# CRISIS INTERVENTION AND PREVENTION SERVICES
# 2025 REQUEST FOR PROPOSAL (RFP) APPLICATION
## Part 1 – Organization Narrative Form

Submit Application to: cddapplications@cityofmadison.com
**Deadline: 4:30pm September 22nd, 2025**

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

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

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

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

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

If you need assistance related to the content of the application or are unclear about how to respond to any questions, please contact CDD staff: Nancy Saíz, Community Development Specialist nsaiz@cityofmadison.com or Yolanda Shelton-Morris, Community Resources Manager yshelton-morris@cityofmadison.com. We are committed to assisting interested organizations in understanding and working through this application and funding process.

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

**APPLICANT TYPES**
Every organization applying for funding _must submit an organizational history narrative per program_ detailing their organization's background, mission, and vision (Questions 1-4 below_)._

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

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

1) Complete and submit responses to questions 5-9 below pertaining to organizational history and mission statement, partnership history, rationale for partner selection, division of roles and responsibilities, anticipated challenges, and any previous collaborations or partnerships.

2) Submit the organizations' history partnership narrative per priority area or program type.

# Part 1 - Organization Narrative Form

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

| Legal Name of Organization: | Vera Court Neighborhood Center | Total Amount Requested: | $ 100,000 |
|---|---|---|---|
| All program(s) connected to your organization: | Program Name: Family Resource Center<br><br>Applicant Type: Single Agency Application<br><br>Program Type: Community-Based Individual and Family Support Services<br><br>List Program Partner(s) (if applicable): N/A | Amount Requested: $ 100,000 | |
| | Program Name:<br><br>Applicant Type: Choose an item.<br><br>Program Type: Choose an item.<br><br>List Program Partner(s) (if applicable): | Amount Requested: $ | |
| | Program Name:<br><br>Applicant Type: Choose an item. | Amount Requested: $ | |

| | Program Type: Choose an item. | |
|---|---|---|
| | List Program Partner(s) (if applicable): | |
| | Program Name: | Amount Requested: $ |
| | Applicant Type: Choose an item. | |
| | Program Type: Choose an item. | |
| | List Program Partner(s) (if applicable): | |
| | ***If you are applying for more than four programs, please contact Nancy Saíz nsaiz@cityofmadison.com*** | |
| Contact Person for application (Joint Applications - **Lead** Org): | Richard Jones Jr | Email: richardj@veracourt.org | |
| Organization Address: | 614 Vera Court. Madison, WI 53704 | Telephone: | 608-246-8372 |
| 501 (c) 3 Status: | ☒ Yes ☐ No | Fiscal Agent *(if no)* | |

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

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

Since 1994, the mission of Vera Court Neighborhood Center, Inc. (VCNC) has been to support its community in addressing the needs identified by its residents. The agency started on the north side of Madison with a building in the heart of the neighborhood it was named after, Vera Court. VCNC offers growth and enrichment opportunities to community residents that reflect the changing needs, strengths, and diversity of the community. Our goal is to journey with our neighbors—uplifting youth, supporting families, creating spaces of belonging, and empowering communities to grow stronger together. The VCNC neighborhood is composed of low-income families from diverse backgrounds, with a high ratio of Black and Latine families who are socioeconomically disadvantaged and often unemployed or underemployed.

To appreciate the significance and development in the last 23 years it is important to understand the history of the agency. In October 1999, the VCNC Board of Directors fired its Executive Director, laid-off all program staff, terminated programming and closed the center, and, in February 2000, hired a new Executive Director. The new leadership relied on extensive involvement of community members to assess community needs resulting in the development of increased services and high quality programs.

The Family Resource Center, formally known as the Latino Family Resource Center, has been doing resource referral and resource navigation work for families in the community for over ten years. Through the original purpose of guiding Latine families to necessary resources and services that were difficult to obtain due to a language barrier, the program has grown to help almost 4,000 individuals gain access to resources such as mental health and medical services, education services, legal support, and more.

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

   The Family Resource Center (FRC) started in 2010 as the Latino Family Resource Center. Through the original purpose of guiding Latine families to necessary resources and services that were difficult to obtain due to a language barrier, the program has grown to help almost 4,000 individuals gain access to resources such as mental health and medical services, education services, and legal support.

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."
   VCNC has experienced a good amount of positive change in the last few years, and anticipates more in the near future. In November of 2022, the agency hired a new Executive Director. In June of 2024, a new Center Director was hired. In July of 2025, we hired a new Development Director, a staff member who has been with the organization for nearly six years and has naturally grown into this position. VCNC is currently hiring for a new Bilingual Family Resource Coordinator. With these newer positions, VCNC is working hard to strengthen and grow programs and services, especially those that serve emerging adults, parents, and older adults.

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."
   Though we offer resource and referral services, as well as adult programming, Vera Court is primarily known as a building that offers youth programming. Our organization is working diligently to change this perception. We plan to use the next two years to have more engaging discussions with community members to establish programming that truly reflects the uniqueness of our community. Our Family Resource Coordinator currently holds the majority of adult programming responsibility. Last year we added the Vera Court Center Director position to our staff. Together the Center Director and Family Resource Coordinator make up the adult team that will carry out this effort.

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.).
   We recognize that we must model the good practices we instill upon our clients; and, we recognize that continual learning is critical for our employees and for the clients they serve. We see professional development as a must, not just an option.

At Vera Court Neighborhood Center, Inc. agency, every full time staff has a yearly budget to pursue professional development, whether that be through virtual webinars, in person conferences, or specialized training and classes. Each organization has all-staff meetings on a monthly basis where time is set aside to survey staff for topics of interest in professional development. At a lot of these staff meetings, outside partners come in to provide development and training. Each staff member has a weekly one-on-one meeting with their direct supervisor where a professional development plan is created and checked several times a year informally and two times a year formally. All staff are given the flexibility within their schedule to pursue professional development opportunities so they can explore areas of most interest to them.

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

**Program name:**

**Program type:** Choose an item.

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

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

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

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

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

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

## CRISIS INTERVENTION AND PREVENTION SERVICES
## 2025 REQUEST FOR PROPOSAL (RFP) APPLICATION
### Part 2 - Program Narrative Form

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

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

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

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## Part 2 - Program Narrative Form

| Program Name: | Family Resource Center | Total Amount Requested for this Program: | $ 100,000 |
|---|---|---|---|
| Legal Name of Organization: | Vera Court Neighborhood Center | Total amount Requested for Lead/Single Applicant | $ 100,000 |
| Legal Name of Partner(s) (Joint/Multi-Agency Applicants only): | | Total Amount Requested for Partner 1: | $ |
| | | Total Amount Requested for Partner 2: | $ |
| | | Total Amount Requested for Partner 3*: | $ |
| Program Contact: Lead Organization Contact | Richard Jones Jr | Email: richardj@veracourt.org | Phone: 608-246-8372 |

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

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

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

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

☐ **Prevention Services and Activities: Building Community and Stabilization**
    ☐ **Adults and Families**
    ☐ **Youth ages 12-18 years old**

**PLEASE NOTE:** Separate applications are required for each distinct/stand-alone program. Programs are considered distinct/stand-alone if the participants, staff and program schedule are separate from other programs, rather than an activity or pull-out group.

## 1. PROGRAM OVERVIEW

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

Vera Court Neighborhood Center (Vera Court) has an established 30-year history with the community it serves. Community members have always come to the center for support in accessing much needed resources. Vera Court staff are in constant communication with community members through daily conversations during walk-in hours, community events, community meals, and more. Through these conversations, community members share their individual needs and rising community needs with Vera Court staff to seek support.

Vera Court is located in census tract 23.01, which borders a CDD Equity Priority Area with very little community support services nearby. These neighborhoods have large populations of Black, Latine, and white community members who have many different concerns, needs, and desires. The CDD Older Adult 2024 Policy Papers stated that "it is paramount that residents have access to accurate information, guidance, and referrals to appropriate services, ranging from healthcare and housing to employment and legal assistance." While this paper focused on the needs of older adults in the Madison community, Vera Court finds that these needs are also reflected in the general community at large. The EQT by Design, which also focuses on older adults in the City of Madison, states that many Black older adults "expressed the need for transportation and relevant programming," many Latine older adults "sought health education, social activities, transportation options, and language access accommodations," and many white older adults, especially those who are low-income, "faced challenges in transportation and accessing information about available services," all of which we see as needs in the broader community. Vera Court meets many of these needs through culturally relevant services and partnerships, transportation resources and services, health education opportunities, Spanish/English translation and

interpretation services, and advertising our services in many different accessible ways. When community members in this area of Madison need resources or support, they know they can find a safe, supportive space at Vera Court.

One of the significant rising needs is resource referral and navigation services. Many individuals and families in the Vera Court community face one or more barriers to accessing support or essential resources. Located in an underserved area on the northside of Madison, language, transportation, and economic barriers severely limit access to support Vera Court community members need. Vera Court addresses these barriers by providing free programs, bilingual (Spanish and English) staff, and having a location in the heart of the community.

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 Family Resource Center at Vera Court Neighborhood Center (Vera Court) provides year round resource referral, resource navigation, and information services that provides the support and resources individuals and families need to thrive in their daily lives. This goal aligns with the RFP guidelines by providing services that help "improve housing stability, gain access to health and legal services, enhance educational and employment outcomes, and improve overall personal and family well-being," and by providing trauma-informed, coordinated support that helps meet short-term and long-term basic needs.

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.

The Family Resource Center is an all year program that offers outreach, information, and referral services to individuals and families in the Vera Court community. Clients can seek support during drop in hours, by scheduling an appointment, and by attending monthly workshops and quarterly resource fairs. Spanish and English speaking staff will be available to offer support and resource navigation in the areas of health insurance, mental health services, medical care, housing support, legal assistance, translation and interpretation services, and so much more. Through the process of wrap-around services, the Family Resource Center staff will work with individuals and families to seek out culturally and linguistically competent agencies, programs, and services that reflect the cultural, racial, ethnic and linguistic differences of the populations we serve, facilitating access and utilization of appropriate services and supports to eliminate disparities in care and increase confidence in navigating systems to meet personal needs. A team consisting of center staff, community resource providers, and family members will work closely together to develop an individualized care plan that includes intervention, culturally and linguistically relevant services, and progress monitoring.

## 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?

The Vera Court Family Resource Center serves individuals and families in the immediate and surrounding neighborhoods of the center on the northside of Madison. Vera Court is located in census tract 23.01, located in a CDD Equity Priority Area, and is composed of the following racial demographics according to the 2020 census data: 10% Asian, 35% Black, 11% Hispanic/Latinx, 3% Multiracial, and 41% white. There is a large population of Spanish speaking immigrants from countries in Central America, as well as many low-income individuals and families primarily identifying as Black or African American, Hispanic or Latine, Multiracial, and white. This program addresses multiple barriers for residents by having bilingual (Spanish and English) staff, being located within or nearby resident neighborhoods with an all ability accessible building, and providing all programming for free.

Vera Court recruits for its programming through word of mouth, information on the website, monthly e-newsletters, social media, flyers, community events, food pantries, and more. Community members who visit Vera Court and learn about available programs often share the information with friends and neighbors and invite them to participate or seek support. Visitors to the center are encouraged to take home a physical copy of our monthly calendar which features all the different events and programs that will be offered. Vera Court also has relationships with local landlords and apartment management to leave marketing and recruitment information in these spaces.

When a community member comes to Vera Court seeking support from the Family Resource Center, they first meet with Family Resource Center staff or the Center Director when available, otherwise all staff have access to the intake process for resource referral and navigation within the Family Resource Center. During this initial meeting, the client will fill out a form indicating the type/s of support they are seeking along with contact and demographic information.

The client will then meet with Family Resource Center staff to discuss available resources and create a short term plan. Family Resource Center staff will provide immediate information and assistance when possible, referrals and resource navigation when necessary, and recommendations for further actions when applicable. After this meeting takes place, staff will follow up with the client within the next 30 days to assess if further support is needed.

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

| Race | # of Participants | % of Total Participants |
|---|---|---|
| White/Caucasian | 129 | 24.34% |
| Black/African American | 286 | 53.96% |
| Asian | 32 | 6.04% |
| American Indian/Alaskan Native | 0 | 0% |
| Native Hawaiian/Other Pacific Islander | 0 | 0% |
| Multi-Racial | 83 | 15.66% |
| Balance/Other | 0 | |
| Total: | 530 | |
| Ethnicity | | |
| Hispanic or Latino | 210 | 39.62% |
| Not Hispanic or Latino | 320 | 60.38% |
| Total: | 530 | |
| Gender | | |
| Man | 128 | 24.15% |
| Woman | 287 | 54.15% |
| Non-binary/GenderQueer | 0 | 0% |
| Prefer Not to Say | 115 | 21% |
| Total: | 530 | |

Comments (optional):

C. <u>Language Access, Cultural Relevance</u>: Please describe how the proposed program will serve non-English speaking youth, individuals, and families. Describe how the proposed program builds and sustains adequate access and cultural relevance needs.
To address language needs of the local population, the Family Resource Coordinator will be bilingual in English and Spanish. This program will work with Spanish speaking clients to address language barriers by accessing essential resources and services with interpretation and translation. All flyers, brochures, and other materials in the center will be available in English and Spanish.

Vera Court programming is continuously responsive to the voiced needs of the community gathered through conversations, surveys, as well as data and research performed by the City of Madison. To ensure programs are appropriate, supportive, and responsive to the diverse needs of the community, Vera Court continuously adapts the Family Resource Center to best support and empower the people in the community. The program can be flexible in communication methods, program offerings, hours of operation, and more.

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

a. **Recruitment & Outreach:**
*How does your program plan to recruit and reach members of the identified service population? Please describe any community outreach strategies, partnerships, or referral pathways you will use.*
Vera Court recruits for its programming through word of mouth, information on the website,

monthly e-newsletters, social media, flyers, community events, food pantries, and more. Community members who visit Vera Court and learn about available programs often share the information with friends and neighbors and invite them to participate or seek support. Visitors of the center are encouraged to take home a physical copy of our monthly calendar which features all the different events and programs that will be offered. Vera Court also has strong relationships with local landlords and apartment managements to leave marketing and recruitment information in these spaces, as well as nearby community spaces including libraries, restaurants, and more.

b. **Addressing Barriers to Participation:**
   *What specific barriers to participation (e.g., transportation, scheduling, language, trust) might the population face, and how does your program plan to address them?*
   Vera Court and Family Resource Center programming works to address multiple barriers in the Madison community. Vera Court is located in the heart of the community it serves and thus addresses transportation barriers by being within walking distance of many families and also has bus stops nearby. The Family Resource Coordinator position is a bilingual position in English and Spanish and thus meets language barriers for the prominent languages in this area. This program has drop in hours in addition to appointments and thus addresses any scheduling barriers. The Family Resource Center, among other programs and services at Vera Court, is 100% free and meets socioeconomic barriers. Vera Court also addresses the barrier of mistrust through having a 30-year history on the northside of Madison and building strong relationships within the community, in addition to specific events and activities dedicated to getting to know the people who live in the community.

c. **Enrollment & Engagement Approach:**
   *Describe how participants will be enrolled and engaged in the program. Include any tools, processes, or approaches you will use that are responsive to the needs and preferences of the population served (e.g., Individual Service Plan (ISP), intake forms, assessment tools, culturally responsive practices).*
   When a community member comes to Vera Court seeking support from the Family Resource Center, they first meet with Family Resource Center staff or the Center Director. During this initial meeting, the client will fill out a form indicating the type/s of support they are seeking along with contact and demographic information. The client will then meet with Family Resource Center staff to discuss available resources and create a short term plan. Family Resource Center staff will provide immediate information and assistance when possible, referrals and resource navigation when necessary, and recommendations for further actions when applicable. After this meeting takes place, staff will follow up with the client within the next 30 days to assess if further support is needed.

## 3. PROGRAM LOCATION, DESCRIPTION, AND STRUCTURE

A. <u>Activities</u>: Describe your proposed program activities. Please be sure to specify your program type, i.e. shelter services, workshops, helplines, classes, etc.,).
   Vera Court has a strong 30-year history on the northside of Madison. It is through this history in the same neighborhood that Vera Court has been able to establish strong relationships built on trust with local community residents. Residents in nearby and surrounding neighborhoods trust the staff at this agency to know their personal and sensitive information, such as immigration status, because of that history of trust. People walk into the community centers and they see friendly, diverse faces who they trust to help them more than social service organizations or even the school districts.

   The Family Resource Center has been doing outreach, information, and referral services for more than ten years, building on those established relationships and sense of trust to support more community members and connect them with essential services and resources. The Family Resource Coordinator will work with multiple systems together with the client to provide highly individualized plans to meet the unique needs of each person.

   To support individuals and families in the Vera Court community, Vera Court provides outreach, information, and referral services to all who walk through our doors. There are drop in hours available for community members to come in with questions and support requests, as well as opportunities for participants to make an appointment to discuss their situation. The Family Resource Center provides support in the areas of health insurance, mental health services, medical care, housing support, legal assistance, translation and interpretation services, and so much more.

The key functions of wrap-around services include: assessment, planning, linkage, monitoring, and advocacy. The focus of wrap-around services will be a flexible, person-oriented and comprehensive service. Vera Court will work with a number of local organizations to provide a holistic program of support. Wrap-around services is a strengths-based intervention that seeks to identify and capitalize on individual assets. One of the main goals of wrap-around services is to help individuals learn skills so they can function through their own natural supports versus working with a formal system.

Through the process of wrap-around services, the Family Resource Center will work with the individual to seek out culturally and linguistically competent agencies, programs, and services that reflect the cultural, racial, ethnic and linguistic differences of the populations we serve, facilitating access and utilization of appropriate services and supports to eliminate disparities in care. A team consisting of center staff, community resource providers, and family members will work closely together to develop an individualized care plan that includes intervention, culturally and linguistically relevant services, and progress monitoring.

In addition to resource referral and navigation, Vera Court will hold information and resource fairs every quarter to share information about Madison resources that can support individuals and families in the community. Vera Court staff will contact various organizations that provide information or services in the identified topic and invite them to set up a table to share what their organization offers. Also, the Family Resource Center will provide monthly workshops with community partners that address topics identified by participants including housing stability, workforce development, education skills, nutrition, and more. At these monthly workshops, there will be provided food, childcare, and door prizes.

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 Family Resource Center uses the evidence-based model of Trauma-Informed Care Principles and the practice of community-based resource navigation to implement case management in a culturally responsive way. These practices align with the goals of crisis intervention and prevention by ensuring that individuals and families receive timely, personalized support, reducing barriers to essential services, and addressing immediate needs while building long-term resilience.

The key functions of resource referral and navigation that Vera Court will provide include: assessment, planning, linkage, monitoring, and advocacy. The focus of these services will be a flexible, person-oriented and comprehensive service. Vera Court will work with a number of local organizations to provide a holistic program of support. Wrap-around services is a strengths-based intervention that seeks to identify and capitalize on individual and family assets. One of the main goals of wrap-around services is to help individuals learn skills so they can function through their own natural supports versus working with a formal system.

Through the process of wrap-around services, the Family Resource Center will work with the client to seek out culturally and linguistically competent agencies, programs, and services that reflect the cultural, racial, ethnic and linguistic differences of the populations we serve, facilitating access and utilization of appropriate services and supports to eliminate disparities in care. Center staff will work closely with community resource providers to ensure the client has access to needed resources and services including any intervention services, culturally and linguistically relevant services, and progress monitoring.

By combining trauma-informed approaches with culturally responsive resource navigation, the program not only stabilizes participants in the moment but also helps prevent the escalation of future crises.

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

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

**Table 1:**

| PROGRAM LOCATION(s): | | |
| --- | --- | --- |
| **Day of the Week** | **Start Time** | **End Time** |
| Monday | **9:00 AM** | **5:00 PM** |
| | | |
| Tuesday | **9:00 AM** | **7:00 PM** |
| | | |
| Wednesday | **9:00 AM** | **7:00 PM** |
| | | |
| Thursday | **9:00 AM** | **7:00 PM** |
| | | |
| Friday | **9:00 AM** | **7:00 PM** |
| | | |
| Saturday | **9:00 AM** | **5:00 PM** |
| | | |
| Sunday | Choose an item. | Choose an item. |
| | | |

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

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

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

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

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

4. **ENGAGEMENT COORDINATION AND COLLABORATION**

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

   The Family Resource Center works with the family members of the client with the client's permission. If the support of clients requires communication with family members, staff will engage in frequent dialogue to ensure the program and services are responsive to needs. Family members will also be invited to participate in quarterly surveys and other program assessment tools to share positive aspects of the program or ideas for improvement.

   B. <u>Neighborhood/Community Engagement:</u> Describe how your program engaged neighborhood residents or other relevant community stakeholders in the development of this proposal, and how they will be involved in the implementation and assessment of the program activities.

   As a result of community feedback gathered through partnerships and ongoing discussions directly with community members, Vera Court develops activities and goals that are reflective of community needs, concerns, and interests. We address racial equity and social justice by engaging in regular conversations with our community, gathering data from quarterly community surveys, and hosting community feedback meetings.

   In addition, we encourage input from all our participants, as it is their ideas that keep our program exciting, relevant, and aligned with interests and needs.

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

   **Note**:
   - <u>Single applicants</u> **MUST** list all partners/collaborators below and include a letter of commitment/support from the agency partner highlighting the ways in which the agency will support the program.
   - <u>Joint Lead applicants</u> **MUST** include the program partners list, their role & responsibilities, contact person, and attach a Memorandum of Understanding MOU.

| Partner Organization | Role & Responsibilities | Contact Person | Signed MOU (Yes/No)? |
|---|---|---|---|
| Joining Forces for Families | Bilingual services, housing, and employment services | Bridget Rogers | No |
| Second Harvest Foodbank of Southern Wisconsin | Food pantry supplies to address food security needs in the community | Joanne Marquez | Yes |
| Literacy Network | ESL classes and tutoring | Bex Fabrizio | Yes |
| Rooted/Troy Farms | Fresh produce and gardening workshops to address food security needs in the community | Paul Huber | Yes |
| African Center for Community Development | Housing resources and services | Sekati Sanneh | No |
| The Road Home | Housing services | Sara Crooker | No |

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

Friedrich & Fletcher, S.C, Richter and Schweiger, and Wallace & Associates, S.C. | Provide legal advice and assistance in filling out paperwork for monthly Family Law Clinic | Contacts are Elisabeth Fletcher, Brad Schweiger, and Shelby Wallace | No MOU

How do these partnerships enhance this proposal?
These partnerships strengthen the Family Resource Center in numerous ways. Our partnership with Second Harvest Foodbank of Southern Wisconsin and Rooted/Troy Farms help bring fresh, healthy, and culturally relevant food to our food pantries that meet an identified need of food security resources in the Vera Court community. Our partnership with Joining Forces for Families enables us to connect our clients with case management services that focus on housing and employment needs with bilingual staff. Our partnership with the Literacy Network allows us to refer clients to their organization when they express a need for ESL, citizenship, and GED resources, and this partnership also allows tutoring and ESL classes to happen within the walls of Vera Court. Our partnership with African Center for Community Development allows us to refer clients in need of housing, employment, and immigration support, and their staff have also used space at Vera Court to offer walk-in office hours for the Vera Court community. The partnership with Friedrich & Fletcher, S.C, Richter and Schweiger, and Wallace & Associates, S.C. enable us to implement a monthly Family Law Clinic that provides information and resources around legal assistance, specifically with legal advice and paperwork assistance in matters pertaining to family law. Our partnership with the Road Home helps connect clients with housing support resources, and there is also an apartment in the Vera Court neighborhood run by the Road Home through their Housing and Hope Program.

What are the decision-making agreements with each partner?
Vera Court has an MOU or contract with the organizations indicated above. These contracts are reviewed with the partner on an annual basis. For partners who do not have a formal MOU, the Center Director and Family Resource Coordinator are in regular communication with partner leaders to ensure provided services and programs meet the identified need.

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

The Family Resource Center will provide outreach, information, and referral services in the areas of health insurance, mental health services, medical care, housing support, legal assistance, and more. Vera Court continuously works to build strong partnerships and relationships with various organizations and resources, establishing persons of contact for when clients must be referred. These groups will be nearby when possible, culturally responsive, and accessible.

Vera Court will identify and engage with current and new partners by connecting with other organizations providing relevant resources, attending information and networking events, and participating in City-facilitated community provider workshops.

## 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
Number of client intakes completed
Number of cross-system referrals made to external providers or resources

B. Program Outcomes
Please describe the data and the data source used to choose your outcome objectives:
Outcomes were chosen by the list presented in the RFP guidelines

Please complete the table(s) with your selected outcome objectives. Applicants must choose from the measurable outcomes listed in the RFP that correspond to the priority area for which they are applying.

Youth-specific programs are **required** to report on the youth outcomes identified in the RFP. In addition to these required outcomes, applicants may propose additional program-specific outcomes they plan to track and evaluate. **Note: Outcome EXAMPLE Objective is not required and is ONLY meant to serve as an example outcome to reference as you complete the other tables**

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

| **Outcome Objective #1:** Individuals report increased confidence in navigating systems to meet health, legal, educational, or other personal needs | | | | |
|---|---|---|---|---|
| **Performance Standard** | **Targeted Percent** | 80% | **Targeted Number** | 100 |
| | **Actual Percent** | | **Actual Number** | |
| **Measurement Tool(s) and Comments:**  Client exit survey and open-ended feedback forms | | | | |
| **Methodology:** The primary measurement tool will be a post survey that uses open-ended and multiple-choice prompts to allow participants to share about their experiences. | | | | |

| **Outcome Objective #2:** Percentage of individuals who report that the services received met their cultural, linguistic, psychological, and physical needs. | | | | |
|---|---|---|---|---|
| **Performance Standard** | **Targeted Percent** | 80% | **Targeted Number** | 100 |
| | **Actual Percent** | | **Actual Number** | |
| **Measurement Tool(s) and Comments:** Client exit survey and open-ended feedback forms | | | | |
| **Methodology:** The primary measurement tool will be a post survey that uses open-ended and multiple-choice prompts to allow participants to share about their experiences. | | | | |

| **Outcome Objective #3:** Percentage of individuals who report improved functioning in one or more life domains (e.g., housing stability, access to health and legal services, education, employment, or family well-being) | | | | |
|---|---|---|---|---|
| **Performance Standard** | **Targeted Percent** | 80% | **Targeted Number** | 100 |
| | **Actual Percent** | | **Actual Number** | |
| **Measurement Tool(s) and Comments:** Client exit survey and open-ended feedback forms | | | | |
| **Methodology:** The primary measurement tool will be a post survey that uses open-ended and multiple-choice prompts to allow participants to share about their experiences. | | | | |

*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?

Vera Court has purchased case management software that has the ability to also track program activities and information. Only relevant staff members will have access to this software to ensure information is safe, and different staff members will have different levels of access to the information based on relevancy. Within that system Vera Court will store and track demographics, different program activities, referred resources, and more. This data will be analyzed to make any necessary changes to program activities and services in order to meet program goals and client needs.

Expenses will be tracked using a system consisting of Quickbooks and Google Sheets. Any receipts or invoices will be marked with the program name and type of purchase and then be entered into this system accordingly, while personnel expenses will be automatically split into necessary programs.

6. **PROGRAM STAFFING AND RESOURCES:**

A. Program Staffing: Full-Time Equivalent (FTE) – Include employees, with underline 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) |
|---|---|---|---|
| Bilingual Family Resources Coordinator | | Post-high school degree or two to four years related experience, or an equivalent combination of education and experience providing direct service to community and adults. | 614 Vera Ct. Madison, WI 53704 |
| Center Director | | Program development, ability to supervise multiple departments, community minded, problem solving skills. | 614 Vera Ct. Madison, WI 53704 |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

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

People who are interested in volunteering in this program must first fill out a volunteer application, then the Center Director will follow up with that individual and do an initial evaluation. Once they are approved to volunteer, they will go through training specifically for the area they are volunteering in. Volunteers who are in this program more regularly and frequently will have the option and opportunity for more in depth training such as first aid, CPR, and ServSafe certification. Volunteers will be supervised primarily by the Center Director with support from Vera Court staff.

C. <u>Other Program Resources</u> Please list any other program resources or inputs (e.g., program space, transportation, equipment, or other supports) that are necessary for the success of your program. Are these resources currently in place? If not, describe your plan and timeline for securing them.
Vera Court currently has a 15 passenger van and a 12 passenger van that can be used to transport participants on any relevant excursions, with plans to purchase an additional van. Vera Court also has multiple rooms and spaces within our building available for a range of activities including private meetings, group workshops and classes, and resource fairs.

## 7. BUDGET

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

*Joint/Multi-Agency Applications*
B. The Lead Applicant will be responsible for submitting the Budget Workbook and Budget Narrative(s) alongside all required materials.
   a. The budget template and budget narrative can be found on the [CDD Funding Opportunities Website](#).

## 8. If applicable, please complete the following:

A. <u>Disclosure of Conflict of Interest</u>
Disclose any potential conflict of interest due to any other clients, contracts, or property interests, e.g. direct connections to other funders, City funders, or potentially funded organizations, or with the City of Madison.
N/A

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

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

## 1. ORGANIZATION CONTACT INFORMATION

| | |
|---|---|
| Legal Name of Organization | Vera Court Neighborhood Center, Inc. |
| Mailing Address | 614 Vera Ct, Madison, WI, 53704 |
| Telephone | 608-246-8372 |
| FAX | |
| Director | Richard Jones Jr. |
| Email Address | richardj@veracourt.org |
| Additional Contact | Dagny Mochalski |
| Email Address | dagnym@veracourt.org |
| Legal Status | Private: Non-Profit |
| Federal EIN: | 391945609 |

## 2. PROPOSED PROGRAMS

| Program Name: | Letter | 2025 Amount Requested | If currently City funded 2024 Allocation | Joint/Multi Application - SELECT Y/N |
|---|---|---|---|---|
| Family Resource Center | A | $100,000 | $22,000 | |
| Contact: | Richard Jones Jr. (richardj@veracourt.org) | | | |
| | B | | | |
| Contact: | | | | |
| | C | | | |
| Contact: | | | | |
| | D | | | |
| Contact: | | | | |
| | E | | | |
| Contact: | | | | |
| **TOTAL REQUEST** | | $100,000 | | |

**DEFINITION OF ACCOUNT CATEGORIES:**

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

Taxes/benefits include all payroll taxes, unemployment compensation, health insurance, life insurance, retirement benefits, etc.

**Operating:** Amount reported for operating costs should include all of the following items: insurance, professional fees and audit

postage, office and program supplies, utilities, maintenance, equipment and furnishings depreciation, telephone,

training and conferences, food and household supplies, travel, vehicle  costs and depreciation, and other operating related cost

**Space**: Amount reported for space costs should include all of the following items: Rent/Utilities/Maintenance: Rental costs for

office space; costs of utilities and maintenance for owned or  rented space. Mortgage Principal/Interest/Depreciation/Taxes:

Costs with owning a building (excluding utilities and maintenance).

**Special Costs:** Assistance to Individuals - subsidies, allowances, vouchers, and other payments provided to clients.

Payment to Affiliate Organizations - required payments to a parent organization. Subcontracts - the organization subcontracts

for service being purchased by a funder to another agency or individual. Examples: agency subcontracts a specialized counseli

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

## 3. SIGNATURE PAGE

AFFIRMATIVE ACTION

If funded, applicant hereby agrees to comply with City of Madison Ordinance 39.02 and file either

an exemption or an affirmative action plan with the Department of Civil Rights. A Model

Affirmative Action Plan and instructions are available at cityofmadison.com/civil-rights/contract-compliance.

CITY OF MADISON CONTRACTS

If funded, applicant agrees to comply with all applicable local, State and Federal provisions. A sample contract that

includes standard provisions may be obtained by contacting the Community Development Division at 266-6520.

If funded, the City of Madison reserves the right to negotiate the final terms of a contract with the selected agency.

INSURANCE

If funded, applicant agrees to secure insurance coverage in the following areas to the extent required by the City Office

of Risk Management: Commercial General Liability, Automobile Liability, Worker's Compensation, and Professional Liability.

The cost of this coverage can be considered in the request for funding.

## 4. SIGNATURE

Enter name:    Richard Jones Jr.

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

DATE     09/22/2025                    INITIALS:          RJ

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**5. BOARD-STAFF DEMOGRAPHICS**

Indicate by number the following characteristics for your agency's current board and staff. Refer to application instructions

for definitions. You will receive an "ERROR" until you finish completing the demographic information.

| DESCRIPTOR | BOARD | | STAFF | | MADISON* | | |
|---|---|---|---|---|---|---|---|
| | | | | | GENERAL | POVERTY | R/POV** |
| | Number | Percent | Number | Percent | Percent | Percent | Percent |
| **TOTAL** | | 100% | | 100% | | | |
| **GENDER** | | | | | | | |
| MAN | 2 | 40% | 7 | 28% | | | |
| WOMAN | 3 | 60% | 18 | 72% | | | |
| NON-BINARY/GENDERQUEER | | 0% | | 0% | | | |
| PREFER NOT TO SAY | | 0% | | 0% | | | |
| TOTAL GENDER | 5 | 100% | 25 | 100% | | | |
| **AGE** | | | | | | | |
| LESS THAN 18 YRS | 0 | 0% | 0 | 0% | | | |
| 18-59 YRS | 2 | 40% | 22 | 88% | | | |
| 60 AND OLDER | 3 | 60% | 3 | 12% | | | |
| TOTAL AGE | 5 | 100% | 25 | 100% | | | |
| **RACE** | | | | | | | |
| WHITE/CAUCASIAN | 3 | 60% | 11 | 44% | 80% | 67% | 16% |
| BLACK/AFRICAN AMERICAN | 2 | 40% | 7 | 28% | 7% | 15% | 39% |
| ASIAN | | 0% | | 0% | 8% | 11% | 28% |
| AMERICAN INDIAN/ALASKAN NATIVE | | 0% | | 0% | <1% | <1% | 32% |
| NATIVE HAWAIIAN/OTHER PACIFIC ISLANDER | | 0% | 5 | 20% | 0% | 0% | 0% |
| MULTI-RACIAL | | 0% | 2 | 8% | 3% | 4% | 26% |
| BALANCE/OTHER | | 0% | | 0% | 1% | 2% | 28% |
| TOTAL RACE | 5 | 100% | 25 | 100% | | | |
| **ETHNICITY** | | | | | | | |
| HISPANIC OR LATINO | 1 | 20% | 9 | 36% | 7% | 9% | 26% |
| NOT HISPANIC OR LATINO | 4 | 80% | 16 | 64% | 93% | 81% | 74% |
| TOTAL ETHNICITY | 5 | 100% | 25 | 100% | | | |
| **PERSONS WITH DISABILITIES** | 0 | 0% | | 0% | | | |

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

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

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

**6. Does the board composition and staff of your agency represent the racial and cultural diversity of the residents you serve? If not, what is your plan to address this? (to start a new paragraph, hit ALT+ENTER)**

**7. AGENCY GOVERNING BODY**

How many Board meetings were held in 2023

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

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

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

| | | | | |
|---|---|---|---|---|
| **Name** | **Corinda Rainey-Moore** | | | |
| Home Address | 5421 Esther Beach Rd., Madison, WI, 53713 | | | |
| Occupation | Community Outreach Coordinator | | | |
| Representing | Unity Point Meriter | | | |
| Term of Office | | From: | mm/yyyy | To: |
| **Name** | **David Krause** | | | |
| Home Address | 5346 West Rd. #16, Madison, WI, 53704 | | | |
| Occupation | School Principal- Retired | | | |
| Representing | Madison Metropolitan School District | | | |
| Term of Office | | From: | mm/yyyy | To: |
| **Name** | **Linda Hoskins** | | | |
| Home Address | 2417 Cypress Way #107, Madison, WI, 53713 | | | |
| Occupation | Teacher - Retired | | | |
| Representing | Bridge Lake Point Neighborhood Association | | | |
| Term of Office | | From: | mm/yyyy | To: |
| **Name** | **Thomas Qualls** | | | |
| Home Address | 400 Lamboley Avenue, Monona, WI, 53716 | | | |
| Occupation | Community Engagement Director | | | |
| Representing | Madison Public Schools Foundation | | | |
| Term of Office | | From: | mm/yyyy | To: |
| **Name** | **Elsa Floyd** | | | |
| Home Address | 4 Waunona Woods Court, Apt #105 | | | |
| Occupation | Operations Program Associate | | | |
| Representing | Wisconsin Department of Health Services | | | |
| Term of Office | | From: | mm/yyyy | To: |
| **Name** | | | | |
| Home Address | | | | |
| Occupation | | | | |
| Representing | | | | |
| Term of Office | | From: | mm/yyyy | To: |
| **Name** | | | | |
| Home Address | | | | |
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| Representing | | | | |
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AGENCY GOVERNING BODY cont.

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

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

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

| REVENUE SOURCE | AGENCY 2025 | PROGRAM A | PROGRAM B | PROGRAM C | PROGRAM D | PROGRAM E | NON APP PGMS |
|---|---|---|---|---|---|---|---|
| DANE CO HUMAN SVCS | 9,704 | 9,704 | | | | | |
| UNITED WAY DANE CO | 0 | 0 | | | | | |
| CITY CDD (This Application) | 100,000 | 100,000 | | | | | |
| City CDD (Not this Application) | 0 | 0 | | | | | |
| OTHER GOVT* | 0 | | | | | | |
| FUNDRAISING DONATIONS** | 34,096 | 34,096 | | | | | |
| USER FEES | 0 | | | | | | |
| TOTAL REVENUE | 143,800 | 143,800 | 0 | 0 | 0 | 0 | 0 |

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

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

Enter all expenses for the programs in this application under the PGM A-E columns.  Enter the amount you would like the City to pay for with this funding under the CITY SHARE
**Use whole numbers only, please.**

| ACCOUNT CATEGORY | AGENCY 2025 | TTL CITY REQUEST | PGM A | CITY SHARE | PGM B | CITY SHARE | PGM C | CITY SHARE | PGM D | CITY SHARE | PGM E | CITY SHARE | NON APP PGMS |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| A. PERSONNEL | | | | | | | | | | | | | |
| Salary | 85,000 | 50,000 | 85,000 | 50,000 | | | | | | | | | |
| Taxes/Benefits | 17,000 | 10,000 | 17,000 | 10,000 | | | | | | | | | |
| Subtotal A. | 102,000 | 60,000 | 102,000 | 60,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| B. OTHER OPERATING | | | | | | | | | | | | | |
| Insurance | 2,000 | 1,000 | 2,000 | 1,000 | | | | | | | | | |
| Professional Fees/Audit | 14,000 | 1,000 | 14,000 | 1,000 | | | | | | | | | |
| Postage/Office & Program | 6,000 | 2,000 | 6,000 | 2,000 | | | | | | | | | |
| Supplies/Printing/Photocopy | 1,500 | 0 | 1,500 | | | | | | | | | | |
| Equipment/Furnishings/Depr. | 0 | 0 | | | | | | | | | | | |
| Telephone | 500 | 0 | 500 | | | | | | | | | | |
| Training/Conferences | 1,500 | 1,000 | 1,500 | 1,000 | | | | | | | | | |
| Food/Household Supplies | 15,000 | 10,000 | 15,000 | 10,000 | | | | | | | | | |
| Travel | 300 | 0 | 300 | | | | | | | | | | |
| Vehicle Costs/Depreciation | 1,000 | 0 | 1,000 | | | | | | | | | | |
| Other | 0 | 0 | | | | | | | | | | | |
| Subtotal B. | 41,800 | 15,000 | 41,800 | 15,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| C. SPACE | | | | | | | | | | | | | |
| Rent/Utilities/Maintenance | 0 | 0 | | | | | | | | | | | |
| Mortgage Principal/Interest | 0 | 0 | | | | | | | | | | | |
| Depreciation/Taxes | 0 | 0 | | | | | | | | | | | |
| Subtotal C. | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| D. SPECIAL COSTS | | | | | | | | | | | | | |
| Assistance to Individuals | 0 | 0 | | | | | | | | | | | |
| Partner/Joint Agency/Agencies | 0 | 0 | | | | | | | | | | | |
| Contractors/Subcontractors | 0 | 0 | | | | | | | | | | | |
| Pymt to Affiliate Orgs | 0 | 0 | | | | | | | | | | | |
| Other | 0 | 0 | | | | | | | | | | | |
| Subtotal D. | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| TOTAL (A.-D.) | 143,800 | 75,000 | 143,800 | 75,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

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

| Title of Staff Position* | 2025 FTE** | 2025 FTE** | 2025 FTE** | 2025 FTE** | 2025 FTE** | 2025 Total FTE | 2025 Salary | 2025 Taxes and | 2025 Amount | 2025 Wage*** | 2025 Requested |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Center Director | 0.25 | | | | | 0.25 | 64,948 | 16,723 | 81,671 | 0.00 | 10,000 |
| Bilingual Family Resource Coordinator | 1.00 | | | | | 1.00 | 49,163 | 8,000 | 57,163 | 0.00 | 40,000 |
| | | | | | | 0.00 | | | 0 | 0.00 | 0 |
| | | | | | | 0.00 | | | 0 | 0.00 | 0 |
| | | | | | | 0.00 | | | 0 | 0.00 | 0 |
| | | | | | | 0.00 | | | 0 | 0.00 | 0 |
| | | | | | | 0.00 | | | 0 | 0.00 | 0 |
| | | | | | | 0.00 | | | 0 | 0.00 | 0 |
| | | | | | | 0.00 | | | 0 | 0.00 | 0 |
| | | | | | | 0.00 | | | 0 | 0.00 | 0 |
| | | | | | | 0.00 | | | 0 | 0.00 | 0 |
| | | | | | | 0.00 | | | 0 | 0.00 | 0 |
| | | | | | | 0.00 | | | 0 | 0.00 | 0 |
| | | | | | | 0.00 | | | 0 | 0.00 | 0 |
| | | | | | | 0.00 | | | 0 | 0.00 | 0 |
| | | | | | | 0.00 | | | 0 | 0.00 | 0 |
| | | | | | | 0.00 | | | 0 | 0.00 | 0 |
| | | | | | | 0.00 | | | 0 | 0.00 | 0 |
| | | | | | | 0.00 | | | 0 | 0.00 | 0 |
| | | | | | | 0.00 | | | 0 | 0.00 | 0 |
| | | | | | | 0.00 | | | 0 | 0.00 | 0 |
| | | | | | | 0.00 | | | 0 | 0.00 | 0 |
| **SUBTOTAL/TOTAL:** | 1.25 | 0.00 | 0.00 | 0.00 | 0.00 | 1.25 | 114111.74 | 24722.75 | 138834.49 | 0.00 | 50000.00 |

**CONTINUE BELOW IF YOU NEED MORE ROOM FOR STAFF POSITIONS**

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

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

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

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

| | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | 0.00 | | | 0 | 0.00 | 0 |
| | | | | | | 0.00 | | | 0 | 0.00 | 0 |
| | | | | | | 0.00 | | | 0 | 0.00 | 0 |
| | | | | | | 0.00 | | | 0 | 0.00 | 0 |
| | | | | | | 0.00 | | | 0 | 0.00 | 0 |
| | | | | | | 0.00 | | | 0 | 0.00 | 0 |
| | | | | | | 0.00 | | | 0 | 0.00 | 0 |
| | | | | | | 0.00 | | | 0 | 0.00 | 0 |
| | | | | | | 0.00 | | | 0 | 0.00 | 0 |
| | | | | | | 0.00 | | | 0 | 0.00 | 0 |
| | | | | | | 0.00 | | | 0 | 0.00 | 0 |
| | | | | | | 0.00 | | | 0 | 0.00 | 0 |
| | | | | | | 0.00 | | | 0 | 0.00 | 0 |
| | | | | | | 0.00 | | | 0 | 0.00 | 0 |
| | | | | | | 0.00 | | | 0 | 0.00 | 0 |
| | | | | | | 0.00 | | | 0 | 0.00 | 0 |
| | | | | | | 0.00 | | | 0 | 0.00 | 0 |
| | | | | | | 0.00 | | | 0 | 0.00 | 0 |
| | | | | | | 0.00 | | | 0 | 0.00 | 0 |
| **TOTAL:** | 1.25 | 0.00 | 0.00 | 0.00 | 0.00 | 1.25 | 114111.74 | 24722.75 | 138834.49 | 0.00 | 50000.00 |

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

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

# Program Summary

This tab should be completely filled in by your previous answers.

| Pgm Letter | Program Name | Program Expenses | 2025 City Request |
|:---:|:---:|---|---:|
| A | Family Resource Center | PERSONNEL | 60,000 |
| | | OTHER OPERATING | 15,000 |
| | | SPACE | 0 |
| | | SPECIAL COSTS | 0 |
| | | **TOTAL** | **75,000** |
| B | 0 | PERSONNEL | 0 |
| | | OTHER OPERATING | 0 |
| | | SPACE | 0 |
| | | SPECIAL COSTS | 0 |
| | | **TOTAL** | **0** |
| C | 0 | PERSONNEL | 0 |
| | | OTHER OPERATING | 0 |
| | | SPACE | 0 |
| | | SPECIAL COSTS | 0 |
| | | **TOTAL** | **0** |
| D | 0 | PERSONNEL | 0 |
| | | OTHER OPERATING | 0 |
| | | SPACE | 0 |
| | | SPECIAL COSTS | 0 |
| | | **TOTAL** | **0** |
| E | 0 | PERSONNEL | 0 |
| | | OTHER OPERATING | 0 |
| | | SPACE | 0 |
| | | SPECIAL COSTS | 0 |
| | | **TOTAL** | **0** |
| | | **TOTAL FOR ALL PROGRAMS** | **75,000** |