



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

Submit Application to: cddapplications@cityofmadison.com

Deadline: 4:30PM August 3rd, 2026

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

The intent of this RFP application is for applicant organizations to have the opportunity to apply for funding towards programs/services under the umbrella of the Employment and Career Development Service Area in the Community Resources Unit. There are four priority areas in the Employment RFP, one of which has 2 sub-areas:

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

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

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

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

If you need assistance related to the content of the application or are unclear about how to respond to any questions, please contact CDD staff: Yolanda Shelton-Morris, Community Resources Manager yshelton-morris@cityofmadison.com or Community Development Specialist Dominic Davis ddavis2@cityofmadison.com. We are committed to assisting interested organizations in understanding and working through this application and funding process.

If you have any questions or concerns that are related to technical aspects of this document, including difficulties with text boxes or auto fill functions, please contact Madeline Bohrod – mbohrod@cityofmadison.com.

APPLICANT TYPES

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

SINGLE APPLICANTS

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

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:	\$ 87,110
All program(s) connected to your organization:	Program Name: VCNC High School Program Amount Requested: \$ 87,110 Applicant Type: Single Agency Application Program Type: Youth Employment- Programs & Services List Program Partner(s) (if applicable):		
	Program Name: Amount Requested: \$ Applicant Type: Choose an item. Program Type: Choose an item. List Program Partner(s) (if applicable):		
	Program Name: Amount Requested: \$ Applicant Type: Choose an item. Program Type: Choose an item. List Program Partner(s) (if applicable):		
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	Program Name: Amount Requested: \$ Applicant Type: Choose an item. Program Type: Choose an item. List Program Partner(s) (if applicable):		
	Program Name: Amount Requested: \$ Applicant Type: Choose an item. Program Type: Choose an item. List Program Partner(s) (if applicable):		
	<i>If you are applying for more than four programs, please contact Dominic Davis Ddavis2@cityofmadison.com</i>		
Contact Person for application (Joint Applications - Lead Org):	Richard Jones Jr	Email: richardj@veracourt.org	

Organization Address:	614 Vera Ct. 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 employment and career development, 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.

VCNC has operated youth programming for 26 years, with a heavy emphasis on academic support leading to college and career readiness. VCNC has run successful programs for high school students for over 10 years, with a 100% high school graduation rate and 100% of students attending some level of post high school education once graduated in the past several years. Within this program, our staff provide goal setting, career exploration, career readiness, academic case management, life skills, and so much more.

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

VCNC has offered youth programming for 26 years with a strong focus on academic support and college and career readiness. Among other youth programs, our Rise program started in the year 2000 and has grown to serve over 65 unduplicated students in middle and high school to provide hands-on, individualized academic support and college and career readiness services. 2017 marked the beginning of our academic program, Milestones, that brought one-on-one tutoring, academic case management, and educational activities to all youth programs, but especially bolstering our Rise program to provide increased academic support to middle and high school students.

The VCNC Rise High School Program provides year long college and career readiness support to students. This is through homework support and individualized tutoring, employment readiness like financial literacy workshops and resume building workshops, career exploration by taking students to new opportunities and bringing in professionals from

different fields to discuss career paths, working with students to set post high school goals and guiding them step by step, acting as liaisons between students and their employers, providing employment opportunities for students within our organization, and so much more.

VCNC also has experience employment services for adults through our Family Resource Center and adult program services. Family Resource Center staff provide resource referral and resource navigation services in many priority areas, including employment. Staff often support community members in researching employment opportunities, filling out employment applications and building resumes, connecting individuals to different career fair opportunities, and more. VCNC has also hosted financial literacy workshops and other opportunities based on community interest for adults in the community.

- 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 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. In 2025, we started making the move to turn our Milestones Program into the Milestones Department, separating it from our youth programs so it can run more independently while supporting youth and families. To do this, we created the position of Academic Program Manager to run the department and envision opportunities for expansion. In spring of 2026, a new Center Director was hired, one who has recently worked at our agency for two years, but also grew up in the neighborhood, attended our youth programs, and worked at the center as a high schooler. With these newer roles and staff, VCNC is working hard to strengthen and grow programs and services, especially those that serve youth.

- 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."

VCNC is about to go public with a campaign to significantly expand our youth academic services through our Milestones and Rise program. This will include hiring additional youth staff, increasing the services provided at our center and the number of students who are able to participate, strengthening our partnerships with the schools and doing more in school tutoring and support, increasing family engagement and offering parent/caregiver support to support academics at home. This will allow us to increase engagement and services for the proposed population and activities in our application and provide more well rounded and holistic support to those in our community.

- 5. Describe your organization's required qualifications, education, and training for program staff.**

Include how your organization supports staff in meeting these requirements and any ongoing professional development opportunities offered (e.g., trauma-informed care, culturally responsive services, etc.).

VCNC has a strong, 30 year history of listening to the needs of the community and implementing programming that meet those needs. There are multiple ways that VCNC engages with the community, so that whenever a new idea is suggested, staff can do their best to make it happen. For all VCNC staff with direct service responsibilities, program development is a required experience in order to ensure high quality, culturally relevant programs for participants of all ages. All VCNC staff need to be good listeners, have great problem solving abilities, adaptability and flexibility, be at least 18 years of age (excluding part-time high school staff), and be at least 21 years of age to drive agency vans.

VCNC has a strong commitment to ongoing professional development. All staff participate in culturally relevant programming training. These include restorative justice, trauma informed care, implicit bias training, and more. Additionally, all staff have the opportunity to achieve CPR certification. All staff in the agency meet monthly for relationship building and professional development. Each staff member has a professional development budget to pursue topics of interest to them, and all staff work with their supervisors to follow individualized professional development plans.

Agency leadership collaborate to create professional development pathways for all staff, including agency-wide core competency training, department specific training, and tier specific training. This process will consist of ongoing dialogue with individual staff members and evaluation. We are in the process of developing asynchronous professional development training that staff can take at their own pace and choose training based on their own intrinsic motivations. Staff are also encouraged to attend conferences with focuses relevant to their positions.

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

Program name:

Program type: Choose an item.

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

- 6. Provide an overview of your organization's partnership history with the collaborating agency or agencies.**
When and how did the partnership(s) begin, and what collaborative initiatives or projects have you worked on together in the past?
- 7. Explain the rationale for partnering with the agency or agencies identified in this application.**
What unique strengths or resources does each organization contribute, and how do these assets complement one another in achieving the goals of the proposed program?
- 8. Describe how roles and responsibilities will be divided between your organization and the collaborating agency or agencies in the proposed program.** How will each partner contribute to program design, implementation, and evaluation?
- 9. Outline any anticipated challenges or barriers related to the partnership and describe how you plan to address them collaboratively.**
- 10. If applicable, describe any past collaborations your organization has had with agencies providing Employment Services.** What lessons or insights did you gain from those experiences and how will they inform you in your approach to the current partnership?



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

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

JOINT/MULTI-AGENCY APPLICANTS

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

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Part 2 - Program Narrative Form

Program Name:	Vera Court Neighborhood Center High School Program	Total Amount Requested for this Program:	\$ 87,110
Legal Name of Organization:	Vera Court Neighborhood Center, Inc.	Total amount Requested for Lead/Single Applicant	\$ 87,110
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	Email:	rjones@veracourt.org
		Phone:	608-246-8372
Program Type: Select ONE Program Type for this form.			
☒ Youth Employment- Programs and Services ☐ Youth Employment- Wanda Fullmore Internship ☐ Young Adult Employment- Programs and Services ☐ Adult Employment- Programs and Services ☐ Southwest Madison Employment Center Operator PLEASE NOTE: Separate applications are required for each distinct/stand-alone program. Programs are considered distinct/stand-alone if the participants, staff and program schedule are separate from other programs, rather than an activity or pull-out group.			

1. PROGRAM OVERVIEW

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

Vera Court Neighborhood Center (VCNC) 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.

The need for youth employment and young adult employment services in the VCNC service area can be seen from multiple sources. First and foremost, the need is being communicated directly from our current and recently graduated high school students. Students are regularly communicating to staff the desire to learn about different professions, receive guidance on next steps in order to pursue those professions, receive employment skills necessary for first time jobs, and learn more life skills such as financial literacy in order to be successful in their adult life. Furthermore, a large number of students just graduated from high school and expressed high need and interest to continue receiving academic support, career guidance, and additional programming at VCNC.

MMSD data echoes the need shared directly from our students. According to the 2024-2025 East High School Report Card from the Department of Public Instruction (the high school the majority of our community attends), 53.8% of all students are below

grade level in English Language Arts, and 57.8% are below grade level in Mathematics, with drastically larger percentages for students of color, English language learners, and students who are economically disadvantaged. This means that over half of students are graduating without the knowledge and skills necessary to enter the workforce and lead successful adult lives. At East High School, only 0.4% of students receive industry-recognized credentials (compared to 5.5% state-wide), and 3.3% of students participate in work-based learning (compared to 8% statewide), indicating low post-secondary preparation. Additionally, MMSD data from 2023-2024 shows that approximately 30% of Black and 20% of Hispanic students do not graduate high school within four years as compared to 6% of White students, creating ongoing concern for graduation rates.

The VCNC High School Program is a bridge to improving graduation rates, post-secondary success, and preparation for an intentional life ahead. As a community center located within a Low High School Graduation Rates Priority Area, serving populations who reside in that area as well, the program brings resources to students, their caregivers and families to inspire an interconnected support system in schooling and beyond. Through academic support, tutoring services, exam preparation, guidance for college, job training, career exploration, and social-emotional development, the program is a trusted source for many students who have spent much of their childhood at VCNC in other programs, and others who join on their own at a later time. As state-wide pre-college programs like PEOPLE and AVID are recruiting students in Madison, the VCNC High School Program continues to be a valuable resource, especially for students who weren't able to join other pre-college programs or who weren't prepared for the commitment at an earlier time. The VCNC High School Program serves the needs of high schoolers in our area, and enhances structured employment opportunities so they can receive the skills necessary to enter the workforce. The structure of the program is founded on community input that mirrors recommendations from the 2025 Community Action Coalition Report, "Young people need low-barrier youth employment programs that provide first work experiences, career exploration, connection to supportive adults, and exposure to multiple career pathways." By introducing an internal internship component to current programming, VCNC strengthens opportunities for students to acquire hands-on work experience in a non-profit setting that is familiar, nurturing, and professional.

VCNC is aware that it's not solely our students who need these services, but young adults in the larger community. According to the same report, residents in South Central Wisconsin rank access to available jobs, higher wages, and career preparation and advancement as their most critical needs. This is especially dire for BIPOC residents, as they experience four times higher financial stress than White residents, according to the 2025 City of Madison Economic Development Survey. VCNC considers these realities, and is in the position to strengthen outreach and extend programming out to recent high school graduates and young adults who still need access to tutoring, job assistance, career navigation, and other advancement opportunities.

The VCNC High School Program addresses city-wide need for upward mobility through accessible on-site programming with professional staff, tutors, and trusted partners who can extend resources in job exploration, future planning, and networking connections to other organizations in Madison.

- 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 VCNC High School Program will provide year-round comprehensive programming for high school students that will: (1) improve student reading levels, math proficiency, rates of homework completion, school attendance, and GPA, (2) develop work-readiness, financial, and life skills necessary for cultivating more sustainable futures, and (3) develop social emotional competency and positively influence youth as they develop into adults and become productive citizens in their community. It will be a holistic program that supports positive youth development through a variety of facets. VCNC's multi-activity afterschool and summer programs will emphasize academic advancement, college and career readiness, employment training, social emotional learning, and the development of strong relationships between family and community.

The goals of the VCNC High School Program align with the RFP Youth Employment Services priority area and supports employment training for youth ages 14-21 who face barriers to gaining work experience. The program will provide services related to employment training including paid internships, career exploration, financial empowerment education, and prepare youth and young adults to attain the RFP's desired outcomes in developing transferable and foundational skills, credentials, experience, and support needed for participants to take the next step in their post-secondary and employment journey.

- 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 VCNC High School Program provides year-long individualized case management for students to achieve a positive high-school future. This includes providing significant academic support and discussing job readiness skills, setting long-term goals, and connecting students to advancement opportunities within the community. The program is on-site at the Vera Court Neighborhood Center located at 614 Vera Court. Madison, WI. 53704.

In 2027, the High School Program will expand to include an 8-week long summer internship for students ages 14-18 years old. Students will formally apply to the internship program and commit to a total of 20 hours per week as paid interns, participating in activities that include (1) an internship placement within the organization, (2) workshops related to career readiness training, (3) career-exploration field trips, and (4) financial literacy education classes that enhance their future planning. Interns from VCNC will join other interns from our sister center, BLW Center, and participate in activities all together on a weekly basis. Interns will receive a stipend, a certificate of completion, CPR and Food Safety certifications to add to their resumes, and potential school credit. In addition to a newly implemented summer internship, the High School Program will expand to provide post-high school support for young adults ages 18-21 through monthly drop-in services at VCNC for assistance with job and school applications and other advancement opportunities.

Key expected outcomes for both high schoolers and young adults include (1) demonstrated knowledge on college and career options, (2) improvement toward or proficiency in work-readiness skills, and (3) heightened understanding and demonstrated ability to manage thoughts, emotions, and behaviors that might interfere with employment. VCNC will achieve these objectives by providing tutoring, academic, social-development support, providing exposure to jobs, inviting professionals to speak about their career journeys, collaborating with other organizations to provide workshops that enhance job-readiness and upward mobility, and serving as an internship site for students to acquire direct work experience.

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?

This program will serve high school students in ninth through twelfth grade, ages 14-18 in addition to young adults ages 18-21 years old. Most participants live within ½ mile of the neighborhood center. Participants' racial/ethnic identity will include approximately 83% Black, 6% Latino, and 10% White. Approximately 94% of the participants live in low income households and 10% are English language learners.

VCNC has been operating a high school program since 2014. The program was created directly from enough middle school youth who participated in our middle school program and needed to transition into a high school program at VCNC. VCNC has engaged students in the design of the High School Program through a collection of their interests and needs through ongoing conversations and check-ins with them. VCNC has acquired feedback from recent graduating high schoolers who expressed their interest in needing follow-up support at the center. Due to this input, VCNC is implementing a structured monthly drop-in service for these recent graduates, as well as to any other community members ages 18-21 who need support or resources for school, work, or any other advancement opportunity.

- 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	4	21%
Black/African American	15	79%
Asian		

American Indian/Alaskan Native		
Native Hawaiian/Other Pacific Islander		
Multi-Racial		
Balance/Other		
Total:	19	
Ethnicity		
Hispanic or Latino	1	5%
Not Hispanic or Latino	18	95%
Total:		
Gender		
Man	10	53%
Woman	9	47%
Non-binary/GenderQueer		
Prefer Not to Say		
Total:	19	

Comments (optional): These numbers and demographics are from our 2024 High School Program participants.

- 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.

The VCNC High School Program will be culturally relevant through a variety of learning opportunities that are based on participants' cultural backgrounds, such as educational materials and books in multiple languages and representing a variety of ethnicities. Staff will receive training on topics of cultural competency, such as implicit bias. Linguistically-responsive practices will include the utilization of extra-linguistic support, such as pictures and maps, as well as spending time understanding each participant's individual needs and academic experiences. The program will prioritize employing staff and recruiting volunteers from diverse racial and ethnic populations, as well as staff who speak French, Spanish, and Arabic, the most common languages in the Vera Court community, as a method of promoting cultural competency within programming. The High School Program will be deliberate in sharing the achievements and expertise of people from different racial or ethnic groups in all areas of programming and include multiple perspectives when talking about current or historical events (especially from traditionally marginalized groups). Participants will be encouraged to draw on their cultural experiences and knowledge to make connections to program activities. Program staff will make learning relevant to what's happening in our participants' lives outside of school and the neighborhood. VCNC also makes a conscious effort to expose participants to people in the community who represent them, their identities, and their cultures.

- D. Recruitment and Engagement Strategy:

i. **Recruitment & Outreach:**

How does your program plan to recruit and reach members of the identified service population? Please describe any community outreach strategies, partnerships, or referral pathways you will use.

VCNC will recruit high school participants through regular communication with East High School and attendance at their resource fairs, clubs, and other engaging spaces so staff can create relationships with students and recruit based on trust. VCNC will also reach out to the VCNC Middle School Program graduates who show interest in transitioning to the high school program. VCNC will communicate with other neighborhood residents and their families, advertise the program in the Northside News, and obtain referrals from other programs and services offered at VCNC to recruit high schoolers and young adults.

ii. **Addressing Barriers to Participation:**

What specific barriers to participation (e.g., transportation, scheduling, language, trust) might the population face, and how does your program plan to address them?

VCNC anticipates transportation barriers, as we already know students and young adults, especially those who do not yet have drivers license or access to a vehicle, prefer transportation to and back home after programming. Although we cannot provide transportation to and from the program, we can offer transportation for any offsite activities during program hours. VCNC is also located right on a bus route, which helps with transportation accessibility for participants. Another potential barrier includes high school students' schedules, as they are oftentimes busy with other extracurricular activities. In response to fluctuating schedules, VCNC can be flexible with programming days according to their availability during the school year. Any language barriers between staff, students and young adults can be mediated through our bilingual staff. There is high priority for hiring bilingual staff throughout our agency so we can maximize communication with all community members and provide translation services as needed. Trust between staff and participants for high schoolers can be cultivated through our wrap-around support VCNC provides to them, their families, and their schools so students know we are committed to their success. Trust between staff and young adults who attend monthly drop in services can be strengthened through other VCNC services, so they know that their time is not limited to one visit per month. VCNC has been an established organization in the neighborhood for over thirty years, creating a deep history of trust with residents in the community.

iii. **Enrollment & Engagement Approach:**

Describe how participants will be enrolled and engaged in the program. Include any tools, processes, or approaches you will use that are responsive to the needs and preferences of the population served (e.g., Individual Service Plan (ISP), intake forms, assessment tools, culturally responsive practices).

The VCNC High School Program for students ages 14-18 years old will require participants to fill out a registration packet and follow an intake procedure for each participant which includes a baseline academic assessment led by the Academic Team. Participants' reading and math levels will be regularly assessed thereafter by trained tutors and the Academic Program Coordinator during each tutoring session. All City-funded School Age child and youth programs must create an account and input program information into the Madison Out-of-School Time (MOST) program finder at mostmadison.org.

VCNC will use the MOST Information System (MIS) to track enrollment and attendance for youth participants in the High School Program. Young adults 18-21 do not have to enroll in a program, but VCNC will use MIS to track their attendance when they attend monthly drop in opportunities. VCNC will utilize culturally responsive practices to enhance engagement for all participants, and will use the DESSA assessment to best support social and emotional development for all participants. We welcome participant surveys and self-assessments on increased work-readiness knowledge and skills.

3. PROGRAM LOCATION, DESCRIPTION, AND STRUCTURE

- A. Activities: Describe your proposed program activities. Please be sure to specify your program type, i.e. shelter services, workshops, helplines, classes, etc.,).

The VCNC High School Program provides youth with resources to achieve a positive post-high school future. Throughout the year, the program provides students between the ages of 14-18 years old with transportation and meals, tutoring and academic support, preparation for ACT and SAT exams, and individualized case management for each student to set long-term goals, create benchmarks, and continuously discuss job readiness skills, potential careers, and post-secondary options. In addition to providing connections to internships, employment, mentorship, and volunteer opportunities within the community, VCNC engages with high school youth in social-emotional learning and discussions on developing one's identity, financial empowerment, bullying, racism, LGBTQ, gang and gun violence. VCNC prioritizes wrap-around support for each student by communicating with their schools, parents, and caregivers to ensure academic and personal success.

During the summer, the High School Program will implement an 8-week long internship program for students between the ages of 14-18 years old. Interns will apply and commit to a total of 20 hours per week interning, participating in workshops, attending career-exploration field trips and financial literacy classes.

- **Summer internship placement:** Interns will be placed in programs within either of the two community centers of the agency, or in agency-wide departments. At VCNC or BLW, interns can be placed in programs such as the Family Resource Center, where they can learn how to assist individuals and families with much-needed resources; the Nutrition Program, where they can learn about pantry initiatives and food security administration; the Older Adults Program, where they can learn about curating programming for 55+ adults centered around health, education, and social connection; or Youth Programs, where they can learn about best practices for facilitating academic and personal development. Agency-wide, interns can be placed in the development department, assisting with fundraising efforts, or the operations department, where they can gain insight on best practices for non-profit management. Interns will contractually commit to spending 5-6 hours every week at their internship placement. They will receive access to a laptop, a regular stipend, guidance from respective staff, and the work space to explore a project that will be presented at the end of the summer. Upon successful program completion, interns will receive a certificate of completion from the agency, potential school credit through MMSD, and CPR and Food Safety certifications to bolster their resumes. The internships placements will be assigned according to individual student interest and will provide direct employment training in a supportive environment.
- **Career-readiness workshops:** Interns will participate in workshops related to resume-building, mock interviews, job and skill-specific training. Some workshops may be led by staff, others will be led by trusted partners including East Madison Community Center, Arts for All Wisconsin, Second Harvest Foodbank of Southern Wisconsin, and more. These workshops will provide direct access to academic pathways, career guidance, and strengthened connections between youth and other significant organizations in the Madison area.
- **Career-exploration field trips:** Interns will attend career-exploration field trips that align with their interests. Each student will fill out a survey in the beginning of the internship program to determine interests and staff will determine weekly field trips from that feedback. For example, if students gravitate towards the medical field, staff will prioritize trips to the UW Hospital, Epic, or the Morgridge Institute for Research. These field trips will help students envision themselves in these careers or institutions and learn about day to day operations within those fields.
- **Financial literacy education classes:** Interns will attend financial literacy education classes with the Southwest Madison Employment Center to enhance their future planning. Other classes will be conducted by Summit Credit Union for banking and budgeting guidance and Zimbrick Honda for essential vehicle purchases. These classes will expose interns to responsible financial management, especially as many of them will be receiving stipends for the first time.

The High School Program will also expand to provide post-high school support for young adults ages 18-21 years old. We will provide monthly drop-in services at VCNC both for recent graduates of the VCNC High School Program, and other young adults in the community who did not participate in our program, but who still require guidance on job or school advancement opportunities. During these monthly drop-in services, young adults can receive assistance with academic support, job or school applications, receive additional resources on employment opportunities, and learn from professionals that we invite into VCNC to share college, career, and financial literacy insight.

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

Vera Court Neighborhood Center is located at 614 Vera Ct on the northside of Madison, located within a Low High School Graduation Rates Priority Area and serves populations who reside in that area as well. A majority of participants will live within walking distance of the center, and VCNC is located near bus lines in case further transportation is needed.

- 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).

- i. 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
- ii. 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
- iii. If you are submitting a **JOINT/MULTI-AGENCY** application:
 - a) Use **TABLE 1**, if the service operates at **multiple locations** with the **same hours** (Please list all locations)
 - b) 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	4:30 PM	8:00 PM
	Services will take place at VCNC.	Services will take place at VCNC.
Tuesday	Choose an item.	Choose an item.
Wednesday	4:30 AM	8:00 PM
	Services will take place at VCNC.	Services will take place at VCNC.
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***

Table 2: (Optional/if needed)

PROGRAM LOCATION(s):		
Day of the Week	Start Time	End Time
Monday	Choose an item.	Choose an item.
	Choose an item.	Choose an item.

Tuesday		
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:

The schedule listed above is for the VCNC High School Program, year-round for ages 14-18.

The following schedule is for VCNC High School Program, Summer Internship for ages 14-18:

Monday - Thursday, 9AM - 2PM

The following schedule is for VCNC Post-High School, Monthly Drop In Services for ages 18-21:

Tuesday, 4PM - 6PM

Saturday, 12PM - 3PM

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.

The VCNC High School Program was born from the request of families in the neighborhoods we serve who wanted a dedicated space for their high school students to acquire academic and post-secondary support. VCNC operates youth-based programs for elementary and middle school with community support, cultivating a path based on community trust to form a high school program as well. Program participants and their families will be engaged in the implementation of this program by: (1) encouraging input from all high school participants through surveys and discussions, (2) gathering feedback and concerns from families to respond to the needs of the program, and (3) celebrating a variety of cultures and languages based on students' interests and cultural backgrounds and by utilizing extra-linguistic support when needed. VCNC will also host family workshops on topics that bring learning into the household and topics that equip parents to better advocate for their children in school. Interests and needs of the program participants will guide programming for activities such as ACT and SAT preparation, career-exploration field trips, guest speaker presentations on college and career options, and skills training that provides practical knowledge on job applications, banking fundamentals, etc. This program engages in extensive contact with participants' schools and families, ensuring all relevant stakeholders in each student's education are in communication with one another.

- 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.

The VCNC High School Program derived from community interest for a dedicated space for high school students to acquire academic and post-secondary support. VCNC will continually encourage input and feedback from

participants and their caregivers and families through surveys and discussions. VCNC will acquire input from East High School, where our high schoolers attend, by staying connected with East High School counselors, Bilingual Resource Specialists, teachers, and other staff. This communication will help VCNC best assess what students need more academic or developmental support and in what areas, so program activities can align with student needs and interests. VCNC can also provide in-school tutoring services and classroom support. By engaging with diverse community stakeholders including participants, their families, and their schools, VCNC commits to a level of wrap-around support that is vital for student success

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)?
Arts for All Wisconsin	High School Program Partner - will provide year-round workshops on print-making, art accessibility, careers in art	Jennie Mullins Director of Arts Education jennie@artsforallwi.org	Letter of Support
Each One Teach One, LLC	High School Program Partner - will provide year-round workshops on living independently, SEL trauma-informed care training, and peer-mentoring services.	Tara Wilhelmi Founding CEO EOTO.tribelife@gmail.com	Letter of Support
East Madison Community Center	High School Program Partner Program Partner - will provide workshops on career exploration at Madison College, financial literacy; bring private sector employers to share insights on first jobs, succeeding in the job, higher education benefits	Regina McConnell Executive Director rmcconnell@eastmadisoncc.org	MOU & Letter of Support
Summit Credit Union	High School Program Summer Internship Partner - will provide financial literacy classes on banking management and budgeting best practices.	Paola Paulino Bilingual Education Specialist paola.paulina@summitcreditunion.com	Letter of Support

Take Action CPR	High School Program Partner for CPR Certification	Robert McNellis Owner barb@takeactioncpr.com	Letter of Support
Second Harvest of Southern Wisconsin	High School Program Partner Program Partner for Food Safety Certification	Angel Cuezzi Youth and Family Initiatives Coordinator Angel.Cuezzi@secondharvestsw.org	Letter of Support

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

UW-Madison Office of Financial Aid (Federal Work Study Program)

Role: providing personnel for High School Program

Contact: Kristina Rittel, Student Employment Manager, kristina.rittel@wisc.edu

Yes signed MOU

Carter G. Woodson Scholarship and Community Service Foundation, Inc.

Role: provide mentorship services to VCNC High School Program

Contact person: Wesley Harden, President, wesleyjharden@gmail.com

No signed MOU

CEOs of Tomorrow

Role: provide Teen Business Incubator program, where students can learn to turn ideas into entrepreneurial revenue streams

Contact person: Katie Krueger, Interim Executive Director, kkrueger@ceosoftomorrow.org

No signed MOU

Urban League

Role: provide job readiness, resume building, and mock interview training

Contact person: Trista Whitehorse, Director of Workforce Development, twhitehorse@ulgm.org

No signed MOU

Operation Fresh Start

Role: provide job readiness, driver's license training

Contact person: Jasmine Banks, Deputy Director for Empowerment & Strategic Initiatives, jbanks@operationfreshstart.org

No signed MOU

Briarpatch

Role: provide youth/young adult job training and workshops on independent life skills

Contact person: Jay Kiefer, Program Director, jay.kiefer@briarpatch.org

No signed MOU

Junior Achievement of Wisconsin

Role: provide financial literacy, entrepreneurial insight, and work readiness

Contact person: Christine Meyers, Education Manager, cmeyers@jawisc.org

No signed MOU

UW Credit Union

Role: provide banking 101 classes

Contact person: Kelsey Michels, Community Impact Program Manager, kmichels@uwcu.org

No signed MOU

UW-Madison School of Education

Role: providing personnel for High School Program

Contact: Kristina Rittel, Student Employment Manager, kristina.rittel@wisc.edu

UW-Madison School of Human Ecology

Role: providing personnel for High School Program

Contact: Kristina Rittel, Student Employment Manager, kristina.rittel@wisc.edu

Zimbrick Honda

Role: provide guidance on vehicle purchases

Contact person: Johnny Herndon

No signed MOU

How do these partnerships enhance this proposal?

As a part of the VCNC High School Program, these partnerships will offer a wide range of workshops in upward mobility related to job-readiness, career exploration, resume credentials, financial planning and other life skills for youth and young adults at VCNC. These partnerships complement and enhance the program by extending resources in job exploration, future planning, and networking connections to other organizations in Madison.

What are the decision-making agreements with each partner?

For partners who do not have a formal MOU, the Center Director, SEL Program Manager, and Academic Program Manager 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?

VCNC will emphasize the importance of safety, support, and wellbeing for youth and families by making connections with resources and support in the following ways:

- VCNC's 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.
- VCNC will connect individuals with consistent and reliable access to healthy food through food pantries, community meals, and daily snacks and meals for children in programming
- VCNC 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.
- VCNC 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 participants, program hours, program completion etc. Please see Guidelines for more examples.

Number of Youth Participants

Hours of youth programming

Number of youth who complete program

Educational credit and Industry recognized certificates earned

- 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.

For outcome measurements listed above, VCNC will use DESSA to track the outcome of regularly attending participants showing increased understanding and demonstrating the ability to manage thoughts, emotions and behavior that might interfere with employment. VCNC will have high school students implement a summer internship project to track the outcome of demonstrating improvement toward or proficiency in work readiness skills, and will implement a survey to track during the school year and for the 18-21 monthly drop in workshops. VCNC will also create surveys to track the outcome of demonstrating knowledge of career/educational options for both high school and young adults.

Please complete the table(s) with your selected outcome objectives. Applicants must choose from the measurable outcomes listed in the RFP that correspond to the priority area for which they are applying. Please see the "Measures of Success" section of the RFP guidelines for a list. Applicants may propose additional program-specific outcomes they plan to track and evaluate. **Note: Outcome EXAMPLE Objective is not required and is ONLY meant to serve as an example outcome to reference as you complete the other tables**

Outcome EXAMPLE Objective: 75% of program participants obtained an industry recognized certificate by end of program.

Performance Standard	Targeted Percent	75%	Targeted Number	90 of 120 clients
	Actual Percent	78%	Actual Number	94 out of 120 clients

Measurement Tool(s) and Comments: Client exit survey

Methodology: The primary measurement tool was an exit survey that used open-ended and multiple-choice prompts to allow participants to elaborate on their experiences. Surveys were distributed to all program participants at time of exit from services/at the point of program completion, surveys are voluntary and anonymous.

Outcome Objective #1: 75% of program participants demonstrate knowledge of career/educational options.

Performance Standard	Targeted Percent	75%	Targeted Number	19 of 25 participants
	Actual Percent		Actual Number	

Measurement Tool(s) and Comments: High school students 14-18 years and regularly-attending young adults 18-21 will take pre and post surveys that demonstrate greater knowledge in career and educational options.

Methodology: Pre and post surveys, open-ended and multiple-choice prompts

Outcome Objective #2: 75% of participants demonstrate improvement toward or proficiency in Work Readiness Skills				
Performance Standard	Targeted Percent	75%	Targeted Number	19 of 25 participants
	Actual Percent		Actual Number	
Measurement Tool(s) and Comments: High school students 14-18 will demonstrate improvement toward or proficiency in work readiness skills through completion of an internship project due at the end of the summer, and a survey during the year. Young adults 18-21 will demonstrate improvement toward or proficiency in work readiness skills by answering an open-ended survey after each workshop or presentation at VCNC.				
Methodology: Completion of internship project; survey. All data will be stored in MIS.				

Outcome Objective #3: 75% of regularly attending participants show increased understanding and demonstrate ability to manage thoughts, emotions and behavior that might interfere with employment.				
Performance Standard	Targeted Percent	75%	Targeted Number	19 of 25 participants
	Actual Percent		Actual Number	
Measurement Tool(s) and Comments: High school students 14-18 and young adults 18-21 will take DESSA assessments.				
Methodology: DESSA (research-based assessment)				

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?

All youth participants' families will complete an information form during program registration that includes demographic information. Participants who attend the program will be recorded each day,, and reading and math assessments will be conducted regularly (at least twice per year). Participant information will not be released to the general public, and names will be omitted from any surveys that are conducted. All programs funded by the City of Madison Community Development Division for School-age Child or Youth Services must begin to utilize the MOST MIS system to track attendance, participant data, and program. Data entered into the MOST MIS system will automatically be summarized using MIS reports, which programs will subsequently submit via upload to the City Provider Gateway URL system as part of the required quarterly service reports. All programs must use the MOST MIS system and continue to use the MOST MIS for all subsequent quarterly service reports. All school-age year-round or school year programs funded by the Community Development Division serving children or youth in 9th-12th grade age will be required to administer one tool from the National Institute of Out-of-School Time (NIOST) A Program Assessment Process System (APAS), the Survey of Academic and Youth Outcomes – Youth version (SAYO-Y). The SAYO-Y must be completed by a minimum of ten participants in each funded program each Fall and Spring.

For outcome measurements listed above, VCNC will use DESSA to track the outcome of regularly attending participants showing increased understanding and demonstrating the ability to manage thoughts, emotions and behavior that might interfere with employment. VCNC will have high school students implement a summer internship project to track the outcome of demonstrating improvement toward or proficiency in work readiness skills, and will implement a survey to track during the school year and for the 18-21 monthly drop in workshops. VCNC will also create surveys to track the outcome of demonstrating knowledge of career/educational options for both high school and young adults.

VCNC will track program expenses using Quickbooks. Numbers are reconciled by an accountant once a month, and all of our financials are audited on an annual basis.

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)
Center Director		Program development, ability to supervise multiple departments, community minded, problem solving skills	Vera Court Neighborhood Center: 614 Vera Ct. Madison. WI. 53704.
SEL Program Manager		Post-high school degree or two to four years related experience, or an equivalent combination of education and experience providing direct service to youth	Vera Court Neighborhood Center: 614 Vera Ct. Madison. WI. 53704.
Academic Program Manager		Post-high school degree or two to four years related experience, or an equivalent combination of education and experience providing direct service to youth	Vera Court Neighborhood Center: 614 Vera Ct. Madison. WI. 53704.
Rise Coordinator		Post-high school degree or two to four years related experience, or an equivalent combination of education and experience providing direct service to youth	Vera Court Neighborhood Center: 614 Vera Ct. Madison. WI. 53704.
Family Resource 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	Vera Court Neighborhood Center: 614 Vera Ct. Madison. WI. 53704.
Middle & High School Coordinator		Post-high school degree or two to four years related experience, or an equivalent combination of education and experience providing direct service to youth	Vera Court Neighborhood Center: 614 Vera Ct. Madison. WI. 53704.

Middle/High School Program Lead (x2)		At least one year experience working with youth	Vera Court Neighborhood Center: 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.

All volunteers will fill out an application, complete a background check, and will be supervised by the Middle/High School Program Coordinator. Orientation will include a review of the schedule, program components, and shadowing. Volunteers will not run programs on their own and are viewed as additional assets to the program, providing mentorship, tutoring, and positive role modeling.

- 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.

Vera Court currently has two 15-passenger vans and one 12-passenger van so that they can be used to transport participants on any relevant excursions. Vera Court also has multiple rooms and spaces within our building available for a range of activities including private meetings and tutoring, group workshops and classes, and other activities.

7. BUDGET

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

Joint/Multi-Agency Applications

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

8. If applicable, please complete the following:

A. Disclosure of Conflict of Interest

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

N/A

B. Disclosure of Contract Failures, Litigations

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

N/A

APPLICATION FOR 2026 EMPLOYMENT AND CAREER DEVELOPMENT SERVICES PROGRAMS**1. ORGANIZATION CONTACT INFORMATION**

Legal Name of Organization	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	Erika Esparza
Email Address	erikae@veracourt.org
Legal Status	Private: Non-Profit
Federal EIN:	39-1945609

2. PROPOSED PROGRAMS

		2027	If currently City funded	
Program Name:	Letter	Amount Requested	2026 Allocation	Joint/Multi Application - SELECT Y/N
	A	\$87,110	\$0	No
Contact:	Erika Esparza (erikae@veracourt.org)			
	B			
Contact:				
	C			
Contact:				
	D			
Contact:				
	E			
Contact:				
TOTAL REQUEST		\$87,110		

DEFINITION OF ACCOUNT CATEGORIES:

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

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

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

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

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

3. SIGNATURE PAGE**AFFIRMATIVE ACTION**

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

CITY OF MADISON CONTRACTS

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

INSURANCE

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

4. SIGNATURE

Enter name:

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

DATE:

INITIALS:

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5. BOARD-STAFF DEMOGRAPHICS

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

DESCRIPTOR	BOARD		STAFF		MADISON*		
	Number	Percent	Number	Percent	GENERAL Percent	POVERTY Percent	R/POV** Percent
TOTAL		100%		100%			
GENDER							
MAN	4	57%	9	31%			
WOMAN	3	43%	20	69%			
NON-BINARY/GENDERQUEER		0%		0%			
PREFER NOT TO SAY		0%		0%			
TOTAL GENDER	7	100%	29	100%			
AGE							
LESS THAN 18 YRS		0%	0	0%			
18-59 YRS	4	57%	28	97%			
60 AND OLDER	3	43%	1	3%			
TOTAL AGE	7	100%	29	100%			
RACE							
WHITE/CAUCASIAN	4	57%	23	79%	80%	67%	16%
BLACK/AFRICAN AMERICAN	3	43%	6	21%	7%	15%	39%
ASIAN		0%		0%	8%	11%	28%
AMERICAN INDIAN/ALASKAN NATIVE		0%		0%	<1%	<1%	32%
NATIVE HAWAIIAN/OTHER PACIFIC ISLANDER		0%		0%	0%	0%	0%
MULTI-RACIAL		0%		0%	3%	4%	26%
BALANCE/OTHER		0%		0%	1%	2%	28%
TOTAL RACE	7	100%	29	100%			
ETHNICITY							
HISPANIC OR LATINO	1	14%	11	38%	7%	9%	26%
NOT HISPANIC OR LATINO	6	86%	18	62%	93%	81%	74%
TOTAL ETHNICITY	7	100%	29	100%			
PERSONS WITH DISABILITIES		0%		0%			

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

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

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

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

Yes.

7. AGENCY GOVERNING BODY

How many Board meetings were held in 2025

12

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

12

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

>5

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

Name	Thomas Qualls				
Home Address	400 Lambolely Avenua, Monona, WI, 53716				
Occupation	Community Engagement Director				
Representing	Madison Public Schools Foundation				
Term of Office	Board Chair	From:	01/2025	To:	12/2027
Name	Corinda Rainey-Moore				
Home Address	1306 Glacier Hill Dr, Madison, WI, 53704				
Occupation	Community Engagement Manager				
Representing	Unity Point Health-Meriter				
Term of Office	Vice Chair	From:	01/2024	To:	12/2026
Name	Elsa Floyd				
Home Address					
Occupation	Operations Program Associate				
Representing	State of Wisconsin Department of Health Services				
Term of Office	Secretary	From:	01/2025	To:	12/2027
Name	David Krause				
Home Address	4346 Westport Rd #16, Madison, WI, 53704				
Occupation	Retired Principal				
Representing	MMSD				
Term of Office	Treasurer	From:	01/2024	To:	12/2026
Name	Doug Fath				
Home Address	718 Morningstar Ln, Madison, WI, 53704				
Occupation	Visual Artist				
Representing					
Term of Office		From:	01/2025	To:	12/2027
Name	Jerrod Buckner				
Home Address	2540 Wildcat Dr, Fitchburg, WI, 53711				
Occupation	Community Engagement Manager				
Representing	Morgridfge Institutde for Research				
Term of Office		From:	01/2025	To:	12/2027
Name	Linda Hoskins				
Home Address	2417 Cypress Way, #107, Madison, WI, 53713				
Occupation	Retired				
Representing	N/A				
Term of Office		From:	01/2024	To:	12/2026
Name					
Home Address					
Occupation					
Representing					
Term of Office		From:	mm/yyyy	To:	mm/yyyy

AGENCY GOVERNING BODY cont.

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

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

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

REVENUE SOURCE	AGENCY 2027	PROGRAM A	PROGRAM B	PROGRAM C	PROGRAM D	PROGRAM E	NON APP PGMS
DANE CO HUMAN SVCS	0						
UNITED WAY DANE CO	0						
CITY CDD (This Application)	87,110	87,110					
City CDD (Not this Application)	13,644	13,644					
OTHER GOVT*	0						
FUNDRAISING DONATIONS**	90,746	90,746					
USER FEES	0						
TOTAL REVENUE	191,500	191,500	0	0	0	0	0

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

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

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

	2027	2027	2027	2027	2027	2027	2027	2027	2027	2027	2027
Title of Staff Position*	Program A FTE**	Program B FTE**	Program C FTE**	Program D FTE**	Program E FTE**	Total FTE	Annualized Salary	Payroll Taxes and Fringe Benefits	Total Amount	Hourly Wage***	2027 Amount Requested from the City of Madison
Development Director	0.05					0.05	75,000	27,187	102,187	0.00	1,710
Grants Coordinator	0.05					0.05	55,670	15,960	71,630	0.00	1,000
Marketing and Communications Coordinator	0.05					0.05	55,670	15,960	71,630	0.00	1,000
Center Director	0.20					0.20	65,000	17,173	82,173	0.00	1,000
SEL Program Manager	0.25					0.25	62,000	16,782	78,782	0.00	10,000
Academic Program Manager	0.25					0.25	62,000	16,782	78,782	0.00	10,000
RISE Coordinator	0.30					0.30	53,317	15,653	68,970	0.00	7,000
Family Resource Coordinator	0.15					0.15	50,683	7,389	58,072	0.00	7,000
Middle & High School Coordinator	0.40					0.40	53,317	15,653	68,970	0.00	8,000
Middle/High School Program Lead (x2)	0.85					0.85	32,946	2,636	35,582	18.72	6,000
Youth Interns (x6)	0.48					0.48	14,400	0	14,400	15.00	14,400
Midde/High School Program Lead Summer (x2)	0.25					0.25	10,108	808	10,916	18.72	1,000
						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
SUBTOTAL/TOTAL:	3.28	0.00	0.00	0.00	0.00	3.28	590111.00	151982.80	742093.80	52.44	68110.00

CONTINUE BELOW IF YOU NEED MORE ROOM FOR STAFF POSITIONS

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

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

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

Title of Staff Position*	2026 FTE**	2026 FTE**	2026 FTE**	2026 FTE**	2026 FTE**	2026 Total FTE	2026 Salary	2026 Taxes and	2026 Amount	2026 Wage***	2026 Requested
						0.00			0	0.00	0
						0.00			0	0.00	0

Program Summary

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

Pgm Letter	Program Name	Program Expenses	2026 City Request
A	0	PERSONNEL	68,110
		OTHER OPERATING	19,000
		SPACE	0
		SPECIAL COSTS	0
		TOTAL	87,110
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			87,110