, Required Information and Content of Proposals).

For those choosing to submit a joint/multi-agency proposal, **only** the designated **LEAD Agency** is required to:

- ## Part 1 - Organization Narrative Form

Legal Name of Organization:	Neighborhood House Community Center Inc	Total Amount Requested:	\$ 25000
All program(s) connected to your organization:	Program Name: Neighborhood House Youth Employment Program Amount Requested: \$ 25,000 Applicant Type: Single Agency Application Program Type: Youth Employment- Programs & Services List Program Partner(s) (if applicable):		
	Program Name: Amount Requested: \$ Applicant Type: Choose an item. Program Type: Choose an item. List Program Partner(s) (if applicable):		
	Program Name: Amount Requested: \$ Applicant Type: Choose an item. Program Type: Choose an item. List Program Partner(s) (if applicable):		
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	Program Name: Amount Requested: \$ Applicant Type: Choose an item. Program Type: Choose an item. List Program Partner(s) (if applicable):		
	<i>If you are applying for more than four programs, please contact Dominic Davis Ddavis2@cityofmadison.com</i>		
Contact Person for application (Joint	Laura Gundlach-Heiman	Email: laura@neighborhoodhousemadison.org	

Applications - Lead Org):			
Organization Address:	29 S. Mills St. Madison WI 53715	Telephone:	608-255-5337
501 (c) 3 Status:	☒ Yes ☐ No	Fiscal Agent (<i>if no</i>)	

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

- Briefly describe your organization's history, core mission, and experience providing services relevant to this proposal.** If applicable, highlight any work related to employment and career development, 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. 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. Neighborhood House's current employment programs include paid high school internship and work experiences for youth age 14 through 18 and adult employment education including workshops on skill-building such as resume writing, interviewing, job hunting, and more.

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

Neighborhood House Community Center has extensive experience implementing programs that align with the Career and Employment Development White Paper. Neighborhood House has offered diverse employment programs across the many decades of its existence, including employment programs for youth and individuals that have difficulty obtaining employment, including recently incarcerated individuals. Currently, Neighborhood House offers a paid high school employment program and adult employment workshops and plans to increase programs with increased funding. Current employment programs include:

High School Employment Program/Internship - 2021 - present: Neighborhood House developed and implemented a high school internship program which has evolved into an employment program beginning in 2021. High school students age 14 to 18. Youth employees work across a variety of program areas, supporting the center and learning about different aspects of nonprofits, as well as learning skills that can be transferred to other places of employment.

- 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."

Neighborhood House staff and board have developed a new strategic plan for the organization for 2025 - 2028. The most recent strategic plan (2021 - 2024) had a focus on building up programming, which was successful. The new plan focuses on organizational capacity building, fundraising, and board development in addition to programs.

Neighborhood House has also seen a decrease in funding that had increased due to COVID-19/ARPA funding. Neighborhood House has made needed adjustments and has reduced staffing and continues to diversify funding sources.

Lastly, Neighborhood House is seeking to fill two program director positions.

- 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 is working on capital campaign to redevelop the physical space of the center.

- 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, culturally responsive services, etc.).

Neighborhood House's staff that work with the center's older adult programs all have extensive professional, educational, and volunteer experience in implementing high-quality older adult programming.

For management 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.

Employment program staff and volunteers are highly preferred to have or be pursuing a degree in adult education, social work or other human services fields. Staff with other educational backgrounds require having at least one year of work or volunteer experience with adult/youth/employment programming. 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. Staff are also offered and encouraged to partake in additional outside professional development and training opportunities through various agencies and other training resources. 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.

Current Executive Director Laura Gundlach holds a Masters of Science degree in Education - Curriculum and Instruction and brings thirteen years of experience in community, adult, and youth programming 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 has created new

adult and employment programs and expanded and improved the existing programs. Laura is certified in CPR/AED, First Aid, Adult Mental Health First Aid, and has completed trainings in Dementia Friendly Organizations, Trauma Informed Care, Managing Threatening Confrontations, and Restorative Practices.

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 Employment Services.** What lessons or insights did you gain from those experiences and how will they inform you in your approach to the current partnership?



Employment and Career Development Services 2026 Request for Proposal (RFP) Program Narrative Form

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

JOINT/MULTI-AGENCY APPLICANTS

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

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

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Part 2 - Program Narrative Form

Program Name:	Neighborhood House High School Youth Employment Program	Total Amount Requested for this Program:	\$ 25000
Legal Name of Organization:	Neighborhood House Community Center Inc	Total amount Requested for Lead/Single Applicant	\$ 25000
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.			
☒ Youth Employment- Programs and Services ☐ Youth Employment- Wanda Fullmore Internship ☐ Young Adult Employment- Programs and Services ☐ Adult Employment- Programs and Services ☐ Southwest Madison Employment Center Operator			
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 Community seeks to offer youth employment programs for high school aged youth that not only provide paid work experiences, but also offer wrap around support for youth that have been historically disenfranchised from employment including low-income families and BIPOC individuals. Based on local data and parent, youth, and community feedback, Neighborhood House created a high school internship employment program in 2021. This program offers paid employment and exposure to the different aspects of working in a non-profit, soft skill development, wrap around support, and opportunity to learn transferrable skills.

The United Way of Dane County's Workforce Development Mobilization Plan has identified workforce development as a priority and way to improve the well-being of the community (UWDC, 2025). It also identifies that there are significant racial disparities in poverty; growing costs of living and Dane County population; and. This coupled with participant feedback has caused Neighborhood House to identify the need for early intervention and support in the form of youth employment programs.

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

The goals for Neighborhood House's high school youth employment program are to build job skills, provide paid work experience, provide leadership and community engagement opportunities, and create clear career pathways. These goals perfectly align with the scope of work, outcomes, and priorities presented in the RFP.

- 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 plans to build upon and expand its existing high school youth employment program. The High School Youth employment program will focus on building skills through real, paid work opportunities at Neighborhood House, as well as providing other learning and skills building opportunities through cohort meetings and workshops.

This program is open to all youth in Madison of high school age (14 to 18), with a focus on Neighborhood House's more immediate neighborhood of the south and west sides. Neighborhood House is also highly interested in recruiting participants that have or are more prone to facing barriers to employment including youth with limited or no work experience, low-income youth, and youth of color. The program operates year round, but has higher participation numbers in the summer. High school participants will be employees of Neighborhood House and exposes them to working in a non-profit and in roles that have transferrable skills to other jobs, such as food preparation and working with youth. Employee participants work across different program and administrative areas including food security, meals, youth programming, general center support (clerical and facilities/maintenance) and marketing/social media. In addition to hands on job experience, youth will meet monthly as a cohort to connect with each other and bring up questions and concerns, as well as participate in other learning and skill building opportunities provided by Neighborhood House and community partners. Examples include writing and editing resumes, financial management workshops through bank/credit union partners, and question and answers sessions with local leaders. Most programming will take place at Neighborhood House Community Center (29 S. Mills St.) with some programs/field trips taking place off site. Expected outcomes include: 75% of participants will report gaining soft skills, life skills, and skills that they can transfer to other future employment and 75% of participants will report increased confidence, independence and workplace readiness.

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 youth and youth of color ages 14 through 18 years old in Madison. We prioritize our direct neighborhood and Madison's south and west side neighborhoods, but still accept youth employees 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 prioritize families and youth employees that are facing hardships such as academic struggles, homelessness, parental incarceration, and language barriers.

Participants and their parents were involved in this proposal by using the formal and informal feedback we have received over the past few years to constantly evaluate and change programming to suit the needs of the community. This includes post-programmatic surveys, conversations with staff, staff observations, and more.

- 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.

Past youth program participants have come from across Madison's different high schools including West, Memorial, East and LaFollette and live across the city. We hope to grow the program to include more participants.

Race	# of Participants	% of Total Participants
White/Caucasian	2	
Black/African American		
Asian		
American Indian/Alaskan Native		
Native Hawaiian/Other Pacific Islander		
Multi-Racial	3	
Balance/Other		
Total:		
Ethnicity		
Hispanic or Latino	1	
Not Hispanic or Latino	5	
Total:		
Gender		
Man	3	
Woman	2	
Non-binary/GenderQueer	1	
Prefer Not to Say		
Total:	6	

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 individuals and families who speak English as a second language. To effectively serve non-English speaking older adults, 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. Additionally, we prioritize having staff fluent in other languages, including Lao and Thai, to accommodate a diverse linguistic population.

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 older adults 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. Currently, 40% of our staff identify as White/Caucasian, 33% as Hispanic, 13% as Asian, 7% as Black/African- American, and 13% as multi-racial. Our staff bring diverse backgrounds and experiences to our programming, which is evident in the culturally relevant activities we offer.

- D. Recruitment and Engagement Strategy:

i. **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.

Neighborhood House has fostered a strong network of community partners to recruit high school youth and families that are in need and could benefit from building their skills through employment programs.

We have strong connections with the social workers, principals, and bilingual resource specialist at our neighborhood elementary, middle, and high school (Lincoln, Midvale, Franklin, Randall, Wright, Hamilton, and West). These key staff identify families and youth that would be good candidates for the program. We also have a strong connection with the tenant services coordinator at a large area of affordable housing located nearby. In addition to our community contacts, we have benefitted from a strong network of parents that refer other families to our programs. Lastly, we have a large contact list of center users to which we disseminate information. This takes place via NHCC mass emails, other email listservs, social media posts, community partner connections, and more.

We continuously and actively engage community partners, schools, youth, and parents over the course of a year. Our goal is to have families not just participate in camp, but feel connected to the many other services and programs Neighborhood House offers during the rest of the year.

ii. **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?

Neighborhood House strives to remove as many barriers as possible to make all programs accessible and free for our community. From experience implementing past programs for older youth, Neighborhood House staff have identified that transportation is a barrier for youth. Neighborhood House will provide bus passes for all youth, and transportation via the Neighborhood House van for youth who live within a certain radius of the center.

Neighborhood House provides program materials in English and Spanish and has staff that are fluent in Spanish and Thai and Lao to communicate with youth and their families whose first language is not English.

iii. **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).

Youth participants fill out an application to be in the program, which is very similar to other job applications, and participate in a pre-employment interview, both of which are skill building opportunities. After completion of the interview, if the staff determine the program is a good fit, youth participants are then given orientation and training to Neighborhood House and the high school youth employment 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.,).

Neighborhood House's High School Youth Employment Program will focus on building transferrable skills and giving youth real world work experience within programs and administrative functions at the center. Potential program participants fill out an online application and the interview with relevant NHCC staff. Youth can choose to work in different program and administrative areas at Neighborhood House, including food security/meals, general center support (clerical/admin), youth programs, and social media and marketing. If youth are interested in working with other programs that is also an option for them.

In addition to working a set schedule with paid hours, youth will also participate in workshops and cohort meetings to connect with their peers and build other skills. Some workshop examples include resume writing, financial management, exploring post-high school education opportunities, and meeting with leaders in other employment areas.

In Neighborhood House's most recent youth employment programs, we have been limited by the number of youth we can employ due to funding constraints. Each year, the number of applicants outweighs the number of spots we are able to fill. With increased funding we plan to increase from 3-6 participants to at least ten every year.

- B. Employment and Career Development Equity Areas: Describe your agency's ability to serve one or more of the equity areas highlighted in [Appendix A: Employment and Career Development Equity Area Map](#). Your agency does NOT need to be located within an equity priority area however you should address and how you will serve individuals in the areas. Please include the general location (use a nearby landmark like a school, streets, neighborhood name, etc.). How will residents in these areas access transportation if needed?

Neighborhood House is located near or adjacent to multiple priority areas, including the Triangle (Park and West Washington) and neighborhoods located farther down Park St. Neighborhood House has a long history of serving these neighborhoods and has strong connections with residents and other service providers.

- C. Program/Service Schedule and Location: Please fill out the charts below to describe the schedule for your proposed program or service, including days and hours that services, classes, workshops, or other activities will be operating (if your staff operates during varied hours, please give your best overview of when your staff are interacting with clients).
- If your program operates at **multiple locations** with the **same schedule**, please list all locations TOGETHER in **TABLE 1** and include the schedule of operation
 - If your program operates at **multiple locations** with **different schedules**, use **TABLE 2** in addition to table 1 to detail each location's unique schedule
 - If you are submitting a **JOINT/MULTI-AGENCY** application:
 - Use **TABLE 1**, if the service operates at **multiple locations** with the **same hours** (Please list all locations)
 - Use **TABLE 2**, in addition to table 1, if the service is operating at **multiple locations** with **different hours**

Table 1:

PROGRAM LOCATION(s):		
Day of the Week	Start Time	End Time
Monday	5:00 PM	6:00 PM
	Varies	Varies
Tuesday	Choose an item.	Choose an item.
	Varies	Varies
Wednesday	Choose an item.	Choose an item.
	Varies	Varies
Thursday	Choose an item.	Choose an item.
	Varies	Varies
Friday	Choose an item.	Choose an item.
	Varies	Varies
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:

Youth will set their own schedules that align with program hours , and will have regular scheduled meetings with the other youth in the program and the program staff. That may end up being a different day than Monday.

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 is constantly gathering feedback from parents, youth and families. We have seen a growing need for youth employment program, as our current high school employment program receives many applicants and inquiries each year, but we have been limited in funding for staff wages and staff capacity to take on more high school employees throughout the year. Each year the program has operated, we have had to turn applicants away. We engage with youth and families through formal methods including surveys, but we get some of our best feedback from more informal conversations. Part of the program and role of the high school participants is to become comfortable giving and receiving feedback in a job, so the participants often inform changes. Youth will be engaged in informing what workshops and presenters are including for their cohort and both parents and youth will be given pre-and post program surveys to gauge their skill development.

- 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 older adults 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 a program committee 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, as well as informal conversations.

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)?
West High School			No
Associated Bank/Dupaco/Summit Credit Union	Lead Financial classes and workshops	Varies	No
Healthy Food For All	Present on food industry careers	Alex Watring	No
Hamilton Middle School	Recruit potential participants	Shelly Duffield	No
CDA Triangle	Connect with neighborhood residents	Lang Barrow	No
University of Wisconsin	provide on-campus experiences	Varies	No

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

Neighborhood House has other connections with nearby local businesses on Regent St to expose youth to other employer connections and workplace environments.

How do these partnerships enhance this proposal?

Community partnerships greatly enhance NHCC's programs. For NHCC's employment programs, partners provide educational workshops and information, and staff from partner organizations offer expertise in areas such as financial management or specialized skills. Partners supplement the work the Neighborhood house does but added a deeper level of education. Partnerships also allow us to effectively recruit volunteers, reach potential clients/participants, 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, teachers, staff at other community organizations help us identify and reach youth and families who would benefit from our programs. These partnerships enable us to connect with individuals who may not be aware of our services. Additionally, our partners help spread the word about NHCC's programs through their networks which expands NHCC's reach within the community. Collaborating with community partners allows us to gain a deeper understanding of the needs and challenges faced by older adults in our area.

Lastly, partners also offer training and professional development opportunities for our the youth employees, as well as staff and volunteers.

What are the decision-making agreements with each partner?

Decision-making and collaboration looks different across the different partnerships that NHCC engages in. Neighborhood House staff and the community partner have an initial meeting to discuss roles and duties and what decision making looks like and what the responsibilities are of each entity.

- 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?

Neighborhood House provides a comprehensive range of resources to participants and their families to ensure holistic support and care. Our program is designed to not only offer direct services but also to connect participants to additional resources that enhance their overall well-being. Many programs, services, or resources can be accessed at the center within our wide array of programs that include legal services, food pantry, transportation assistance, childcare and more. For services that are not offered through Neighborhood House, NHCC staff work with clients to connect them with other services providers, and regularly have other community organizations present and share information.

5. PROGRAM QUALITY, OUTPUTS, OUTCOMES AND MEASUREMENT

- A. Program Outputs – Please tell us how you are measuring your output data such as: unduplicated participants, program hours, program completion etc. Please see Guidelines for more examples.

Neighborhood House will measure program outputs through number of unduplicated program participants, total program hours, number of workshops offered, number of individuals completing the program, connections made with potential employers/training/education.

- B. Program Outcomes

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

Neighborhood House will measure the intended goals and outcomes of the program through surveys, observations, and formal and informal conversations with participants and families.

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. Please see the "Measures of Success" section of the RFP guidelines for a list. 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 program participants obtained an industry recognized certificate by end of program.				
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				
Methodology: The primary measurement tool was an exit survey that used open-ended and multiple-choice prompts to allow participants to elaborate on their experiences. Surveys were distributed to all program participants at time of exit from services/at the point of program completion, surveys are voluntary and anonymous.				
Outcome Objective #1: 75% of participants will report increased confidence, independence and workplace readiness				
Performance Standard	Targeted Percent	75%	Targeted Number	8
	Actual Percent	75%	Actual Number	8
Measurement Tool(s) and Comments: Pre and Post program surveys				
Methodology: NHCC will use a survey with open-ended and multiple choice questions distributed at the start and end of the program. Staff will also meet and talk with program participants to gather anecdotal data				

Outcome Objective #2: 75% of participants will report gaining soft skills, life skills, and skills that they can transfer to other future employment				
Performance Standard	Targeted Percent	75%	Targeted Number	8
	Actual Percent	75%	Actual Number	8
Measurement Tool(s) and Comments: Pre and Post program surveys				
Methodology: NHCC will use a survey with open-ended and multiple choice questions distributed at the start and end of the program. Staff will also meet and talk with program participants to gather anecdotal data				

Outcome Objective #3:				
Performance Standard	Targeted Percent		Targeted Number	
	Actual Percent		Actual Number	
Measurement Tool(s) and Comments:				
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?

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 a 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. Program staff will track the number of program hours, workshops, and community partnerships.

Youth employees will track their hours through NHCC's payroll system.

To measure outcomes, NHCC distributes surveys and feedback forms to gather participant information on program impact and the intended skill-building and program outcomes.. This data is compiled and analyzed using outcome tracking software. Financial transactions and program expenses are managed through accounting software.

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, at least one year experience working	NHCC

		with youth and/or employment programs	
Program Director		Bachelors degree, at least one year experience working with youth and/or employment programs	NHCC
Program Coordinators		Bachelors degree, at least one year experience working with youth and/or employment programs	NHCC

- 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 older adults, 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.

- 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.

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 older adults, 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.

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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.

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.

N/A

B. Disclosure of Contract Failures, Litigations

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

N/A

APPLICATION FOR 2026 EMPLOYMENT AND CAREER DEVELOPMENT SERVICES PROGRAMS

1. ORGANIZATION CONTACT INFORMATION

Legal Name of Organization	Neighborhood House Community Center
Mailing Address	29 S. Mills St. Madison WI 53715
Telephone	608-255-5337
FAX	
Director	Laura Gundlach-Heiman
Email Address	laura@neighborhoodhousemadison.org
Additional Contact	
Email Address	
Legal Status	Private: Non-Profit
Federal EIN:	

2. PROPOSED PROGRAMS

		2027	If currently City funded	
Program Name:	Letter	Amount Requested	2026 Allocation	Joint/Multi Application - SELECT Y/N
High School Youth Employment	A	\$25,000		
Contact:				
	B			
Contact:				
	C			
Contact:				
	D			
Contact:				
	E			
Contact:				
TOTAL REQUEST		\$25,000		

DEFINITION OF ACCOUNT CATEGORIES:

Personnel: Amount reported should include salary, taxes and benefits. Salary includes all permanent, hourly and seasonal staff. Taxes/benefits include all payroll taxes, unemployment compensation, health insurance, life insurance, retirement benefits, etc.

Operating: Amount reported for operating costs should include all of the following items: insurance, professional fees and audit postage, office and program supplies, utilities, maintenance, equipment and furnishings depreciation, telephone, training and conferences, food and household supplies, travel, vehicle costs and depreciation, and other operating related cost

Space: Amount reported for space costs should include all of the following items: Rent/Utilities/Maintenance: Rental costs for office space; costs of utilities and maintenance for owned or rented space. Mortgage Principal/Interest/Depreciation/Taxes: Costs with owning a building (excluding utilities and maintenance).

Special Costs: Assistance to Individuals - subsidies, allowances, vouchers, and other payments provided to clients. Payment to Affiliate Organizations - required payments to a parent organization. Subcontracts - the organization subcontracts for service being purchased by a funder to another agency or individual. Examples: agency subcontracts a specialized counseling service to an individual practitioner; the agency is a fiscal agent for a collaborative project and provides payment to other agency

3. SIGNATURE PAGE**AFFIRMATIVE ACTION**

If funded, applicant hereby agrees to comply with City of Madison Ordinance 39.02 and file either an exemption or an affirmative action plan with the Department of Civil Rights. A Model Affirmative Action Plan and instructions are available at cityofmadison.com/civil-rights/contract-compliance.

CITY OF MADISON CONTRACTS

If funded, applicant agrees to comply with all applicable local, State and Federal provisions. A sample contract that includes standard provisions may be obtained by contacting the Community Development Division at 266-6520. If funded, the City of Madison reserves the right to negotiate the final terms of a contract with the selected agency.

INSURANCE

If funded, applicant agrees to secure insurance coverage in the following areas to the extent required by the City Office of Risk Management: Commercial General Liability, Automobile Liability, Worker's Compensation, and Professional Liability. The cost of this coverage can be considered in the request for funding.

4. SIGNATURE

Enter name:

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

DATE

INITIALS:

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5. BOARD-STAFF DEMOGRAPHICS

Indicate by number the following characteristics for your agency's current board and staff. Refer to application instructions for definitions. You will receive an "ERROR" until you finish completing the demographic information.

DESCRIPTOR	BOARD		STAFF		MADISON*		
	Number	Percent	Number	Percent	GENERAL Percent	POVERTY Percent	R/POV** Percent
TOTAL	6	100%	15	100%			
GENDER							
MAN	4	67%	5	33%			
WOMAN	2	33%	9	60%			
NON-BINARY/GENDERQUEER	0	0%	1	7%			
PREFER NOT TO SAY	0	0%		0%			
TOTAL GENDER	6	100%	15	100%			
AGE							
LESS THAN 18 YRS	0	0%	0	0%			
18-59 YRS	6	100%	15	100%			
60 AND OLDER		0%	0	0%			
TOTAL AGE	6	100%	15	100%			
RACE							
WHITE/CAUCASIAN	6	100%	9	60%	80%	67%	16%
BLACK/AFRICAN AMERICAN		0%		0%	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%	2	13%	3%	4%	26%
BALANCE/OTHER		0%	4	27%	1%	2%	28%
TOTAL RACE	6	100%	15	100%			
ETHNICITY							
HISPANIC OR LATINO	0	0%	5	33%	7%	9%	26%
NOT HISPANIC OR LATINO	6	100%	10	67%	93%	81%	74%
TOTAL ETHNICITY	6	100%	15	100%			
PERSONS WITH DISABILITIES	0	0%	0	0%			

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

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

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

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

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

Our staff is very diverse and represents the people we serve. We are working on recruiting new and diverse board members.

7. AGENCY GOVERNING BODY

How many Board meetings were held in 2025

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

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

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

Name	Sam Brown			
Home Address	1301 Regent St. Madison WI			
Occupation	Vice President of Rocky Rococo's			
Representing	Surrounding Businesses and Neighborhood			
Term of Office		From:	01/2026	To: 01/2028
Name	Monica Schwartz			
Home Address	305 Clemons St. Madison WI			
Occupation	Administrative Assistant at Sierra Club			
Representing	Former Program Director			
Term of Office		From:	01/2025	To: 01/2027
Name	David Palay			
Home Address	22 E Mifflin St.			
Occupation	Associate Attorney at Reinhardy, Boerner, Van Deuren Attorneys at Law			
Representing	Lawyer			
Term of Office		From:	01/2026	To: 12/2028
Name	Avery Johnson			
Home Address	1309 Vilas Ave., Madison WI			
Occupation	Manager at Agrecol			
Representing	Neighborhood			
Term of Office		From:	01/2026	To: 01/2028
Name	Gretchen Richards			
Home Address	1632 Adams St. Madison WI			
Occupation	Vice President at CBRE (commercial real estate broker)			
Representing	Neighborhood			
Term of Office		From:	01/2025	To: 01/2027
Name	Jason Ilstrup			
Home Address				
Occupation	President, Downtown Madison Inc (DMI)			
Representing	Neighborhood, Downtown			
Term of Office		From:	01/2026	To: 01/2028
Name				
Home Address				
Occupation				
Representing				
Term of Office		From:		To:
Name				
Home Address				
Occupation				
Representing				
Term of Office		From:		To:

AGENCY GOVERNING BODY cont.

Name

Home Address

Occupation

Representing

Term of Office

From:

mm/yyyy

To:

mm/yyyy

Name

Home Address

Occupation

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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 2027	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)	25,000	25,000					
City CDD (Not this Application)	0						
OTHER GOVT*	0						
FUNDRAISING DONATIONS**	17,000	17,000					
USER FEES	0						
TOTAL REVENUE	42,000	42,000	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.

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

	2027	2027	2027	2027	2027	2027	2027	2027	2027	2027	2027
Title of Staff Position*	Program A FTE**	Program B FTE**	Program C FTE**	Program D FTE**	Program E FTE**	Total FTE	Annualized Salary	Payroll Taxes and Fringe Benefits	Total Amount	Hourly Wage***	Amount Requested from the City of Madison
Executive Director	0.25					0.25	50,000	2,000	52,000	0.00	6,000
Program Director	0.25					0.25	44,000	5,000	49,000	0.00	11,000
Youth Employees	1.00					1.00			0	15.00	8,000
						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
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						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
SUBTOTAL/TOTAL:	1.50	0.00	0.00	0.00	0.00	1.50	94000.00	7000.00	101000.00	15.00	25000.00

CONTINUE BELOW IF YOU NEED MORE ROOM FOR STAFF POSITIONS

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

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

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

	2026	2026	2026	2026	2026	2026	2026	2026	2026	2026	2026
Title of Staff Position*	Program A FTE**	Program B FTE**	Program C FTE**	Program D FTE**	Program E FTE**	Total FTE	Annualized Salary	Payroll Taxes and Fringe Benefits	Total Amount	Hourly Wage***	Amount Requested from the City of Madison
						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
TOTAL:	1.50	0.00	0.00	0.00	0.00	1.50	94000.00	7000.00	101000.00	15.00	25000.00

*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	2026 City Request
A	High School Youth Employment Program	PERSONNEL	25,000
		OTHER OPERATING	0
		SPACE	0
		SPECIAL COSTS	0
		TOTAL	25,000
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			25,000