



# CRISIS INTERVENTION AND PREVENTION SERVICES

## 2025 REQUEST FOR PROPOSAL (RFP) APPLICATION

### Part 1 – Organization Narrative Form

Submit Application to: [cddapplications@cityofmadison.com](mailto:cddapplications@cityofmadison.com)

**Deadline: 4:30pm September 22<sup>nd</sup>, 2025**

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

The intent of this RFP application is for applicant organizations to have the opportunity to apply for funding towards programs/services under the umbrella of the Crisis Intervention and Prevention (CIP) Service Area in the Community Resources Unit. There are two priority areas in the CIP RFP: *Crisis Intervention Support Services & Prevention Services and Activities*, each of which has two program types. Program types include 24/7 Helpline, Shelter Services, Community-based Individual/Family Support, and Building Community & Stabilization. Organizations can apply for each program type. Please refer to the guidelines for full program type descriptions 1.1.

| Priority Areas | Crisis Intervention Support Services   | Prevention Services and Activities  |
|----------------|--|---|
| Program Types  | <u>24/7 Helpline</u> – Organizations who provide gender-based violence crisis assistance via phone, text, online, in person, etc. Programs need to focus on youth and adults experiencing domestic violence, sexual assault, intimate partner violence, and/or human trafficking. Organizations are expected to have established policies and protocols for shelter operations, provide ongoing staff training, and promote practices that support staff well-being and self-care. | <u>Community-Based Individual &amp; Family Support</u> - Organizations who provide trauma-informed, coordinated support that assists individuals and families in meeting short-term basic needs and access services as they recover and work to improve overall personal and family well-being. These services aim to educate, inform, connect, and assist in system navigation.                                  |
|                | <u>Shelter Services</u> - Organizations must operate an existing shelter that serves individuals or households experiencing domestic violence or, in the case of youth, those without safe housing alternatives. Organizations are expected to have established policies and protocols for shelter operations, provide ongoing staff training, and promote practices that support staff well-being and self-care.  | <u>Building Community &amp; Stabilization</u> – Organizations who provide community-wide or group-based activities that increase protective factors and reduce the likelihood of crisis, especially for communities disproportionately impacted by poverty and systemic inequity. These services aim to create spaces, educate, inform, and connect individuals to their neighbors and the district they live in. |

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

*Do not attempt to unlock/alter this form. The font should be no less than 11 pt.*



If you need assistance related to the content of the application or are unclear about how to respond to any questions, please contact CDD staff: Nancy Saíz, Community Development Specialist [nsaiz@cityofmadison.com](mailto:nsaiz@cityofmadison.com) or Yolanda Shelton-Morris, Community Resources Manager [yshelton-morris@cityofmadison.com](mailto: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](mailto:nsaiz@cityofmadison.com).

#### APPLICANT TYPES

Every organization applying for funding must submit an organizational history narrative per program detailing their organization's background, mission, and vision (Questions 1-4 below).

##### Single Applicants

If your organization is applying for multiple programs, each program application must be submitted separately with all the required submission documents (See RFP Guidelines 1.1 Required Information and Content of Proposals).

##### Joint/Multi-agency Applicants

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

- 1) Complete and submit responses to questions 5-9 below pertaining to organizational history and mission statement, partnership history, rationale for partner selection, division of roles and responsibilities, anticipated challenges, and any previous collaborations or partnerships.
- 2) Submit the organizations' history partnership narrative per priority area or program type.

## Part 1 - Organization Narrative Form

**\*Note: Please use the grey text boxes when completing this form**

|  |   |                         |            |
|--|---|-------------------------|------------|
| Legal Name of Organization:                    | Rape Crisis Center, Inc.  | Total Amount Requested: | \$ 355,065 |
| All program(s) connected to your organization: | Program Name: 24-Hour Helpline and Advocacy Services for Survivors in Collaboration with UNIDOS<br>Amount Requested: \$ 250,000<br>Applicant Type: Joint Application - LEAD<br>Program Type: 24/7 Helpline<br>List Program Partner(s) (if applicable): Unidos Against Domestic Violence, Inc.                                 |                         |            |
|  | Program Name: Community-Based Individual & Family Support in Collaboration with UNIDOS<br>Amount Requested: \$ 105,065<br>Applicant Type: Joint Application - LEAD<br>Program Type: Community-Based Individual and Family Support Services<br>List Program Partner(s) (if applicable): Unidos Against Domestic Violence, Inc. |                         |            |



|   |   |                                   |              |
|---|---|-----------------------------------|--------------|
|   | Program Name: <span style="float: right;">Amount Requested: \$</span><br>Applicant Type: Choose an item.  |                                   |              |
|   | Program Type: Choose an item.<br>List Program Partner(s) (if applicable):   |                                   |              |
|   | Program Name: <span style="float: right;">Amount Requested: \$</span><br>Applicant Type: Choose an item.<br>Program Type: Choose an item.<br>List Program Partner(s) (if applicable): |                                   |              |
|   | <i>If you are applying for more than four programs, please contact Nancy Saiz<br/>         nsaiz@cityofmadison.com</i>  |                                   |              |
|   |   |                                   |              |
| Contact Person for application (Joint Applications - Lead Org): | Rachel Dietzman   | Email: rachel.dietzman@thercc.org |              |
| Organization Address:   | 960 rise lane, Madison, WI 53704  | Telephone:                        | 608-466-0748 |
| 501 (c) 3 Status:   | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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.

- 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 1973, the Rape Crisis Center (RCC) advocates for those harmed by sexual violence by centering survivors, promoting societal change, and committing to be an evolving force for social equity. RCC has provided 24/7/365 sexual assault victim Helpline counseling, information, support and referral since 1973. In 1974, RCC began providing medical, legal, campus and systems advocacy; individual and group counseling; and community education. Today RCC remains the only comprehensive sexual assault center for the City of Madison and Dane County. RCC provides 24-hour helpline support, emotional-support, system advocacy, personal advocacy, short-term counseling and therapy, community education and outreach, youth programs centering sexual violence prevention, and programs promoting self-defense and by-stander intervention. All client services are available in Spanish and English and, in conjunction with other agencies, in other languages including ASL. RCC provides education on sexual assault and consent in middle schools and high schools, supports gender equity clubs in high schools and provides primary prevention through our youth advisory



group called GameChangers. RCC's prevention programs are based on best practices, and target populations most at risk. RCC also provides verbal and physical self-defense through a program called Chimera.

Currently, we have a staff of 24 Direct Service Advocates (Day-Time and On-Call), and more than 60 Helpline volunteers, who are trained in trauma-informed counseling and advocacy that allow us to provide advocate accompaniment support to nearly 500 clients and answer over 1,200 calls annually. Additionally, we have four Prevention and Education staff who reach over 10,000 individuals through an average of 500 presentations and ongoing education programs. RCC employs five Administrative Staff that directly support our capacity to provide direct service and prevention services. This includes an office coordinator and grants manager who oversee fiscal responsibility, program reporting, and evaluation. In 2025, we have worked to expand the depth and accessibility of our services including adding a textline and also making efforts to expand FNE services, with plans of eventually providing services to domestic abuse survivors in hospitals. We have focused on ensuring that we are continually expanding our support while weathering the challenges of the pandemics, ensuring that we had zero interruptions of services. These expansions included greater programs and services to underserved survivors.

- 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.

For over 50 years, the Rape Crisis Center (RCC) provides 24-hour Crisis Intervention and support services for survivors of sexual violence in the City of Madison. RCC's Prevention services build community, creating awareness of the societal factors that lead to sexual assault as well provide information for the community to learn that RCC is a reliable resource to address healing and advocacy needs in the aftermath of sexual violence.

RCC's 24-Hour Crisis Intervention and Support Services respond to gender-based violence incidents via phone, text, and in-person through the following structural pathways.

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Crisis Intervention and Advocacy:

- 24-Hour Crisis Helpline: Available 24/7, staffed by daytime Advocates on weekdays (9 am - 5 pm) and volunteer helpline counselors and On-Call Advocates during evenings and weekends. Trained in supportive listening, emotional support, and identifying resources. (est: 1973)
- Textline: After several months of planning and collecting information on best practices, RCC is now prepared to launch our Textline. This line will provide another avenue for clients to reach our advocacy services for those who are not able or are not comfortable using our Helpline. We are hoping this will increase the accessibility of our helpline services, as well as be responsive to the increased need for alternatives to advocacy support that is not just over the phone. (2025)
- Hospital Advocacy: 24-hour advocacy and accompaniment during Forensic Nurse Examinations at Unity Point Meriter Hospital. RCC Advocates arrive 30 minutes within the time survivors enter the hospital for an exam 24-hours a day. (est: 1974)



#### Personal Advocacy:

- Specialized Crisis Counseling: Trauma-informed, culturally responsive crisis counseling for survivors and their support networks, provided by staff Advocates. Covers adults, college-age, youth, Spanish/English bilingual, and male survivors. (est: 1973)

#### System Advocacy:

- Hospital Protocol: Formal agreement ensuring an advocate is present within 30 minutes of a victim's arrival at UnityPoint-Meriter Hospital or UW Madison Health Services. (ets: 1974)
- Legal Advocacy: Support through the legal system from reporting to case conclusion. Ensures 24/7 support. (est: 1974)

#### Legal Support:

- Access to an Attorney: Legal representation and consultation for victims, including restraining order hearings and family-related cases. Supported by Legal Consultant Amy Bogost, who trains attorneys and advocates. (est: 1974)

#### Counseling Services:

- Free Access to Counseling: Licensed Mental Health Supervisor enhances advocate capacity and provides professional emotional support. (est: 1973) Expanded Therapy Services Program to reduce wait times. (est: 2022)

#### Information and Referral:

- Wrap-around Services: Address barriers like financial issues, safety, and stabilization. Funding for transportation, emergency shelter, and food following a sexual assault. (est:2019)

#### Support Groups:

- Specialized Groups: Emotional support and community for youth, Latin, Black, male victims, LGBTQIA+ identities, and people of marginalized genders. (est: 1974)

#### Community Outreach and Education:

- Prevention Education: Community connections and awareness programs to address societal factors leading to sexual assault. Funded positions for Director of Education and two Multicultural Outreach Specialists.



These include programs across the county, such as ongoing programs for youth in school addressing sexual violence. (est: 1980)

Culturally Specific Services:

Spanish Language Services:

- Bilingual Advocates: Available during business hours and 24/7 through On-Call Advocates. (est: 2006)
- Spanish Helpline: La Linea, staffed by bilingual, bicultural staff. Spanish text-line available. (est: 2006)

Latine Community Outreach:

- Community Connection: Multicultural Community Outreach Specialist collaborates with local organizations including UNIDOS Against Domestic Violence to raise awareness and encourage service engagement. (est: 1975)

Specialized Legal Support:

- Foreign Victims Support: Assistance with U visa applications and legal support for deportation cases. Referral relationships with attorneys to ensure comprehensive support. (est: 1974)

Black and African American Communities:

- Crisis Services and Advocacy: Full-time Multicultural Advocate provides crisis services, case management, and cross-training for cultural competency. (est: 2014)
- Community Outreach: Builds trust and support through educational events, collaborations, and community feedback. (est: 2014)

- 3. Describe any significant changes or shifts at your agency in the past two years:** This may include changes in leadership, turnover of management positions, strategic planning efforts, or expansion/loss of funding and/or staff. Please describe how these changes may impact your agency's ability to provide the proposed services. If there are no changes to the report, write "No Changes."

Over the past two years RCC has experienced significant changes in our funding landscape. The Wisconsin Department of Justice , Victims of Crime Act (VOCA) funding was cut by \$250,000 dollars in 2024 - this impacted all sexual assault service providers across the state of Wisconsin. Historically, RCC received \$500,000 for our direct services. VOCA funds the salaries of our staff working daily to support our clients to ensure 24-hour crisis intervention. RCC absorbed the full deficit into our budget. This funding change shocked many VOCA agencies throughout the state of Wisconsin – as changes to funding are expected between contracts but it was not expected for funding to be cut in half. RCC has increased our fundraising efforts and continues to apply for grants. This funding cut did not result in any staff layoffs.



Despite this challenge RCC has continued to adapt to the changing needs of our clients and community. For example, in 2025, RCC launched our 24-hour crisis text line in English and Spanish. This was an evolving need from our Spanish speaking community. RCC's Spanish language helpline - La Linea and other Helplines for Spanish speakers in the City of Madison run by community partners have seen a steady decrease in call volumes. In response to this data, RCC recognizes that a phone lines are no longer the most effective way to engage with Spanish-speaking survivors of sexual violence. RCC explored options for this community to safely and securely exchange messages or texts with our Bilingual Advocates as an alternative form of communication. This adaption is a part of a continued effort for the RCC to listen to the needs of the communities we serve. Through these engagements, we strive to be an immediate resource for marginalized and historically underserved groups in Dane County, as well as improve trust between our organization and these communities.

Another way RCC continued to adapt to the needs of our community was through moving our office space to a more accessible location. This move helped embed us more into the community with a greater amount of accessibility to individuals seeking our services.

In 2024, RCC reinforced our strategic direction by hiring a Senior Director of Direct Services position to oversee RCC's 18 Advocates providing crisis intervention. The goal of this position is to ensure that direct service staff are properly onboarded, supported within the agency, and continuously educated about victim advocacy and client support. This position also focuses on their wellbeing, meeting with them to discuss self-care strategies, preventing burnout, and addressing workplace needs to sustain their roles.

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

Over the next two years RCC anticipates challenges with further funding cuts for organizations working with sexual assault victim services, and anticipates an increased need for support. As stated, cuts to Victims of Crime Act (VOCA) funding from the Wisconsin Department of Justice impacted RCC with a loss of \$250,000 in funding starting 2024. Historically, RCC received \$500,000 for our direct services. VOCA funds the salaries of our staff working daily to support our clients. RCC absorbed the full deficit into our budget. RCC has continued to fundraise and expand its portfolio of individual donors, events, sponsorships, grants, and government contracts to support any further funding cuts. We have worked to ensure these cuts don't impact our ability to support survivors; however, the strain of this new reality limits our capacity to grow our services and continue to evolve to meet the needs of those we seek to serve on the timeline we would like to do.

Despite these cuts, RCC plans to continue to advance our work to meet the changing needs of the victim services landscape in the city of Madison. For example, gaps in services exist for survivors of domestic violence arriving at the hospital for a forensic nurse examination (FNE). The city's current victim services provider specializing in domestic violence, DAIS, does not have the capacity or infrastructure to meet DV survivors at the hospital. The current gap in service is that DV victims have to go without 24-hour crisis response and any advocacy response at hospitals in the city of Madison. In 2026, RCC will hire an DV Advocate to specifically fill this gap in service, providing hospital crisis intervention and follow-up advocacy and case management to support the ongoing healing and advocacy needs in the aftermath of sexual violence. This is in understanding



we have the unique infrastructure to provide 24/7 services, as well as knowing that DAIS will limiting their case management services in the future.

**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.).

RCC's entire direct service staff are trained and experienced in providing counseling and advocacy with trauma-informed practices. An important component to this process is having assessments of victims based on identifying the symptoms and consequences of trauma, including its impact on the emotional and psychological state of victims, as well as the impact on their overall ability to seek medical care, maintain employment, support their family, and even keep housing. Advocates also operate from an understanding that trauma is affected by the victim's background, as their cultural, social, and/or economical background can contribute to the persistence or complexity of trauma following a sexual assault. In response, the RCC will work to ensure that victims have access to Advocacy that is community informed and representative. Additionally, Volunteer Helpline Counselors must complete a rigorous 17.5 hours training and supervised introductory shift.

Director of Mental Health Services - Petrovnia McIntosh (she/her) is a Licensed Clinical Social Worker (LCSW) and a Certified Clinical Trauma Therapist for Individuals (CCTS-I), trained and certified through The Arizona Trauma Institute and Trauma Institute International. In 2007, she earned her MSW from UW School of Social Work and dedicated her time to walking alongside victims, survivors and thrivers on their healing journey. She is especially focused on working with those who have experienced chronic, ongoing exposure to stressful events, particularly in childhood, and is passionate about educating others about the impact of being exposed to chronic stress and/or trauma. Her combined experiences and experience with case management positions her well to lead the our Therapy Services Program.

Mental Health Therapist - Heidi Kobor (she/her) has received training in CBT, DBT, trauma-informed care and cultural humility. She graduated with a Masters in Social Work from UW-Madison in 2021 and is currently working towards becoming a Licensed Clinical Social Worker. She strives to meet clients wherever they are in their healing journey in order to provide individualized support and skills-building resources. She has experience working with individuals across the life span struggling with anxiety, depression and trauma.

RCC strives to provide professional development that promotes self-awareness, gaining knowledge, and improving skills needed to offer culturally responsive, trauma-informed, advocacy and support to survivors of sexual assault. This is critical to adapting our services to meet the needs of African American, Latinx and LGBTQI+ communities. Previous opportunities for professional development have included, direct service staff members attending Nuertras Voces Conference and all staff attending the YWCA Racial Justice Summit. RCC also budgets for individual professional development for area specific training.

RCC has worked to encourage other forms of professional development including a Transformative Justice Training Series: Racism, White Supremacy, & Anti-Violence Work hosted by Brandi Grayson of Urban Triage. The trainings are a part of a multi-session series created for service providers to discuss



their role in systemic racism, and provide education on the impact of systemic racism on the clients they Serve.

In 2021, RCC began our partnership with the nINA Collective, a consulting collective that partners with organizations on systems change initiatives to advance racial equity within their organizations and field. The nINA Collective is composed of experts who work in the field of Racial Equity and Inclusion. This partnership allows for specific leadership opportunities for staff who choose to join the CORE Team. As a member of the CORE Team, staff examine the organizational operations with a racial justice lens in in order to create a more equitable workplace for current and future employees and the clients we serve. This work includes conducting research, surveying staff, presenting findings, and implementing new practices as a team.

Staff have also had to choice to engage in collaborative work outside of their positions through joining an employee workgroup. RCC workgroups addressed planning and executing a successful office relocation, planning major events such as Sexual Assault Awareness Month, and creating a social media marketing strategy that led to the consistent use of RCC social media accounts and. These opportunities allowed staff to leverage or improve existing skillsets in these areas based on their interests.

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

**Program name: 24- Hour Helpline and advocacy services for survivors in collaboration with UNIDOS & Community-Based Individual & Family Support in Collaboration with UNIDOS**

**Program type:** 24/7 Helpline

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

Mission: RCC advocates for those harmed by sexual violence by centering survivors, promoting societal change, and committing to be an evolving force for social equity.

Vision: RCC envision our community free from sexual violence and all forms of oppression

Website: Thercc.org

UNIDOS Against Domestic Violence (UNIDOS)

Mission: Empower the community to break the cycle of domestic violence, end sexual assault, and promote healthy family systems.

Values: Social justice, education , empowerment, collaboration

Website: unidoswi.org

**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?



Rape Crisis Center (RCC) and UNIDOS Against Domestic Violence (UNIDOS) have a strong history of collaboration to support survivors at the intersection of sexual and domestic violence in the City of Madison. UNIDOS is a culturally-specific agency for the Latine community and spanish speaking populations and RCC is the only comprehensive sexual assault service provider in the City of Madison. RCC and UNIDOS regularly refer clients to one another. This allows clients to receive dual support and advocacy from both organizations if they are experiencing domestic violence and sexual violence. This collaboration increases communication between our organizations and allow us to support specific needs of clients while staying in our field of service.

This partnership allows staff to connect with the populations served by the organizations and/or to receive specialized training to improve existing opportunities for outreach in the community. Since 2017 they have participated in a Consortium of Sensitive Crime Victim Service Providers (15+ total partners) in the City of Madison. This formal presence ensures that we know what each provider is doing, what resources we need, and what we have and to bolster each other's efforts while continuing to advocate for the unique needs of survivors in their care.

For example, RCC's expansion of our Therapy Services program in 2022 was a direct response to the needs of UNIDOS. During the pandemic when therapy waitlists surged, clients working with RCC, UNIDOS, faced waiting for 3-6 months to access a therapist. This issue was exacerbated for clients seeking culturally specific or bilingual/bicultural therapists and for clients with active court cases who were turned away by therapists because of their case. Through collaboration, RCC and UNIDOS found a solution to this crisis that served our clients, and community partners by expanding our existing therapy program and increasing the number of bilingual/bicultural therapists on staff.

RCC and UNIDOS have also frequently worked to complete joint projects around community education and ongoing programs that seek to support the prevention sexual violence in our communities. This has included joint workshops and joint multi-session programs the provide education and outreach to underserved communities on topics of health, community resources, domestic violence and sexual violence.

**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?

As victim service providers serving the City of Madison, RCC and UNIDOS frequently collaborate by providing referrals to each organization to meet the unique needs of the survivor. UNIODS collaborates with RCC by referring Spanish-speaking survivors of sexual violence to our services, should the breath of services that RCC provides via wrap-around services be a better fit. Likewise RCC strives to be a viable and successful option for survivors of color and other marginalized survivors even if the service we provide is a warm handoff to a culturally-specific agency if that is best for the survivor, such as UNIDOS.

Both organizations' practices are rooted firmly in an empowerment model that allows victims/survivors to choose the best course of action to meet their needs; an essential step to restore decision-making abilities in people who have had them taken away by their perpetrator.

RCC: Strength is with the capacity, infrastructure and depth of services provided under a wraparound model



UNIDOS: Is crucial in support through their experiencing being embedded in the Spanish speaking community and providing services.

- 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?

Program A: 24- Hour Helpline and advocacy services for survivors in collaboration with UNIDOS  
In this program, RCC will be working with UNIDOS and DAIS. DAIS will be supporting joint training opportunities. This will involve DAIS and RCC working together to determine training curriculum for collaboration presentations. This work emphasizes providing trauma informed learning for individuals interacting with DV and SV survivors, including law enforcement, attorneys and FNE staff.

RCC and UNIDOS will primarily be working to ensure the coordination of our 24 hour crisis support for survivors, with an intentional support around ensuring that we connect clients with individuals needs with the most support services for their individual circumstances. While RCC has bilingual services for survivors of sexual violence, UNIDOS is experience in working with Spanish speaking individuals across other areas of need including domestic violence with other continuing support services for healing. RCC and UNIDOS has a strong history of working together on referral support between our two agencies and this program work is an opportunity to deepen it further. This will include planning between our two Directors of Client services around referral processes, as well as ongoing evaluation of how this collaboration is surviving victims. We will assess data of clients served, services provided, and outcomes of post-services surveys to ensure the continual evaluation of our work.

Program B: Community-Based Individual & Family Support in Collaboration with UNIDOS  
Similar to our history of crisis services, RCC and UNIDOS have a strong history of working together on services that are ongoing and focused on supporting protective and preventative services in the community. In this program, we will work to connect our Outreach, Education and Prevention staff with individuals at UNIDOS to coordinate ongoing efforts to address community education. This includes joint program activities when possible that provide complimentary content education for community members and also ensure our ability to reach the widest number of individuals as possible, including non-English speaking individuals.

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

RCC, DAIS, and UNIDOS have a long history of collaboration and partnership with will be the major strength of this work, as well as already complimentary mission and passion for serving survivors. However, we have not needed to formalize this work through the forms of government contract. These forms of agreement come with them certain forms of administrative and clerical coordination that require extra planning and structure. We intend to ensure that we establish clear protocols and procedures for sharing needed documents and data to maintain compliance with our grant administrator. This will include work between our respective administrative leadership and grant writers to set clear schedules for data sharing and other needed document sharing.

- 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?

The RCC has worked with many agencies in the past support crisis intervention and prevention services, some examples include:

- RCC provides leadership for and support to sexual assault victim services throughout the county. Including chairing the County's Coordinated Community Response Team (CCRT), and Sexual Assault Response Team (SART) organizing efforts to increase cultural responsiveness, victim centered services, and trauma informed approaches.
- RCC Advocates also provide services on-campus at the three major institutions of higher education in Madison (University of Wisconsin, Madison College, and Edgewood College). RCC also works closely with the Forensic Nurse Examiner Program (FNEP) at UnityPoint Meriter (UPM) hospital to ensure every victim they see has an advocate present for their exam, if desired. All of these areas require extensive cross-sector collaboration and planning to support our services in these areas.
- In 2020, the RCC formalized MOUs with Madison Technical College and Edgewood College that created provisions for providing services, including in the case of Edgewood College, training on consent and sexual assault to all of the school's sports teams. These MOUs have helped to fully embed our services on these campuses and ensure that we are reaching as many students as possible. Our advocates have returned to providing in-person services at all campuses.
- RCC has had support groups in collaboration with external organizations such as OutReach LGBTQ+ Community Center and UNIDOS
- Bystander Intervention and prevention training through a collaboration with Focused Interruption that support sexual violence and gun violence prevention on State Street.
- Partnered with Heart Consulting who specialize in working with individuals with disabilities. Through a partnership with this group, we were to develop a support program for survivors living with intellectual disabilities and provided skills for entering the workforce.
- We partner with DaneMAC to support advocacy services at all of their FNE sites.
- RCC has further worked to coordinate our crisis intervention services to develop referral networks with agencies across the county, including Journey Mental Health, DAIS, UNIDOS, Canopy Center, DaneMAC, and Project Respect.
- Most recently we have partnered education and prevention services with the African Center for Community Development and Neighborhood House.

The central lesson of our years of collaboration is entering into projects from an intentional and clear place. Our success has come when there is an organic need that we are looking to fill through partnerships, when we have a clear understanding of how we are bridging the shared expertise of us and our partner to address a wider issue. In this way we know there is a clear client need we are looking to address and also that we are complimenting the efforts of our partner so that we are strengthening a project and not just duplicating activities or services. Further, the continual success of these projects comes from extensive planning on the front end to establish protocols and ensuring ongoing communication because agencies can become disconnected through the course of a project's implementation. Another key component is a strong administrative foundation: scheduling, data sharing, invoicing, and other clerical efforts that can be overlooked when the focus is entirely on the front end of a program's efforts.





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

## Part 2 - Program Narrative Form

Submit Application to: [cddapplications@cityofmadison.com](mailto:cddapplications@cityofmadison.com)

**Deadline: 4:30pm September 22, 2025**

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

### **JOINT/MULTI-AGENCY APPLICANTS**

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

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

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## **Part 2 - Program Narrative Form**



|  |  |  |                             |        |              |
|--|--|--|-----------------------------|--------|--------------|
| Program Name:  | 24- Hour Helpline and advocacy services for survivors in collaboration with UNIDOS | Total Amount Requested for this Program:         |                             |        | \$ 250,000   |
| Legal Name of Organization:  | Rape Crisis Center, Inc.   | Total amount Requested for Lead/Single Applicant |                             |        | \$ 150,000   |
| Legal Name of Partner(s) (Joint/Multi-Agency Applicants only):   | Unidos Against Domestic Violence Inc.  | Total Amount Requested for Partner 1:            |                             |        | \$ 100,000   |
|  |  | Total Amount Requested for Partner 2:            |                             |        | \$           |
|  |  | Total Amount Requested for Partner 3*:           |                             |        | \$           |
| Program Contact: Lead Organization Contact   | Rachel Dietzman  | Email:   | rachel.dietzman@the rcc.org | Phone: | 608-466-0748 |
| Program Type: Select <b>ONE</b> Program Type for this form.  |  |  |                             |        |              |
| <input checked="" type="checkbox"/> <b>Crisis Intervention Support Services: 24/7 Helpline</b><br><br><input type="checkbox"/> <b>Crisis Intervention Support Services: Shelter Services</b><br><br><input type="checkbox"/> <b>Prevention Services and Activities: Community-Based Individual/Family Support</b><br><br><input type="checkbox"/> <b>Prevention Services and Activities: Building Community and Stabilization</b><br><input type="checkbox"/> <b>Adults and Families</b><br><input type="checkbox"/> <b>Youth ages 12-18 years old</b> |  |  |                             |        |              |
| <p><b>PLEASE NOTE:</b> Separate applications are required for each distinct/stand-alone program. Programs are considered distinct/stand-alone if the participants, staff and program schedule are separate from other programs, rather than an activity or pull-out group.</p>   |  |  |                             |        |              |

## 1. PROGRAM OVERVIEW

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

For over 50 years, Rape Crisis Center (RCC) has provided 24-hour crisis intervention and support services for survivors of sexual violence in the City of Madison. The proposed program: 24-hour Helpline and Advocacy Services for Survivors in Collaboration with UNIDOS directly addresses the need for 24-Helpline and response to incidents of gender based violence in the City of Madison, including the urgent community need for accessible, trauma-informed, and culturally responsive crisis intervention services for survivors of sexual violence.

The CDC estimates that over half of women and almost one in three men have experienced sexual violence involving physical contact during their lifetimes. We know that these statistics are under-reported Often survivors of sexual violence choose not to report to law enforcement due to shame, fear, stigma, or the belief that nothing will change. For instance, while the DOJ's dashboard recorded 315 sex offenses in Dane County in 2023, the Rape Crisis Center served 436 survivors that year and responded to over 1,000 helpline calls, demonstrating that the true scope of need extends well beyond official reports. Public Health Madison and Dane County refers to the Rape Crisis Center for statistics of sexual violence in their service area (<https://publichealthmdc.com/community-initiatives/violence-prevention/violence-data>)



As the only comprehensive sexual violence resource center in Dane County, the Rape Crisis Center advocates for those harmed by sexual violence by centering survivors, promoting societal change and committing to be an evolving force for social equity. In 2024, RCC Advocates provided 2,067 hours of service to 502 unduplicated clients and answered 1,303 calls on our 24-hour helpline. RCC provided personal advocacy and emotional support to over 400 individuals, 269 medical and legal accompaniments to victims and provided systems navigation in the form of criminal justice advocacy for 731 times.

- 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 RCC is seeking to increase the comprehensiveness and accessibility of our crisis intervention services to be responsive to the distinct needs of sexual assault victims that we serve in the city of Madison, and to develop culturally responsive programs to ensure that we have the capacity to support all victims. Through this work, our intention is to make RCC a viable and successful option for survivors of color and other marginalized survivors even if the service we provide is a warm handoff to a culturally-specific agency if that is best for the survivor. The decision to pursue a joint application with UNIDOS Against Domestic Violence (UNIDOS) directly addresses the intersection of services and ongoing collaboration that our agencies provide. RCC has provided bilingual legal advocacy for Spanish speakers as well as bilingual advocates since 2006.

This work directly aligns with the scope of the 24-Hour Crisis Response category as the RCC works directly to provide 24-hour crisis response services to individuals experiencing sexual violence. This includes 24-hour helpline and textline in English and Spanish (La Linea). RCC has 24-hour staffing, infrastructure, longstanding history, and community partners to provide wraparound support for individuals to stabilize their lives after victimization. Under the spectrum of gender-based violence, RCC leverages partnership with services providers to meet the ongoing needs of survivors; UNIDOS Against Domestic Violence (joint application collaboration listed), Domestic Abuse Intervention Services, Safe Harbor and Project Respect. This ensures that survivors experiencing Domestic Violence and Human trafficking and Child Sexual Abuse, receive support from the appropriate service providers. RCC employs culturally specific advocates and outreach staff to reach underserved communities as well as leverages culturally specific agencies like UNIDOS to support the ongoing needs of survivors in the City of Madison.

- 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.

RCC provides 24-hour helpline support, emotional-support, system advocacy, personal advocacy, short-term counseling and therapy, community education and outreach, youth programs centering sexual violence prevention, and programs promoting self-defense and by-stander intervention. All client services are available in Spanish and English and, in conjunction with other agencies, in other languages including ASL. RCC provides education on sexual assault and consent in middle schools and high schools, supports gender equity clubs in high schools and provides primary prevention through our youth advisory group called GameChangers. RCC's prevention programs are based on best practices, and target populations most at risk. RCC also provides verbal and physical self defense through a program called Chimera.

Crisis Intervention Outcomes:

- Provide sexual assault victims in the City of Madison with immediate access to support through the 24-hour Helpline and Spanish Language Helpline – La Linea
- Provide 24-hour access to Crisis Intervention / Advocacy services for child & adult victims of sexual assault
- Provide free individual emotional support, personal advocacy, and support groups to help victims of sexual assault in their recovery process
- Respond to the emotional, psychological, or physical needs of crime victims
- Assist victims to stabilize their lives after a victimization
- Assist victims to understand and participate in the criminal justice system
- Restore a measure of safety and security for the victim

RCC strives to remove the barriers that rape survivors experience when accessing mental and physical health care, by creating a safe, empowering and healing space to process their trauma. Our practices are rooted firmly in an empowerment model that allows victims/survivors to choose the best course of action to meet their needs; an essential step to restore



## 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?

RCC Crisis Intervention Services are available to all survivors of sexual violence and their support networks. Our Crisis Intervention Services are intended to support Latinx, Black and African American and LGBTQIA+ communities. RCC is continuously working to create programs and services that are accessible and approachable to marginalized and underserved communities.

In 2024, RCC provided crisis intervention services to 570 youth and 1,343 adults. (White 52%, Black/African American 14%, Asian 4%, Multi-Racial 22%, Latinx 19%, Unknown 8%). Including 9% Men, 87% Women, 4% Non-Binary. RCC collects demographic information on clients served. However, RCC does not ask clients who call the Helpline to disclose their demographic information, this results in unknown demographics for a portion of our clients served. Under the leadership of Dana Pellebon, RCC has increased organizational representation, engaged in decolonization work with the nINA Collective, and culturally specific Advocate and Outreach positions, RCC is working to reach marginalized and underrepresented groups and address the demographic disparities in our service numbers.

In 2021, RCC expanded our Therapy Service Program to include bilingual therapy options to serve the Latine community. This was important to increase our representation with the communities that we want to serve and provide a culturally responsive environment for clients received through referrals from UNIDOS and DAIS. Redesigning La-Linea (Spanish language helpline) to support connecting Latine survivors with an advocate through text is a direct response to the needs of this community. This is a stepping-stone for exploring other ways for Latinx survivors to access our 24-Hour Crisis Intervention Services, in addition to partnering with culturally specific agencies like UNIDOS.

RCC's support for Queer and Trans survivors through our LGBTQIA+ Support Group filled a gap in services for that community in the City of Madison and Dane County. This is a part of our increased efforts to establish relationships within these communities and for them to know that RCC is a reliable resource to address healing and advocacy needs in the aftermath of sexual violence.

- 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.

| Race                                   | # of Participants | % of Total Participants |
|--|-------------------|-------------------------|
| White/Caucasian                        | 982               | 52                      |
| Black/African American                 | 271               | 14                      |
| Asian                                  | 69                | 4                       |
| American Indian/Alaskan Native         | 16                | 1                       |
| Native Hawaiian/Other Pacific Islander | 4                 | 0                       |
| Multi-Racial                           | 416               | 22                      |
| Balance/Other                          | 154               | 8                       |
| Total:                                 | 1912              |                         |
| Ethnicity                              |                   |                         |
| Hispanic or Latino                     | 364               | 19                      |
| Not Hispanic or Latino                 | 1548              | 81                      |
| Total:                                 | 1912              |                         |
| Gender                                 |                   |                         |
| Man                                    | 170               | 9                       |
| Woman                                  | 1661              | 87                      |



|                        |      |   |
|------------------------|------|---|
| Non-binary/GenderQueer | 73   | 4 |
| Prefer Not to Say      | 8    | 0 |
| Total:                 | 1912 |   |

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.

RCC employs two Multicultural Education and Outreach Specialist, two Bilingual Advocate positions, and two Bilingual On-call Advocates to serve the Latine and Spanish speaking communities.

RCC also provides 24/7 coverage of a Spanish language Helpline, through RCC's La Linea - a help line answered in Spanish and staffed by bilingual, bicultural staff. In recent years, La Linea and other Helplines for Spanish speakers in the City of Madison ran by community partners have seen a steady decrease in call volumes. In response to this data, RCC recognized that a phone lines are no longer the most effective way to engage with Spanish-speaking survivors of sexual violence, and launched our spanish language text-line in June 2025.

Lastly, through the expansion of our Therapy Services program, in 2021 RCC increased our capacity to support Spanish-speaking clients to access free therapy in the City of Madison. This was in direct response to needs communicated by community partners working with survivors like UNIDOS, whose clients were faced 3-6 months to access bilingual therapy options during the pandemic.

In addition to the described areas, another way RCC sustains adequate access and cultural relevance needs is through partnership and referrals to culturally specific organizations. Connecting back to our stated intention to make RCC a viable and successful option for survivors of color and other marginalized survivors even if the service we provide is a warm handoff to a culturally-specific agency if that is best for the survivor. Our collaborative application with UNIDOS Against Domestic Violence - a culturally specific agency, reflections this commitment.

- 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.*  
 Outreach: Rape Crisis Center's (RCC) Education, Outreach and Prevention team is committed to building community connections and creating awareness of the societal factors that lead to sexual assault as well providing information for the community to learn that RCC is a reliable resource to address healing and advocacy needs in the aftermath of sexual violence.

b.

- c. To do this, RCC employs a team of Outreach Specialists, who establish relationships with and provide education and specialized programs to meet the needs of individual communities. RCC uses a multifaceted and customized approach to outreach that ensures maximum community exposure to resources and education. Staff on our Education, Outreach, and Prevention (EOP) team offer a trauma-informed approach to community education. Each educational event features de-stigmatizing messages and resource provision to the audience that is meant to encourage participants to seek services, if needed. EOP staff members each specialize in reaching specific communities and are also trained to serve as generalists, when needed. Annually, our staff reach an average of 3,000 unduplicated individuals through over 200 presentations and educational events.

d.

- e. RCC provides Culturally Specific Outreach through the following positions:

- f. • Multicultural Outreach Specialist – Serves Latine and Spanish Speaking Communities. This role performs outreach through attendance and tabling at community events, school presentations, and relationship building through meetings with community leaders and partners.



- g. • Multicultural Advocate and Outreach Specialist – Serves Black and African American Communities. This role provides crisis services and case management as an advocate and conducts outreach. Outreach includes, facilitating educational events, building relationships with community leaders, doing school presentations, and providing advocacy to participants or the people they refer.
- h.
- i. Through education and outreach, we are seeking to build and grow our relationships, so we are a resource for all those impacted by sexual violence, especially within these communities. The education and experience of our Multicultural Outreach Specialists (MOS) have prepared them to approach culturally sensitive content in ways that invite people to be vulnerable and open up. Because they identify with these communities, they have the lived experience to empathize with what people in their sessions have gone through. Their expertise has helped us tailor our education to the needs of each community. In 2024, RCC outreach programs reached 2745 Black/African American and 4186 Hispanic or Latine community members through 587 presentations.
- j.
- k. RCC's Outreach and Education Specialist (EOS), is dedicated full-time to middle- and high school outreach and education. This position also provides education for other community groups and events outside of schools. This work is critical to increasing awareness and understanding about sexual violence, including teaching consent and healthy relationships. Often times, this position facilitates the first interactions between our services and community members. This position has a longstanding relationship with MMSD. In 2024, our education and outreach programs engaged with over 800 middle school and over 1,500 high school students.
- l.
- m. Partnerships: RCC provides leadership for and collaboration with systems partners throughout Dane County. RCC's Executive Director Dana Pellebon, has and continues to co-chair the Dane County Sexual Assault and Domestic Violence Coordinated Community Response Team (CCRT), and Sexual Assault Response Team (SART), which is a coordination between county agencies, law enforcement, and the district attorney to review practices around investigating and supporting victims of sexual assault organizing efforts to increase cultural responsiveness, victim centered services, and trauma informed approaches. She also serves on the Commission on Sensitive Crimes, Public Health's Violence Prevention Coalition, and the Sexual Assault Kit Initiative Team. Presence in these areas allows us to provide support to these partners and give a voice to victims to improve their engagement with systems, supporting changes to how systems work with survivors. RCC also has MOU's with the Madison Metropolitan School District, University Wisconsin Madison, Edgewood College, UnityPoint Meriter Hospital, and Madison College. Each agreement supports designated campus advocates and education which are separate projects from the requested funds for this contract.
- n.
- o. Our community partnerships with other violence prevention agencies exist to strengthen systems between all areas of interpersonal violence. Partners include, DAIS, UNIDOS, Rainbow Project, OutReach LGBTQ+ Community Center, African Center For Community Development, Inc., Focused Interruption, Project Respect, Latino Health Council, GSAFE, and BriarPatch Youth Services. Our collaboration with these agencies have produced a range of highly supportive programs for survivors, including:
  - p. • Support group for Spanish speaking survivors with UNIDOS
  - q. • Support group with LGBTQIA+ survivors with OutReach
  - r. • Bystander intervention training and education with Focused Interruption
  - s. • Outreach events with African Center For Community Development and DAIS
- t.
- u. Referral Pathways:
- v. UNIODS collaborates with RCC by referring Spanish-speaking survivors of sexual violence to our services. This allows clients to receive dual support and advocacy from both organizations if they are experiencing domestic violence and sexual violence. Our partnership with DAIS also ensures referrals to clients who are experiencing both domestic violence and sexual violence. These



collaborations increases communication between our organizations and allows us to support specific needs of clients while staying in our field of service. In 2021, the expansion of the RCC Therapy Services Program is intended to increase access to free and bilingual/bicultural therapy services for survivors of sexual violence. UNIDOS and DAIS will continue collaborating by referring clients to our therapy services, this process has been formalized in an MOU.

- w. RCC regularly collaborates with the Rainbow Project to provide intervention services. This includes making referrals to one another and systems advocacy work through the Sexual Assault Response Teams (SART), Coordinated Community Response Teams (CCRT) Commission on Sensitive Crimes.
- x. In addition to the listed partnerships, RCC and our staff maintain relationships with many agencies and service providers including; the WI Department of Public Instruction, the Latino Health Council, the Latino Academy of Workforce Development, the Foundation for Black Women's Wellness, the Progress Center for Black Women, Vera Court Neighborhood Center, Elver Park Neighborhood Center, Common Wealth Development, GSAFE, Briarpatch, Access to Independence, Project Respect, Formando Lazos Project, Neighborhood Intervention Project, Heart Consulting, and Sankofa Behavioral and Community Health. These partnerships allow staff to connect with the populations served by the organizations and/or to receive specialized training to improve existing opportunities for outreach in the community.

y. **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?*

As a wraparound service provider, RCC works to to address barriers that further exasperate the crisis, such as financial barriers to seeking services, safety, and stabilization following sexual assault victimization. This includes support for basic needs and access to services such as transportation. RCC has budgeted to provide funding for transportation (for access to medical care and forensic evidence collection, law enforcement reporting, advocacy and counseling services and participation in the criminal justice process), as well as Emergency Funds (for emergency shelter for victims, as well as emergency food following a sexual assault crime).

In addition to budgeting for continuous support, RCC pursues additional grant opportunities to adapt to the changing needs of our community. For example, in 2023, RCC secured funding from Public Health Dane County Violence Prevention to support clients needing HIV PrEP medication.

RCC leverages partnerships with service providers in the City of Madison. These partnerships support the ongoing needs of clients who may be better served through working with a culturally specific agency. Our intention is to make RCC a viable and successful option for survivors of color and other marginalized survivors even if the service we provide is warm handoff to a culturally-specific agency if that is best for the survivor.

z. **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).*

Our crisis intervention services receive clients through several channels, including FNE visits, helpline calls, referrals, and other outreach events that might interact with survivors seeking services as previously discussed. After providing any initial triage needs and crisis care, we work to take our clients through our intake process that collects information about them that are comfortable sharing and that help us understand what their immediate and future needs are. We use this time to discuss what specific service they might need including anything related to accessibility and their potential needs culturally including options to work with our multi-cultural advocates or bilingual advocates. In alignment with a trauma informed practice, the "enrollment" process is a minor and as unburdened step as possible and focus on care and emotional support, as well meeting needs necessary for immediate and future stabilization

### 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.,).

For over 50 years, Rape Crisis Center (RCC) has provided 24-hour crisis intervention and support services for survivors of sexual violence in the City of Madison. Our work is represented through the following activities.

**Crisis Intervention and Advocacy:**

- **Personal Advocacy:** RCC supports trauma-informed, culturally responsive, sexual-assault- specific, specialized (adult, college-age, youth, Spanish/English bilingual, and male) crisis counseling to survivors of sexual assault and their support networks for clients 12 years of age and older, through staff Advocates under the supervision of the Co-Executive Director/ Director of Client Services and with the support of the Director of Mental Health Services. Clients are provided services by staff who understand sexual violence, power and control dynamics, and trauma. It is through this form of advocacy that we can provide the form of immediate emotional support needed for victims.
- **System Advocacy:** The RCC has a formal protocol with UnityPoint-Meriter Hospital's Forensic Nurse Examiner's (FNE) program that ensures an RCC advocate is with a sexual assault victim (all ages and genders) at the hospital within 30 minutes of notification that a victim is arriving in the unit. RCC provides this advocacy 24 hours per day, 365 days per year. Medical advocacy is not exclusive to the City of Madison residents, but for ALL victims who see an FNE at UnityPoint-Meriter hospital. RCC Advocates also provide legal advocacy that supports victims from law enforcement reporting through the entire legal system process and police reporting process. By maintaining a staff of trained Advocates and On-Call Advocates, the RCC ensures that all victims have support for the form of advocacy that informs and supports victims as they engage formal systems and institutions.
- **24-Hour Crisis Counseling and Advocacy:** Through a 24-hour Helpline answered by daytime Advocates on weekdays from 9 am to 5 pm and by volunteer helpline counselors and On-Call Advocate during evening and weekend hours. RCC's Helpline Counselors are rigorously trained in supportive listening, emotional support, and identification of options, resources, problem solving and helping callers identify their strengths. As an example of the impact volunteer helpline counselors have on our clients, the following message was sent to by a Helpline caller to thank the volunteers for providing support during their time of crisis. -- "I hope this finds you well. We spoke (or I did mainly and you listened). Thank you for doing so. You ALL have been in such kindness. I don't take that lightly. I know certain things do happen for certain reasons. Thank you for being here for me. Be kind to you."
- **Wrap-around Services:** The goal of providing wrap-around services is to address barriers that further exasperate the crisis, such as financial barriers to seeking services, safety, and stabilization following sexual assault victimization. RCC has budgeted to provide funding for transportation (for access to medical care and forensic evidence collection, law enforcement reporting, advocacy and counseling services and participation in the criminal justice process), as well as Emergency Funds (for emergency shelter for victims, as well as emergency food following a sexual assault crime).
- **Free Access to Counseling:** RCC employs a Director of Mental Health Services who is a licensed Clinical Social Worker (LCSW) and a Certified Clinical Trauma Therapist for Individuals (CCTS-I) and a Mental Health Therapist with a Masters degree in Social Work and is a Certified advanced Practice Social Worker (CAPSW). These positions improve the capacity of RCC's advocates who provide crisis and short-term counseling and increase access to emotional support from a professional with specialized training on addressing the trauma of sexual assault.
- **Specialized Support Groups:** In line with our focus on meeting all the needs among sexual assault victims in the City of Madison, the RCC provides support groups for survivors to find emotional support and community. This includes, groups for youth, Latinx, Black, male victims of sexual assault and LGBTQIA+ identities.
- **Access to legal support:** Through an on-staff Attorney, for victims of sexual assault who otherwise cannot afford legal support at hearings, including case representation (based on an evaluation of our capacity), representation for restraining order hearings, and legal information/consultation for family related cases impacted by sexual violence. This work is further supported by a Legal Consultant, Amy Bogost, who has decades of experience working in this field, and has the capacity to train an attorney position to have robust skills in victim legal advocacy, as well as provide legal advocacy training to RCC Advocates.

**Culturally Specific Advocacy:**



- **Access to Bilingual Advocates:** These advocates are available during business hours, as well as Bilingual On-Call Advocates to ensure 24/7 access to advocacy and crisis counseling for Spanish speaking victims of sexual assault. Hiring in these positions was completed through making specific efforts to recruit individuals that have both a Spanish speaking ability, as well as community connection. By prioritizing recruitment around that community connection, we ensure the community has Advocates with cultural responsive practices that break the barriers around hesitation with engaging systems. It also allows for these advocates to have experience and awareness around the compounding gaps in services these victims face, including issues around citizenship.
- **24/7 Coverage of a Spanish Language Helpline:** RCC's La Linea is the helpline answered in Spanish and staffed by bilingual, bicultural staff (two Bilingual/bicultural Advocates and two Bilingual on call advocates). In 2021, RCC explored other ways to engage with this community, including establishing the option to text La-linea instead of call. This change is a response to a collective decrease in utilization of Spanish language helplines in the city of Madison.
- **Latinx Community Outreach:** To connect with Latinx victims that struggle with social isolations from mainstream services, and that lack awareness around the capacity for RCC as an option to meet their survivor needs. This work is carried out by our full-time Multicultural Community Outreach Specialist. Through their role, the RCC works collaboratively with local community organizations to identify and build the outreach work that makes all victims of sexual assault in this community aware and willing to seek Advocacy services.
- **Specialized Legal Support:** Direct support foreign victims of sexual assault facing deportation, including assistance in completing a U visa. In the past, our advocates have worked to be information referral source for this work. However, we understand that in order to be a complete resource for this community we need to ensure that we have the internal capacity to complete this work. This is accomplished through our Advocates developing referral based relationships with attorneys. In one example, our Bilingual Advocate had a client who was sexually assaulted by her uncle in Nicaragua. Following the assault, she fled to the United States to get away from her perpetrator. However, while here, she faced deportation, and with it, the threat of having to be put back into the danger of another assault. She began working with the Bilingual Advocate who not only provided counseling for her abuse, but also worked to find and support a lawyer as they filed for asylum. Eventually, her application was accepted, and she was able to both stay in the country and begin to seek employment. RCC's Advocate also worked to get her into ESL classes to further support her acclimation and ensure that she can build a sense of stability and independence that can foster healing.
- **Advocacy and Outreach for Black and African American Communities:** Our Multicultural Advocate and Outreach Specialist provides crisis services and case management as an advocate and conducts outreach. Outreach includes, facilitating educational events, building relationships with community leaders, doing school presentations, and providing advocacy to participants or the people they refer. This position has improved our ability to develop an authentic, lasting channel for victims to be supported by RCC, and to maintain continuity between the staff member doing presentations, collaborating with local organizations, and directly providing the advocacy to the victims of sexual assault. By prioritizing this relationship, we are able to: 1.) Have the capacity to address the distrust in institutions and formal services through an authentic relationship built through community outreach, in the form of presentations, public listening sessions, workshops, and continuous effort to use direct community feedback and evaluation to inform our service. 2.) Have culturally responsive forms of personal and systems advocacy that are informed by the needs of the community. 3.) Have multicultural positions that can cross-train other RCC Advocates to increase overall agency cultural competency. 4.) Increase our staffing capacity to reach more victims and be representative of the communities we serve

#### Crisis Intervention and Advocacy in Schools and Universities:

- **Youth Advocacy:** Two RCC Youth Advocates directly support victims in all City of Madison middle schools and high schools. These advocates maintain a presence in specific areas, allowing them to build connections and adapt practices to serve victims specifically represented in these schools. Maintaining that presence through these positions is critical in ensuring that there is a consistent channel of support for student victims. Through building relationships with school administrators, Advocates make every effort to advocate for student victims as they navigate accommodations for addressing their assault. These positions also provide crisis counseling to student victims.
- **Campus Advocacy:** RCC employs three Campus Advocates that work directly on the college campuses of UW-Madison, Edgewood College, and Madison College. Like the youth positions, these positions are critical in developing advocacy that is responsive to the specific needs of those being served.



These positions allow for us to provide crisis counseling and advocacy for student victims, and work as secondary office locations for RCC services for non-student victims that have easy access to those locations.

- Legal support for students: Students have the right to seek accommodations under Title IX which ensures that students who are victims of sexual assault are given effective legal support throughout the Title IX proceedings. The Title IX process is an incredibly challenging process to undertake, with many students unaware of their rights to support and victim safety. RCC's Attorney, with support from the Legal Consultant Amy Bogost, will work with students in Title IX investigations following assault, as well as ensuring that schools are providing victims with their entitled accommodations to ensure their safety and well-being. A major component of this legal support is training our Advocate positions working with students, so they also have an advanced level of understanding around Title IX and how to support victims engaging with these systems. This work is lead by Ms. Bogost, who has extensive experience in this area both through working with RCC, as well as through her independent experience working for students and with initiatives like "University Health Services Violence Prevention and Survivor Services".
- Education and Prevention Services: Provided, through our Education and Prevention Specialist, Co-Executive Director/ Director of Outreach and Co-Executive Director/Director of Client Services to K-12 schools with the purpose of providing victim stabilization after an assault has occurred. Through the years, we have gained stronger partnerships with Madison schools, including with District Administrators. This has allowed us to be an immediate responder in schools following an assault to provide the kind of outreach support for students, staff, and teachers that provides education on how to ensure that victims have reclaimed stability in their school, through increased awareness of trauma informed practices, emotional support, and sexual assault awareness.
- For example, in 2019, at one high school two boys were arrested for allegedly raping another student inside a bathroom after school. Following this, a Madison Metropolitan School District security official who, when commenting on the rape of the high school student, stated "kids will be kids." At that same school in 2020, students on a field trip found cameras in their hotel room leading to the arrest of their teacher who was charged with attempting to produce child pornography. In October of 2021, a student from that same school was assaulted after a Homecoming dance which lead to walkouts at four Madison high schools. Events like these immediately increase attention and awareness of a persistent issue of exploitation of children and sexual violence in schools. The fallout shakes the foundation of communities and many students and their families are left with little support for directing questions and needs.

RCC is frequently a first call by school administration and parents to respond to these crises. As a result, RCC staff have organized our services to provide an immediate response that uses a multitude of strategies to provide short-term and long-term support following these events. This work includes:

- Emotional Support: Leading listening sessions that provide group and individual settings for processing experiences, validating emotions, creating a support network, and giving actionable steps for addressing trauma
- Advocacy: Mediating engagement between students and parents with school administration, district social workers and Title IX coordinators to ensure that the well-being of students is centered and that concrete steps are taken to address events
- Education: Providing customized educational support for students that address issues that contribute to sexual violence occurring, including presentations on social norms around consent and healthy relationships
- Prevention: Supporting youth groups like Gender Equity Club that work to empower students to provide peer-to-peer sexual violence prevention engagement by addressing root causes of these crimes
- o Direct Services: Ensuring that all students have access to RCC Advocates, who are highly trained to support victims of sexual assault through any channel including formal and informal systems

**B. Use of Evidence-Based or Promising Practices:**

Please identify any evidence-based or evidence-informed models, practices, or curricula used, including sources or documentation of their effectiveness. If your program does not use a formal evidence-based model, describe the rationale for your approach and how it aligns with the goals of crisis intervention and prevention.

The primary focus on our approach is client-centered, trauma informed care. Trauma informed practices in victim services cover a wide framework of approaches but generally involves understanding how the resulting trauma from experiences impacts a person's health, thoughts, feelings, behaviors, communications and relationships. This approach considers how to ensure that the steps to support victims takes a holistic appreciation of the potential effects of trauma and consequently evaluates and adjusts services to be responsive to those needs. The Substance Abuse and Mental Health Service Association's "Trauma-Informed



Care in Behavioral Health Services” provides a framework for emphasizing the importance of care that is not re-traumatizing and fosters trust between advocates and those being served (SAMHSA, 2014)

In practice this work means the development of services, as well as the engagement with the community coordinated efforts, that is survivor centered. We work to evaluate our approach to communication, client engagement, advocacy, training, imagery, and even our physical spaces to filter through an understanding of how every choice we make is an opportunity to support stabilizing victims who have experienced trauma. This is not a single action, instead we consider this a dynamic practice always evolving to meet the individual needs of those we serve. In the community, this includes advocating to change how different systems engage with survivors and developing ways they can center the impacts of trauma in their own work. This practice is supported by evidence-based research that focuses on the importance of empowering survivors in their healing to improve service outcomes (Muench, 2016; Macy, R. J., et al. 2012).

- 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               | 9:00 AM         | 5:00 PM         |
|                      |                 |                 |
| Tuesday              | 9:00 AM         | 5:00 PM         |
|                      |                 |                 |
| Wednesday            | 9:00 AM         | 5:00 PM         |
|                      |                 |                 |
| Thursday             | 9:00 AM         | 5:00 PM         |
|                      |                 |                 |
| Friday               | 9:00 AM         | 5:00 PM         |
|                      |                 |                 |
| Saturday             | Choose an item. | Choose an item. |
|                      |                 |                 |
| Sunday               | Choose an item. | Choose an item. |
|                      |                 |                 |

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

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

| PROGRAM LOCATION(s): |            |          |
|----------------------|------------|----------|
| Day of the Week      | Start Time | End Time |
| Monday               | 5:00 PM    | 9:00 AM  |



|           |          |          |
|-----------|----------|----------|
|           |          |          |
| Tuesday   | 5:00 PM  | 9:00 AM  |
|           |          |          |
| Wednesday | 5:00 PM  | 9:00 AM  |
|           |          |          |
| Thursday  | 5:00 PM  | 9:00 AM  |
|           |          |          |
| Friday    | 5:00 PM  | 9:00 AM  |
|           |          |          |
| Saturday  | 5:00 PM  | 12:00 AM |
|           |          |          |
| Sunday    | 12:00 AM | 9:00 AM  |
|           |          |          |

***\*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:

Locations are: 960 rise lane, Madison, WI 53704 and Unidos 2005 West Beltline Hwy, Suite 102, Madison, WI 53713 in Table 1 and UnityPoint Health - Meriter Hospital for Table 2

#### **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.

RCC has developed several critical components for ensuring that the foundation and direction of our services integrates the communities we serve. This effort is built into the work of both our direct services and outreach departments.

**Victim-centered advocacy:** The foundational focus of our services, including advocacy, emotional-support, and other crisis services like our Helpline, is ensuring a victim-centered approach. This means structuring our services around the individual needs of the clients we serve. Rather than guiding support along our prescribed path for support, we consider through ongoing active listening and assessment, what are the specific needs or steps that each victim needs to support stabilization and improvement of emotional, psychological or physical needs. Through this process, we are committing to engaging our clients in every part of the advocacy process, which makes our support more effective and re-establishes power and agency to the victims we serve.

**Client feedback:** Client feedback is an important tool for engaging the communities we serve. It is critical to supporting our model of survivor-centered, trauma-informed care. Our advocates after providing support services collect feedback from survivors about the impact of the services we provide. Here's how we leverage client feedback to improve our services and support this project:

1. **Identifying Gaps:** Feedback is used to identify areas where our services may be lacking or where clients feel underserved. For example, we have made changes to ensure that we are able to support greater housing stabilization needs which has become an increasing issue.
2. **Tailoring Services:** By understanding clients' unique needs and experiences, we can tailor services to better meet those needs.
3. **Evaluating Effectiveness:** Feedback allows RCC to evaluate the efficacy of our advocacy services from the perspective of those directly impacted. This allows us to make improvements and support our staff by addressing gaps through training or more resources.
4. **Victim Empowerment:** Soliciting and utilizing feedback supports empowering survivors by giving them a voice in shaping the services they receive.



- 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.

Our Outreach and Education department, which includes our Multicultural Outreach staff, regularly develop and implement outreach activities that work to both provide education about services and sexual violence but also collect information about community needs. This is particularly important in population specific outreach work where these staff are seeking to gain greater insight into specific communities, such as working with the Latin community of Dane County to understand what survivors need and also what are the most effective ways to engage with this community to build trust. An important component of this work is developing needs assessments or surveys that are given to communities prior to creating outreach events to understand what other resources would be beneficial and may lead to greater engagement with RCC. One example was a needs assessment that found that many Spanish speaking individuals needed support with accessing health insurance enrollment. Therefore, RCC developed a workshop that connected attendees with this service and also delivered information about our services and sexual violence so that we were able to reach more survivors through community driven engagement.

- 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)? |
|----------------------|---|---------------------------|----------------------|
| UNIDOS               | Supporting 24 hour crisis support specifically for Spanish speaking victims with additional victimizations, including domestic violence | Virginia Gittens Escudero | YES                  |
| DAIS                 | Supporting trauma informed training   | Shannon Barry             | NO                   |
|                      |   |                           |                      |
|                      |   |                           |                      |
|                      |   |                           |                      |
|                      |   |                           |                      |

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

N/A

How do these partnerships enhance this proposal?

UNIDOS and DAIS have been partners of RCC for many years, we have worked jointly to provide services, complete training and create a network for sharing resources and referrals for victims across the city of Madison. In this program we are looking to enhance this partnership by formalizing our work and coordination of 24-hour services. This will provide a wider more robust network of support for survivors. Further, each agency enhances our work through their unique expertise and resources.



UNIDOS has a long history of serving the Spanish speaking community, while we have bilingual advocates and services, the depth of their work is uniquely impactful and will allow us to enhance our support for Spanish speaking victims. Additionally, as a agency fully embedded in the Spanish speaking community we will have the opportunity to bridge our outreach services to this community and ensure there is a complete sharing of resource and knowledges between ourselves and a wider community.

DAIS work with victims of domestic violence is very deep and also their agency has a resource important to support victims, including their shelter. Sharing knowledge resources and working jointly, specifically knowing the overlap in our service areas, will provide a clear and strong network for the community seeking our services.

What are the decision-making agreements with each partner?

RCC will be the lead agency, we will work to coordinate training work with DAIS. Further, we will lead conversations and planning with UNIDOS to align our 24-hour services and ensure a clear referral process and understanding of how to maintain a collaborative and support environment.

- 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?

As previously explained our primary resources are all of the 24 hour services outline in our application that support victims of sexual violence, including emotional support, crisis intervention, wrap around services, therapy, legal support, medical and law enforcement advocacy. In addition to the immediate needs related to sexual violence, we focus on a wrap around approach to resources that emphasizes stabilization through all areas of needs impacted by an assault, such as food, clothing, housing, discussing needs with employers, and advocacy for rights like Title IX protection at school campuses.

Resources are coordinated through our advocates that work directly with clients to understand their needs and connect them with our services, as well as provide additional referral support as needed.

## **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

Our agency utilizes quantitative and qualitative data to understand the efficacy and impact of our services. In direct services for survivors, including system advocacy and emotional support, our staff collects numbers of those receiving services, the types of services, and demographics of survivors. In addition, direct service staff support reporting on specific case outcomes and client trends to understand the qualitative impact of services. RCC directly uses this data to understand the changes in clients, satisfaction of services, and to understand the success of reaching the marginalized communities that are often the most overlooked by service providers. We are further working to develop more adapted survivor feedback forms to address and gaps our current process has in understanding the outcomes of supporting survivors. The data that we collect through intakes and then entered into our database assigns anonymized client numbers that allows to preserve anonymity but also track unduplicated clients, services, and program hours. The intake forms and fields of our database has areas for tracking all required outcomes and outputs, individuals, services, quality of care, and other ongoing measurements.

- B. Program Outcomes

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

Our data is sourced from the clients that we serve and the information collected in the intake process, service providing, and follow-up on services provided to victims. We have a strong understanding of the services we provide and the impact that we are seeking to have the victims we reach. We are focusing our choice of objectives on measuring and meeting specific goals around reaching individuals, providing accessible resources, and supporting the form stabilization central to our work.



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**

|   |                         |     |                        |                       |
|---|-------------------------|-----|------------------------|-----------------------|
| <b>Outcome EXAMPLE Objective:</b> 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).  |                         |     |                        |                       |
| <b>Performance Standard</b>   | <b>Targeted Percent</b> | 75% | <b>Targeted Number</b> | 90 of 120 clients     |
|   | <b>Actual Percent</b>   | 78% | <b>Actual Number</b>   | 94 out of 120 clients |
| <b>Measurement Tool(s) and Comments:</b> Client exit survey and open-ended feedback forms   |                         |     |                        |                       |
| <b>Methodology:</b> 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. |                         |     |                        |                       |

|  |                         |     |                        |     |
|--|-------------------------|-----|------------------------|-----|
| <b>Outcome Objective #1:</b> 90% of Individuals experiencing gender-based violence or crisis report timely access to crisis support.   |                         |     |                        |     |
| <b>Performance Standard</b>  | <b>Targeted Percent</b> | 90% | <b>Targeted Number</b> | 200 |
|  | <b>Actual Percent</b>   |     | <b>Actual Number</b>   |     |
| <b>Measurement Tool(s) and Comments:</b> Client feedback forms and advocate sessions.  |                         |     |                        |     |
| <b>Methodology:</b> As appropriate during advocate sessions or helpline calls we will seek to collect this data, and we will further distribute post-service feedback forms. |                         |     |                        |     |

|  |                         |     |                        |     |
|--|-------------------------|-----|------------------------|-----|
| <b>Outcome Objective #2:</b> 90% of Individuals report that services were accessible, inclusive, and responsive to their individual identities and lived experiences.        |                         |     |                        |     |
| <b>Performance Standard</b>  | <b>Targeted Percent</b> | 90% | <b>Targeted Number</b> | 200 |
|  | <b>Actual Percent</b>   |     | <b>Actual Number</b>   |     |
| <b>Measurement Tool(s) and Comments:</b> Client feedback forms and advocate sessions. Client feedback forms and advocate sessions.   |                         |     |                        |     |
| <b>Methodology:</b> As appropriate during advocate sessions or helpline calls we will seek to collect this data, and we will further distribute post-service feedback forms. |                         |     |                        |     |

|  |                         |     |                        |     |
|--|-------------------------|-----|------------------------|-----|
| <b>Outcome Objective #3:</b> 75% Individuals receiving wraparound support report improved stabilization following victimization or crisis.                                   |                         |     |                        |     |
| <b>Performance Standard</b>  | <b>Targeted Percent</b> | 75% | <b>Targeted Number</b> | 200 |
|  | <b>Actual Percent</b>   |     | <b>Actual Number</b>   |     |
| <b>Measurement Tool(s) and Comments:</b>   |                         |     |                        |     |
| <b>Methodology:</b> As appropriate during advocate sessions or helpline calls we will seek to collect this data, and we will further distribute post-service feedback forms. |                         |     |                        |     |

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?  
In terms of tools, we use Osnium as client data collection database and reporting system for outcomes, and for expenses we use Quickbooks online that loads all contract budgets to ensure appropriate spending of funds and avoid issues of supplementing. Both of these tools are used to create a system that provides daily input of client services, demographics, and expenses which provides a regular updating snapshot of our progress towards outcomes and a means for measuring the success of our activities.

## 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 & Direct of Client Services 0.13 FTE |     | SAVAS/CVC/SAFE / Crime Victim Rights/ Safe at Home trainings and Helpline training | RCC Office  |
| Senior Director of Direct Services 0.17 FTE             |     | SAVAS/CVC/SAFE / Crime Victim Rights/ Safe at Home trainings and Helpline training | RCC Office  |
| Victim Advocate .13 FTE                                 |     | SAVAS/CVC/SAFE / Crime Victim Rights/ Safe at Home trainings and Helpline training | RCC Office  |
| Campus Advocate 0.14 FTE                                |     | SAVAS/CVC/SAFE / Crime Victim Rights/ Safe at Home trainings and Helpline training | RCC Office  |
| Helpline Services and Volunteer Manager .08 FTE         |     | SAVAS/CVC/SAFE / Crime Victim Rights/ Safe at Home trainings and Helpline training | RCC Office  |
| Youth Advocate .18FTE                                   |     | SAVAS/CVC/SAFE / Crime Victim Rights/ Safe at Home trainings and Helpline training | RCC Office  |
| Bilingual/Bicultural Advocate .22 FTE                   |     | SAVAS/CVC/SAFE / Crime Victim Rights/ Safe at Home trainings and Helpline training | RCC Office  |



|   |  |   |                       |
|---|--|---|-----------------------|
| BOCAs (2 Positions .10 FTE) and OCAs (5 Positions .10 FTE)<br><br>Director of Operations<br>0.19 FTE<br><br>Grants Management<br>Specialist . 54FTE |  | SAVAS/CVC/SAFE / Crime<br>Victim Rights/ Safe at Home<br>trainings and Helpline<br>training | Remote and RCC Office |
|---|--|---|-----------------------|

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

All volunteers are required to complete a background check that is completed by a contracted agency. They are also interviewed by our Helpline and Volunteer Manager to understand their experience and capacity to provide trauma inform care to victims. If they passed through these steps they complete a weeklong volunteer training program that provides resources, information and scenario walk through of supporting services. They then shadow existing volunteers and are observed during their own shifts before being able to act as volunteer in the program. All coordination and training is completed by a dedicated Helpline and Volunteer Manager who supports the areas of this work.

- 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.

All needed resources are in place, as an agency now over 50 years old in the community we have a solid foundation of program space (including agreements at all three of the major college campuses and the hospital for additional office space), equipment and infrastructure support for providing all areas of our services. No other capital resources are needed for implementing our program.

## 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.
- 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





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

### Budget Narrative Form

**\*Joint/Multi-agency Applicants ONLY\***

Submit Application to: [cddapplications@cityofmadison.com](mailto:cddapplications@cityofmadison.com)

**Deadline: 4:30pm September 22<sup>nd</sup>, 2025**

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

#### **BUDGET NARRATIVE DOCUMENT**

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

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

If you have any questions or concerns that are related to **technical aspects** of this document, including difficulties with text boxes or auto fill functions, please contact Nancy Saiz, [nsaiz@cityofmadison.com](mailto:nsaiz@cityofmadison.com)

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

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

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

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

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



|   |                           |  |                        |            |              |
|---|---------------------------|--|------------------------|------------|--------------|
| Program Name:   |                           |  |                        |            |              |
| Legal Name of Lead Applicant Organization:  | Rape Crisis Center        | Total Amount Requested for this Program: |                        | \$ 250,000 |              |
| Legal Name of any additional Joint Applicants (if applicable):  | UNIDOS                    | Total Amount Requested for your Agency*: |                        | \$ 100,000 |              |
| Program Contact for Budget Narrative:   | Virginia Gittens Escudero | Email:                                   | virginiae@unidoswi.org | Phone:     | 608-556-9562 |
| Program Type: Select <u>ONE</u> Program Type for this form.   |                           |  |                        |            |              |
| <input checked="" type="checkbox"/> <b>24/7 Helpline Services</b><br><br><input type="checkbox"/> <b>Short Term Shelter Services</b><br><br><input type="checkbox"/> <b>Community Based Individual and Family Support</b><br><br><input type="checkbox"/> <b>Building Community and Stabilization</b> <div style="margin-left: 20px;"> <input type="checkbox"/> <b>Adults and Families</b><br/> <input type="checkbox"/> <b>Youth ages 12-18 years old</b> </div> |                           |  |                        |            |              |
| <p><b>PLEASE NOTE:</b> Separate budget narrative forms are required for each distinct/stand-alone program. Programs are considered distinct/stand-alone if the participants, staff and program schedule are separate from other programs, rather than an activity or pull-out group.</p>  |                           |  |                        |            |              |

| Program Expenses | 2025 Partner Request |
|------------------|----------------------|
| PERSONNEL        | 74461                |
| OTHER OPERATING  | 16985                |
| SPACE            | 8554                 |
| SPECIAL COSTS    | 0.00                 |
| <b>TOTAL*</b>    | 100,000              |

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



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

**Personnel:**

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

Executive Director: The Executive Director oversees all UNIDOS programming and functioning of the organization, staff assignments, direct services supporting advocates and helpline responders, and grant management and reporting. The executive director and associate director co-facilitate the UNIDOS women's support group.

Associate Director: develops and implements programs, services and policies and procedures in coordination with the executive director, recruits, train, and supervises the Victim Services Advocate, the Legal Advocates, and the Helpline Responders.

Operations Coordinator: oversees the general operations of our office and ensures that logistical needs are met, including coordinating with vendors, handling billing/expenditures, maintaining the stock of all supplies, operational procedures, conducting resource planning and allocation, tracking and analyzing operational data, coordinating with different departments for seamless workflow, and address any operational issues or challenges as they arise.

Fund Development and Communications Manager: (portion of duties related to communications) responsible for raising awareness about UNIDOS' work through effective and meaningful communication strategies and works to build relationships between the organization and the broader community. Works closely with UNIDOS' Executive Director and Associate Director to develop and maintain relationships with organizations, stakeholders, and the community through effective and creative communications and engagement strategies.

Legal Advocate: provides emotional support, legal advocacy support, referrals, information through the helpline to individuals seeking information about the judicial system.

Overnight Responders (6): hourly paid on-call responders to provide continuous coverage of the helpline overnight, on weekends, holidays, and uncovered shifts. Helpline Responders are trained to respond to crisis calls and provide emotional support.

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

The total annual budget for salary, including benefit and salary for staff involved in the program is \$74,461

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

\$55,555

**Operating:**

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



Utilities: These cover the costs of phones, cell phones, and the internet, which are essential services for connecting and contacting victims/survivors of crimes. - \$3445

General Marketing, Outreach and Engagement: It covers costs associated with our outreach activities, including the dissemination of information related to the dynamics of domestic abuse, sexual violence, and child abuse and its prevention. It also covers the expenses of brochures, flyers, radio ads, and programs that provide information to the greater community about our programs and services. \$1650

Liability Insurance and Workers Compensation: \$1034

Database Collection: Data collection and electronic client data management are essential to our staff's ability to maintain their caseload, report accurate and reliable information to our funders, and protect victims' information. \$110

Membership, dues, and subscriptions: \$1100

Program Supplies: Funding under this category allows us to cover expenses resulting from programming, such as support groups, workshops, community talks, and activities accompanying victims/survivors in their healing process. \$1100

Training & Staff Development: Professional development opportunities for staff are necessary to ensure knowledge and skills stay relevant and up-to-date. \$2034

Travel Expenses: Includes meeting with clients in the community and courthouse, community partners, and outreach efforts, and training. \$353

Professional fees - support key administrative functions such as accounting, human resources and payroll, and information technology. \$5060

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

None

**Space:**

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

Occupancy includes costs related to renting and cleaning our office space, where we maintain our office equipment. An office allows us to provide a safe space for survivors seeking services and host events related to programming (support groups, focus groups, workshops, etc). \$9,653

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

N/A

**Special Costs:**

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

None

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



None

c. Does the organization subcontract any services? If so, please provide examples and the estimated costs associated with these subcontracts. None



## APPLICATION FOR 2025 CRISIS INTERVENTION AND PREVENTION SERVICES PROGRAMS

## 1. ORGANIZATION CONTACT INFORMATION

|                            |  |
|----------------------------|--|
| Legal Name of Organization | Rape Crisis Center, Inc. (dba RCC: Sexual Violence Resource Center)        |
| Mailing Address            | 960 rise lane, Madison, WI 5370  |
| Telephone                  | 608-251-5126   |
| FAX                        | 608-736-3131   |
| Director                   | Dana Pellebon  |
| Email Address              | <a href="mailto:dana.pellebon@thercc.org">dana.pellebon@thercc.org</a>     |
| Additional Contact         | Rachel Dietzman  |
| Email Address              | <a href="mailto:rachel.dietzman@thercc.org">rachel.dietzman@thercc.org</a> |
| Legal Status               | Private: Non-Profit  |
| Federal EIN:               | 23-7329215   |

## 2. PROPOSED PROGRAMS

|  | 2025  |                  | If currently City funded |   |
|--|---|------------------|--------------------------|---|
| Program Name:  | Letter  | Amount Requested | 2024 Allocation          | Joint/Multi Application -<br>SELECT Y/N |
| 24- Hour Helpline and advocacy services for survivors in collaboration   | A   | \$250,000        | \$103,567                | Yes-Partner Budget Narrative Required   |
| Contact:   | Rachel Dietzman, <a href="mailto:rachel.dietzman@thercc.org">rachel.dietzman@thercc.org</a> |                  |                          |   |
| Community-Based Individual & Family Support in Collaboration with UNIDOS | B   | \$105,065        | \$13,459                 | Yes-Partner Budget Narrative Required   |
| Contact:   | Rachel Dietzman, <a href="mailto:rachel.dietzman@thercc.org">rachel.dietzman@thercc.org</a> |                  |                          |   |
|  | C   |                  |                          |   |
| Contact:   |   |                  |                          |   |
|  | D   |                  |                          |   |
| Contact:   |   |                  |                          |   |
|  | E   |                  |                          |   |
| Contact:   |   |                  |                          |   |
| <b>TOTAL REQUEST</b>   |   | \$355,065        |                          |   |

## 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](http://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: Dana Pellebon

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: DP

f costs.

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**5. BOARD-STAFF DEMOGRAPHICS**

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

| DESCRIPTOR                             | BOARD  |             | STAFF  |             | MADISON*           |                    |                    |
|--|--------|-------------|--------|-------------|--------------------|--------------------|--------------------|
|  | Number | Percent     | Number | Percent     | GENERAL<br>Percent | POVERTY<br>Percent | R/POV**<br>Percent |
| <b>TOTAL</b>                           |        | <b>100%</b> |        | <b>100%</b> |                    |                    |                    |
| <b>GENDER</b>                          |        |             |        |             |                    |                    |                    |
| MAN                                    | 1      | 14%         | 2      | 5%          |                    |                    |                    |
| WOMAN                                  | 6      | 86%         | 37     | 86%         |                    |                    |                    |
| NON-BINARY/GENDERQUEER                 | 0      | 0%          | 4      | 9%          |                    |                    |                    |
| PREFER NOT TO SAY                      | 0      | 0%          | 0      | 0%          |                    |                    |                    |
| TOTAL GENDER                           | 7      | 100%        | 43     | 100%        |                    |                    |                    |
| <b>AGE</b>                             |        |             |        |             |                    |                    |                    |
| LESS THAN 18 YRS                       | 0      | 0%          | 0      | 0%          |                    |                    |                    |
| 18-59 YRS                              | 5      | 71%         | 43     | 0%          |                    |                    |                    |
| 60 AND OLDER                           | 2      | 29%         | 0      | 0%          |                    |                    |                    |
| TOTAL AGE                              | 7      | 100%        | 43     | 100%        |                    |                    |                    |
| <b>RACE</b>                            |        |             |        |             |                    |                    |                    |
| WHITE/CAUCASIAN                        | 7      | 100%        | 28     | 65%         | 80%                | 67%                | 16%                |
| BLACK/AFRICAN AMERICAN                 | 0      | 0%          | 5      | 12%         | 7%                 | 15%                | 39%                |
| ASIAN                                  | 0      | 0%          | 2      | 5%          | 8%                 | 11%                | 28%                |
| AMERICAN INDIAN/ALASKAN NATIVE         | 0      | 0%          | 2      | 5%          | <1%                | <1%                | 32%                |
| NATIVE HAWAIIAN/OTHER PACIFIC ISLANDER | 0      | 0%          | 0      | 0%          | 0%                 | 0%                 | 0%                 |
| MULTI-RACIAL                           | 0      | 0%          | 6      | 14%         | 3%                 | 4%                 | 26%                |
| BALANCE/OTHER                          | 0      | 0%          | 0      | 0%          | 1%                 | 2%                 | 28%                |
| TOTAL RACE                             | 7      | 100%        | 43     | 100%        |                    |                    |                    |
| <b>ETHNICITY</b>                       |        |             |        |             |                    |                    |                    |
| HISPANIC OR LATINO                     | 0      | 0%          | 6      | 14%         | 7%                 | 9%                 | 26%                |
| NOT HISPANIC OR LATINO                 | 7      | 100%        | 37     | 86%         | 93%                | 81%                | 74%                |
| TOTAL ETHNICITY                        | 7      | 100%        | 43     | 100%        |                    |                    |                    |
| <b>PERSONS WITH DISABILITIES</b>       | 0      | 0%          | 15     | 35%         |                    |                    |                    |

\*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)**

Over the past several years we have had a history of a representative group of board members. However, in the past year this has not been the case in part due to some tenures ending. We are seeking to address this through intentional recruitment of new members. Our leadership and staff participate in several collaborative efforts, memberships and networking spaces that support multi-cultural collaboration. We are seeking to use these spaces as avenues for recruitment and wider engagement.



## 7. AGENCY GOVERNING BODY

How many Board meetings were held in 2023

6

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

6

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

15

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

|                |   |       |         |             |
|----------------|---|-------|---------|-------------|
| <b>Name</b>    | <b>Jill Lundberg</b>  |       |         |             |
| Home Address   | 5927 Schumann Dr Fitchburg, WI 53711  |       |         |             |
| Occupation     | Occupation: Community Member, Community Volunteer, 4W Initiative Co-chair Board of Advisors |       |         |             |
| Representing   | Chair   |       |         |             |
| Term of Office |   | From: | 01/2020 | To: mm/yyyy |
| <b>Name</b>    | <b>MaryAnn Hotchkiss</b>  |       |         |             |
| Home Address   | 206 S Jefferson St. Verona, WI 53593  |       |         |             |
| Occupation     | Senior Manager, Recruiting Programs, Epic Games   |       |         |             |
| Representing   | Vice President  |       |         |             |
| Term of Office |   | From: | 01/2017 | To: mm/yyyy |
| <b>Name</b>    | <b>Joe Carpenter</b>  |       |         |             |
| Home Address   | 1314 Vilas Ave. Madison, WI 53715   |       |         |             |
| Occupation     | Chief Financial Officer, WHPC   |       |         |             |
| Representing   | Board Treasurer   |       |         |             |
| Term of Office |   | From: | 01/2017 | To: mm/yyyy |
| <b>Name</b>    | <b>Megan Phillips</b>   |       |         |             |
| Home Address   | 141 Onyx Court Oregon, WI 53575   |       |         |             |
| Occupation     | Founding Partner, Richter & Phillips LLP  |       |         |             |
| Representing   |   |       |         |             |
| Term of Office |   | From: | 01/2021 | To: mm/yyyy |
| <b>Name</b>    | <b>Mary Worzala</b>   |       |         |             |
| Home Address   | 101 Ferchland Place #308 Monona, WI 53714   |       |         |             |
| Occupation     | Project Manager/Specialist Leader, Deloitte Consulting LLP                                  |       |         |             |
| Representing   |   |       |         |             |
| Term of Office |   | From: | 01/2022 | To: mm/yyyy |
| <b>Name</b>    | <b>Taylor Guthrie</b>   |       |         |             |
| Home Address   | 4067 Timber Lane, Cross Plains, WI 53528  |       |         |             |
| Occupation     | Marketing Manager at Bubble Time Express Carwash  |       |         |             |
| Representing   |   |       |         |             |
| Term of Office |   | From: | 01/2022 | To: mm/yyyy |
| <b>Name</b>    | <b>Jo Ellen McKenzie</b>  |       |         |             |
| Home Address   | 902 Hidden Cave Road Madison, WI 53713  |       |         |             |
| Occupation     | Community Member and volunteer  |       |         |             |
| Representing   |   |       |         |             |
| Term of Office |   | From: | 01/2022 | To: mm/yyyy |
| <b>Name</b>    |   |       |         |             |
| Home Address   |   |       |         |             |
| Occupation     |   |       |         |             |
| Representing   |   |       |         |             |
| Term of Office |   | From: | mm/yyyy | To: mm/yyyy |







## AGENCY GOVERNING BODY cont.

|                |  |       |         |     |         |
|----------------|--|-------|---------|-----|---------|
| <b>Name</b>    |  |       |         |     |         |
| Home Address   |  |       |         |     |         |
| Occupation     |  |       |         |     |         |
| Representing   |  |       |         |     |         |
| Term of Office |  | From: | mm/yyyy | To: | mm/yyyy |
| <b>Name</b>    |  |       |         |     |         |
| Home Address   |  |       |         |     |         |
| Occupation     |  |       |         |     |         |
| Representing   |  |       |         |     |         |
| Term of Office |  | From: | mm/yyyy | To: | mm/yyyy |
| <b>Name</b>    |  |       |         |     |         |
| Home Address   |  |       |         |     |         |
| Occupation     |  |       |         |     |         |
| Representing   |  |       |         |     |         |
| Term of Office |  | From: | mm/yyyy | To: | mm/yyyy |
| <b>Name</b>    |  |       |         |     |         |
| Home Address   |  |       |         |     |         |
| Occupation     |  |       |         |     |         |
| Representing   |  |       |         |     |         |
| Term of Office |  | From: | mm/yyyy | To: | mm/yyyy |
| <b>Name</b>    |  |       |         |     |         |
| Home Address   |  |       |         |     |         |
| Occupation     |  |       |         |     |         |
| Representing   |  |       |         |     |         |
| Term of Office |  | From: | mm/yyyy | To: | mm/yyyy |
| <b>Name</b>    |  |       |         |     |         |
| Home Address   |  |       |         |     |         |
| Occupation     |  |       |         |     |         |
| Representing   |  |       |         |     |         |
| Term of Office |  | From: | mm/yyyy | To: | mm/yyyy |
| <b>Name</b>    |  |       |         |     |         |
| Home Address   |  |       |         |     |         |
| Occupation     |  |       |         |     |         |
| Representing   |  |       |         |     |         |
| Term of Office |  | From: | mm/yyyy | To: | mm/yyyy |
| <b>Name</b>    |  |       |         |     |         |
| 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<br>2025 | PROGRAM<br>A | PROGRAM<br>B | PROGRAM<br>C | PROGRAM<br>D | PROGRAM<br>E | NON APP<br>PGMS |
|---------------------------------|----------------|--------------|--------------|--------------|--------------|--------------|-----------------|
| DANE CO HUMAN SVCS              | 239,950        | 168,487      | 71,463       |              |              |              |                 |
| UNITED WAY DANE CO              | 0              |              |              |              |              |              |                 |
| CITY CDD (This Application)     | 355,065        | 250,000      | 105,065      |              |              |              |                 |
| City CDD (Not this Application) | 105,000        |              |              | 55,000       | 50,000       |              |                 |
| OTHER GOVT*                     | 901,045        | 2,000        |              |              |              |              | 899,045         |
| FUNDRAISING DONATIONS**         | 540,000        |              |              | 1,621        | 1,577        |              | 536,802         |
| USER FEES                       | 465,440        |              |              |              |              |              | 465,440         |
| TOTAL REVENUE                   | 2,606,500      | 420,487      | 176,528      | 56,621       | 51,577       | 0            | 1,901,287       |

\*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<br>2025 | TTL CITY<br>REQUEST | PGM<br>A | CITY<br>SHARE | PGM<br>B | CITY<br>SHARE | PGM<br>C | CITY<br>SHARE | PGM<br>D | CITY<br>SHARE | PGM<br>E | CITY<br>SHARE | NON APP<br>PGMS |
|-------------------------------|----------------|---------------------|----------|---------------|----------|---------------|----------|---------------|----------|---------------|----------|---------------|-----------------|
| <b>A. PERSONNEL</b>           |                |                     |          |               |          |               |          |               |          |               |          |               |                 |
| Salary                        | 1,613,527      | 178,323             | 521,233  | 79,292        | 203,978  | 15,653        | 43,674   | 43,674        | 39,704   | 39,704        |          |               | 804,938         |
| Taxes/Benefits                | 324,900        | 44,733              | 112,451  | 30,320        | 41,738   | 14,413        |          |               |          |               |          |               | 170,711         |
| <b>Subtotal A.</b>            | 1,938,427      | 223,055             | 633,684  | 109,612       | 245,716  | 30,065        | 43,674   | 43,674        | 39,704   | 39,704        | 0        | 0             | 975,650         |
| <b>B. OTHER OPERATING</b>     |                |                     |          |               |          |               |          |               |          |               |          |               |                 |
| Insurance                     | 14,201         | 4,500               | 4,500    | 4,500         |          |               | 110      |               | 100      |               |          |               | 9,491           |
| Professional Fees/Audit       | 21,500         | 13,410              | 7,788    | 7,788         |          |               | 2,945    | 2,945         | 2,677    | 2,677         |          |               | 8,090           |
| Postage/Office & Program      | 2,300          | 0                   | 200      |               | 18       |               | 20       |               | 16       |               |          |               | 2,046           |
| Supplies/Printing/Photocopy   | 14,200         | 0                   | 700      |               | 132      |               | 71       |               | 67       |               |          |               | 13,230          |
| Equipment/Furnishings/Depr.   | 5,300          | 0                   | 200      |               | 18       |               | 20       |               | 16       |               |          |               | 5,046           |
| Telephone                     | 28,900         | 500                 | 1,000    | 500           | 191      |               | 100      |               | 98       |               |          |               | 27,511          |
| Training/Conferences          | 3,740          | 0                   |          |               |          |               |          |               |          |               |          |               | 3,740           |
| Food/Household Supplies       | 6,072          | 0                   |          |               |          |               |          |               |          |               |          |               | 6,072           |
| Travel                        | 25,350         | 3,500               | 2,500    | 2,500         |          |               | 524      | 524           | 476      | 476           |          |               | 21,850          |
| Vehicle Costs/Depreciation    | 0              | 0                   |          |               |          |               |          |               |          |               |          |               | 0               |
| Other                         | 0              | 0                   |          |               |          |               |          |               |          |               |          |               | 0               |
| <b>Subtotal B.</b>            | 121,563        | 21,910              | 16,888   | 15,288        | 359      | 0             | 3,790    | 3,469         | 3,450    | 3,153         | 0        | 0             | 97,076          |
| <b>C. SPACE</b>               |                |                     |          |               |          |               |          |               |          |               |          |               |                 |
| Rent/Utilities/Maintenance    | 84,384         | 24,100              | 24,000   | 24,100        |          |               | 300      |               | 280      |               |          |               | 59,804          |
| Mortgage Principal/Interest   | 0              | 0                   |          |               |          |               |          |               |          |               |          |               | 0               |
| Depreciation/Taxes            | 0              | 0                   |          |               |          |               |          |               |          |               |          |               | 0               |
| <b>Subtotal C.</b>            | 84,384         | 24,100              | 24,000   | 24,100        | 0        | 0             | 300      | 0             | 280      | 0             | 0        | 0             | 59,804          |
| <b>D. SPECIAL COSTS</b>       |                |                     |          |               |          |               |          |               |          |               |          |               |                 |
| Assistance to Individuals     | 12,500         | 0                   |          |               |          |               |          |               |          |               |          |               | 12,500          |
| Partner/Joint Agency/Agencies | 175,000        | 175,000             | 100,000  | 100,000       | 75,000   | 75,000        |          |               |          |               |          |               | 0               |
| Contractors/Subcontractors    | 149,679        | 1,000               | 1,000    | 1,000         | 0        | 0             |          |               |          |               |          |               | 148,679         |
| Pymt to Affiliate Orgs        | 0              | 0                   |          |               |          |               |          |               |          |               |          |               | 0               |
| Other                         | 17,000         | 15,000              |          |               |          |               | 8,857    | 7,857         | 8,143    | 7,143         |          |               |                 |
| <b>Subtotal D.</b>            | 354,179        | 191,000             | 101,000  | 101,000       | 75,000   | 75,000        | 8,857    | 7,857         | 8,143    | 7,143         | 0        | 0             | 161,179         |
| <b>TOTAL (A.-D.)</b>          | 2,498,553      | 460,065             | 775,572  | 250,000       | 321,075  | 105,065       | 56,621   | 55,000        | 51,577   | 50,000        | 0        | 0             | 1,293,708       |



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

| Title of Staff Position*                                 | 2025<br>FTE** | 2025<br>FTE** | 2025<br>FTE** | 2025<br>FTE** | 2025<br>FTE** | 2025<br>Total FTE | 2025<br>Salary | 2025<br>Taxes and | 2025<br>Amount | 2025<br>Wage*** | 2025<br>Requested |
|--|---------------|---------------|---------------|---------------|---------------|-------------------|----------------|-------------------|----------------|-----------------|-------------------|
| Multicultural Outreach Specialist                        | 0.00          | 0.12          |               |               |               | 0.12              | 42,435         | 11,387            | 53,821         | 0.00            | 6,437             |
| Multicultural Outreach Specialist                        | 0.00          | 0.18          |               |               |               | 0.18              | 48,079         | 8,829             | 56,907         | 0.00            | 10,129            |
| Assistant Director of Outreach and Prevention Specialist | 0.00          | 0.13          |               |               |               | 0.13              | 67,465         | 12,375            | 79,840         | 0.00            | 10,000            |
| Prevention Specialist                                    | 0.00          | 0.06          |               |               |               | 0.06              | 46,000         | 9,147             | 55,147         | 0.00            | 3,500             |
| Executive Director & Director of Child Welfare           | 0.13          | 0.00          |               |               |               | 0.13              | 114,726        | 22,986            | 137,712        | 0.00            | 18,500            |
| Senior Director of Direct Services                       | 0.17          | 0.00          |               |               |               | 0.17              | 75,000         | 13,044            | 88,044         | 0.00            | 15,000            |
| Victim Advocate  | 0.13          | 0.00          |               |               |               | 0.13              | 45,000         | 9,455             | 54,455         | 0.00            | 7,000             |
| Campus Advocate  | 0.14          | 0.00          |               |               |               | 0.14              | 48,204         | 24,901            | 73,105         | 0.00            | 10,000            |
| Helpline Services and Volunteer Coordinator              | 0.08          | 0.00          |               |               |               | 0.08              | 60,094         | 12,727            | 72,821         | 0.00            | 5,500             |
| Youth Advocate   | 0.18          | 0.00          |               |               |               | 0.18              | 48,000         | 8,822             | 56,822         | 0.00            | 10,056            |
| Bilingual/Bicultural Advocate                            | 0.22          | 0.00          |               |               |               | 0.22              | 48,000         | 3,672             | 51,672         | 0.00            | 11,500            |
| BOCAs (2 Positions .10 FTE)                              | 0.44          | 0.00          |               |               |               | 0.44              | 3,304          | 96                | 3,400          | 0.00            | 1,500             |
| OACs (5 Positions .10 FTE)                               | 2.21          | 0.00          |               |               |               | 2.21              | 3,304          | 96                | 3,400          | 0.00            | 7,500             |
| Director of Operations                                   | 0.19          | 0.00          |               |               |               | 0.19              | 60,000         | 15,459            | 75,459         | 0.00            | 14,056            |
| Grants Management Specialist                             | 0.54          | 0.00          |               |               |               | 0.54              | 15,600         | 1,193             | 16,793         | 0.00            | 9,000             |
|  |               |               |               |               |               | 0.00              |                |                   | 0              | 0.00            | 0                 |
|  |               |               |               |               |               | 0.00              |                |                   | 0              | 0.00            | 0                 |
|  |               |               |               |               |               | 0.00              |                |                   | 0              | 0.00            | 0                 |
|  |               |               |               |               |               | 0.00              |                |                   | 0              | 0.00            | 0                 |
| <b>SUBTOTAL/TOTAL:</b>                                   | 4.43          | 0.49          | 0.00          | 0.00          | 0.00          | 4.92              | 725210.89      | 154188.79         | 879399.68      | 0.00            | 139677.24         |

**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.**

| Title of Staff Position* | 2025<br>FTE** | 2025<br>FTE** | 2025<br>FTE** | 2025<br>FTE** | 2025<br>FTE** | 2025<br>Total FTE | 2025<br>Salary | 2025<br>Taxes and | 2025<br>Amount | 2025<br>Wage*** | 2025<br>Requested |
|--------------------------|---------------|---------------|---------------|---------------|---------------|-------------------|----------------|-------------------|----------------|-----------------|-------------------|
|                          |               |               |               |               |               | 0.00              |                |                   | 0              | 0.00            | 0                 |
|                          |               |               |               |               |               | 0.00              |                |                   | 0              | 0.00            | 0                 |
|                          |               |               |               |               |               | 0.00              |                |                   | 0              | 0.00            | 0                 |
|                          |               |               |               |               |               | 0.00              |                |                   | 0              | 0.00            | 0                 |
|                          |               |               |               |               |               | 0.00              |                |                   | 0              | 0.00            | 0                 |



|        |      |      |      |      |      |      |           |           |           |      |           |
|--------|------|------|------|------|------|------|-----------|-----------|-----------|------|-----------|
|        |      |      |      |      |      | 0.00 |           |           | 0         | 0.00 | 0         |
|        |      |      |      |      |      | 0.00 |           |           | 0         | 0.00 | 0         |
|        |      |      |      |      |      | 0.00 |           |           | 0         | 0.00 | 0         |
|        |      |      |      |      |      | 0.00 |           |           | 0         | 0.00 | 0         |
|        |      |      |      |      |      | 0.00 |           |           | 0         | 0.00 | 0         |
|        |      |      |      |      |      | 0.00 |           |           | 0         | 0.00 | 0         |
|        |      |      |      |      |      | 0.00 |           |           | 0         | 0.00 | 0         |
|        |      |      |      |      |      | 0.00 |           |           | 0         | 0.00 | 0         |
|        |      |      |      |      |      | 0.00 |           |           | 0         | 0.00 | 0         |
|        |      |      |      |      |      | 0.00 |           |           | 0         | 0.00 | 0         |
|        |      |      |      |      |      | 0.00 |           |           | 0         | 0.00 | 0         |
|        |      |      |      |      |      | 0.00 |           |           | 0         | 0.00 | 0         |
|        |      |      |      |      |      | 0.00 |           |           | 0         | 0.00 | 0         |
|        |      |      |      |      |      | 0.00 |           |           | 0         | 0.00 | 0         |
|        |      |      |      |      |      | 0.00 |           |           | 0         | 0.00 | 0         |
|        |      |      |      |      |      | 0.00 |           |           | 0         | 0.00 | 0         |
|        |      |      |      |      |      | 0.00 |           |           | 0         | 0.00 | 0         |
|        |      |      |      |      |      | 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: | 4.43 | 0.49 | 0.00 | 0.00 | 0.00 | 4.92 | 725210.89 | 154188.79 | 879399.68 | 0.00 | 139677.24 |

\*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                      | 24- Hour Helpline and advocacy services for survivors in collaboration with UNIDOS | PERSONNEL        | 109,612           |
|                        |  | OTHER OPERATING  | 15,288            |
|                        |  | SPACE            | 24,100            |
|                        |  | SPECIAL COSTS    | 101,000           |
|                        |  | TOTAL            | 250,000           |
| B                      | Community-Based Individual & Family Support in Collaboration with UNIDOS           | PERSONNEL        | 30,065            |
|                        |  | OTHER OPERATING  | 0                 |
|                        |  | SPACE            | 0                 |
|                        |  | SPECIAL COSTS    | 75,000            |
|                        |  | TOTAL            | 105,065           |
| C                      | 0  | PERSONNEL        | 43,674            |
|                        |  | OTHER OPERATING  | 3,469             |
|                        |  | SPACE            | 0                 |
|                        |  | SPECIAL COSTS    | 7,857             |
|                        |  | TOTAL            | 55,000            |
| D                      | 0  | PERSONNEL        | 39,704            |
|                        |  | OTHER OPERATING  | 3,153             |
|                        |  | SPACE            | 0                 |
|                        |  | SPECIAL COSTS    | 7,143             |
|                        |  | TOTAL            | 50,000            |
| E                      | 0  | PERSONNEL        | 0                 |
|                        |  | OTHER OPERATING  | 0                 |
|                        |  | SPACE            | 0                 |
|                        |  | SPECIAL COSTS    | 0                 |
|                        |  | TOTAL            | 0                 |
| TOTAL FOR ALL PROGRAMS |  |                  | 460,065           |