



# Youth Violence Prevention 2023

## APPLICATION FORM

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

Deadline: 4:30 pm CST on **April 3<sup>rd</sup> 2023**

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

Please limit your proposal and responses to spaces provided in this form. Responses to this funding opportunity should be complete and comprehensive but succinct. Materials submitted in addition to this application form (unless otherwise asked for) will not be considered in the evaluation of the proposal. **Do not attempt to unlock or alter this form.** Font should be no less than 11 pt.

Complete and submit the application and other required documentation **BEFORE** the deadline. **No late applications will be accepted.**

If you have any questions **related to the content of the application**, please contact: Dominic Davis – [ddavis2@cityofmadison.com](mailto:ddavis2@cityofmadison.com) or Yolanda Shelton-Morris – [yshelton-morris@cityofmadison.com](mailto:yshelton-morris@cityofmadison.com)

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 Jen Stoiber – [jstoiber@cityofmadison.com](mailto:jstoiber@cityofmadison.com)

Legal Name of Organization:	Wisconsin Regional Training Partnership, Inc. (WRTP   BIG STEP)	Total Amount Requested:	\$ 50,000
Program Name:	Summer Trades Academy for Youth (STAY)		
Brief Program Description:	WRTP   BIG STEP is seeking program funding for a 6-8 week-long entry-level Summer Trades Academy in Madison, WI to provide apprenticeship pathways for 15-20 youth and emerging adults (ages 16 to 25) from underemployed and underrepresented populations (especially women and people of color) by expanding access to WRTP   BIG STEP’s education, training, supportive services, and equitable job placement for in-demand jobs within the skilled trades.		
Type of Program	<input type="checkbox"/> New Program <input checked="" type="checkbox"/> Program Expansion		
Contact Person:	Lindsay Blumer	Email:	lblumer@wrtp.org
EIN and DUNS #	EIN #: 39-1838210 DUNS #: 157093241		
Full Address:	3841 W. Wisconsin Ave., Milwaukee, WI 53208	Telephone:	414-937-3613
501 (c) 3 Status:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Fiscal Agent (if applicable)	

**Target Population:** The target population for this funding opportunity is youth and young adults ages 14-26 who previously have been, currently are, or at-risk of being involved with the juvenile justice system. Responses provided below should elaborate on the organization's experience working with this target population.

**Organizational Qualifications:**

- Briefly describe your organization’s experience implementing services relevant to youth at risk of engaging in violence and/or youth violence prevention programming.

WRTP | BIG STEP is uniquely qualified to serve those facing a range of barriers to employment and advancement for youth and emerging adults, and we have a proven track record of success serving underrepresented and underserved populations by connecting them to quality employment opportunities. In 2022 alone, the organization served 1,689 individuals, with 60% of our participants being people of color, 14% being women, and 78% being between the ages of 16 and 40. Upon program enrollment, our participants self-attested the following barriers: justice-involved (12%), lack of a driver's license (18%), no possession of a GED/HSED (5%), challenges with accessing child care (3%), and annual earnings of less than \$38,000 per year (61%). Within six months of completing our training, 80% of program participants have secured family-sustaining careers.

WRTP | BIG STEP provides solutions to key socioeconomic indicators on how and why individuals become justice-involved (e.g., the lack of education, skills, employment, housing, healthcare, etc.). Providing the necessary levels of support and resources needed to secure a high-quality career that provides economic advancement is a proven strategy that prevents individuals from entering, or re-entering, the criminal justice system, while simultaneously gaining in-demand and transferrable skills needed by the labor market. When quality employment is viewed as a social determinant of health it is critical to invest in programs that are able to contribute effectively to addressing the needs of the community. It is the Madison community's responsibility to ensure that our youth and emerging adult populations have equitable access to education and training which can lead to high paying-jobs with competitive benefits, including health insurance which can be used to access mental health and primary care. Not only does job security ensure that workers' basic needs are met, but that they can anticipate and plan for a successful, productive future that does not leave them vulnerable to criminal activity.

2. Describe how your agency will build relationships and authentically engage with individuals and households served. Specifically include information on previous strategies used to authentically engage with youth who are previously, currently, or at-risk of juvenile justice involvement, BIPOC, and/or low-income households and individuals.

We currently work with at-risk youth and emerging adults in Madison as they can participate in our traditional pre-apprenticeship training programs, however, the proposed program is focused on intentionally targeting and serving at-risk youth and emerging adults within the City of Madison to prepare them for and directly connect them to employment opportunities within the skilled trades. This program is different from our other programs because it is specifically designed to address the unique needs and challenges of this population, as well as to provide solutions to the employment barriers that they face. This includes individual assessments (cognitive, behavioral, career, academic) supportive remediation services, skills training, career coaching, and direct connections to employers looking to hire.

As part of our commitment to serving underserved populations, our Program Coordinator actively participates in monthly re-entry meetings and events hosted by Just Dane. These meetings provide a platform for individuals who are re-entering society after involvement with the criminal justice system to connect with organizations and programs that can support their successful transition. By attending these events, our Program Coordinator is able to directly engage with justice-involved individuals and communicate the various programs and services that we offer to support their employment readiness and success. This direct connection is an important aspect of our approach, as it allows us to better understand the unique needs and challenges faced by at-risk youth, emerging adults, and justice-involved individuals, and tailor our services to meet those needs.

### **Program Design and Strategies:**

1. Describe your organization's program and proposed service delivery plan including recruitment and selection of participants, individual assessment process, anticipated number to be served, who will be served, duration, location, and goals.

WRTP | BIG STEP is proposing a 6-8 week-long Summer Trades Academy for Youth (STAY) in Madison, WI. This program aims to provide apprenticeship opportunities for 15-20 youth and emerging adults ages 16 to 25 from underrepresented and underemployed populations within the City of Madison, with a focus on women and people of color. Based on the successful outcomes of the program in Milwaukee, we are proposing to bring it to Madison. The program provides access to education, training, supportive services, and equitable job placement to prepare participants for in-demand jobs in the skilled trades. The program's location sites include WRTP | BIG STEP's South Central office, Madison Technical College, and various union hall training centers and contractor job sites.

Participants will undergo individual assessments to identify and remediate any barriers that need to be addressed before employment. For example, participants may need assistance with driver's license recovery, social security and/or birth certificate paperwork recovery, allowances for housing, childcare, gas, bus passes, tools, and other necessary resources. Additionally, participants without a GED/HSED will receive tutoring services and a specialized plan for obtaining an HSED in partnership with Literacy Services of Wisconsin.

The program incorporates WRTP | BIG STEP's Entry-Level Construction Skills (ELCS) training, utilizing North America's Building Trades Unions (NABTU) Multi-Craft Core Curriculum (MC3), a standardized, comprehensive 120-hour curriculum. Participants will learn OSHA 10, First Aid/CPR/AED, Aerial/Boom Lift, Forklift & Skid Steer Operation, Construction Mathematics, Green Construction, Basic Blueprint Reading, Tool & Material Identification, and CDL Preparation. Participants will apply their knowledge through projects, assessments, and hands-on learning. Graduates of the program will earn the MC3 Pre-Apprenticeship Certificate, First Aid/CPR, OSHA 10 certifications, CDL permit, and DPI-issued HSED (if necessary).

Participants will have the opportunity to meet with unions and employers, visit training centers and contractor job sites for hands-on experience, and receive direct employment placement. Upon program completion, a graduation ceremony will be held to celebrate program participants' successes and offer an opportunity to share reflections and recommendations for program improvements. Following program completion, WRTP | BIG STEP staff will provide individual job placement assistance to every participant, including resume preparation, interviewing skills, and direct connections to employers.

To ensure the program's success, WRTP | BIG STEP is seeking funds to contract with a culturally competent training instructor, program staff wages and fringe benefits, transportation costs for training hall and contractor job site visits, supplies and meals for program participants, operating costs, and outreach marketing materials. The need to contract with a culturally competent training instructor is particularly important as they can ensure that the program curriculum and training materials are culturally relevant and age appropriate for the participants. This instructor can also help create a safe and inclusive learning environment, facilitate discussions and activities that promote understanding and respect for different cultures, and promote diversity, equity, and inclusion in the workforce. By hiring a culturally competent training instructor, we can help ensure the program's success and promote a more diverse and inclusive workforce.

2. Describe the outreach/marketing and/or referral methods your organization intends to employ to generate participation in the program to reach the target population.

WRTP | BIG STEP will market the program to Madison residents and work with community partners through a referral-based system to identify potential participants through targeted social media outreach, press releases, community boards, and advertisements to educate and familiarize people with the program. We will also use local sites such as local high schools and libraries to promote the program and host orientation sessions.

We receive participant referrals from a variety of sources which allows us to intentionally recruit from youth-serving organizations, including the Madison Metropolitan School District, Dane County School Consortium, Boys and Girls Clubs of Dane County, Operation Fresh Start, and Urban League of Greater Madison.

We also receive referrals through other community partners to reach individuals interested in skilled trades training and employment opportunities, including the Building and Construction Trades Council of South Central Wisconsin, Latino Workforce Academy, The Playing Field, Just Dane, Community Supervision Employment Program, Department of Corrections Education Department, Madison-Area Urban Ministry, County Huber Center, and FoodShare Employment and Training Services (FSET).

These collaborations unite organizations that work with youth and underrepresented populations to allow for cross-referrals, jointly manage caseloads, offer added services to participants, and manage expectations between partners.

3. Describe how the program will facilitate the engagement of participants' families in the program. How will the program work with families to improve outcomes for the youth?

The program offers several ways for families to participate and support their youth and emerging adult children during the program. Families can encourage and support their children during enrollment by helping them research the program and understand its benefits. Additionally, families can spread the word about the program to other families in their community and provide logistical support to their children during the program, including transportation and assistance with household tasks. Families can also serve as mentors or role models for their children during the program, providing emotional support and guidance to help their children succeed. Additionally, families can volunteer or participate in program activities, offering their time and expertise to support the program and its participants.

The program not only offers ways for youth and emerging adults to participate, but it also allows for family members and adults to engage as well. Families can interact with our programming and follow along as needed. We provide opportunities to help families learn how to support their child at home through specific mentorship techniques and easy-to-implement strategies for success. In fact, we have had family members access our adult programming and services as well, including training, education, and job placement assistance. By involving families in the program, we aim to strengthen outcomes for learners by increasing support, improving communication, reducing barriers to access, providing positive role models, and supporting long-term success.

- Describe activities that will be provided to help build youth skill development and community connectedness for youth and their families.

The program provides opportunities for youth and emerging adults to build skill development and community connectedness through a variety of activities, including workshops and training sessions, mentoring and coaching, group projects and collaborations, and networking events. Workshops and training sessions cover a range of topics related to job search skills, resume writing, mock job interviews, digital and financial literacy, and industry-specific skills. Mentoring and coaching provide emerging adults with guidance, support, and motivation, while also connecting them with role models and relevant networks and resources. Group projects and collaborations offer opportunities for participants to work together, build skills, and foster community connectedness. Finally, networking events provide a space for participants, program staff, union, employer and community partners to build relationships and promote a sense of belonging. By combining these activities, W RTP | BIG STEP creates a supportive environment that promotes personal growth, career advancement, and long-term success.

- Proposed Timeline for Implementation (please use an additional sheet if you need more room)

Activity	Estimated Start and Completion Dates
Program Planning	Q2: 2023
Planning Development	Q2: 2023
Outreach & Recruitment	Q2: 2023
Orientation Session, Individualized Assessments, Supportive Services	Q2: 2023
Training, Education, Mentorship Services	Q3: 2023
Union Training Hall & Contractor Job Site Visits	Q3: 2023
Graduation Ceremony	Q3: 2023
Union Applications & Job Placement Services	Q3: 2023
Retention / Follow-Up Services	Q4: 2023

**Staffing and Scale:**

- Proposed service numbers: Please complete the table below. Include number of unduplicated participants to be served, adult to youth/young adult ratios, number of service hours to be provided and frequency of activities or meetings. If you are proposing to provide a summer program at more than one location and the program structure is the same for all locations, please list all of the locations in the “Location(s)” cell in the table below. If the program structure varies amongst locations, please complete the rows for “Location #2” and the question following the table for any additional program locations.

<b>Youth &amp; Young Adult Violence Prevention Programming</b>	<b>Frequency* of Activities/Meetings</b>	<b># of Service Hours Per Program Day</b>	<b>Annual Duration**</b>	<b>Adult to Youth/Young Adult Ratio</b>	<b>Unduplicated Participants</b>
<b>Location(s):</b> WRTP   BIG STEP South Central Office					
Summer	5 days per week x 6-8 weeks	4-6 hrs per day	6-8 weeks	1:6	15-20
<b>Location #2:</b>					
Summer					

\*Frequency=number of times per week, month, year (i.e. 5 days per week, 2x per month, 4x per year)

\*\*Annual Duration=number of weeks or months annually (i.e. 10 weeks, 6 months)

If applicable, please list any other locations with differences in the program structure as compared to the summer programs included in the table above.

2. **Personnel:** List all staff that will be working on the proposed program/project, including volunteers. (please use an additional sheet if you need more room)

<b>Staff Title</b>	<b>FTE</b>	<b>Duties</b>
Youth Program Coordinator	1.5	Coordinate outreach efforts and recruitment, conduct participant assessments, coordinate training and education services, facilitate industry partnerships, organize job placement services, and track program outcomes and effectiveness.

3. **Outcomes:** Funded programs will be required to collect data and report on three outcome measures. Programs are encouraged to identify an additional outcome measure of interest. In the box below, describe the outcome measure and measurement tools and data collection process you might use to document and report the impact of your program.

<b>Outcome Objective #1</b>	# of individuals exposed to apprenticeship career pathways			
<b>Performance Standard</b>	<b>Targeted Percent</b>	100	<b>Targeted Number</b>	15-20
	<b>Actual Percent of Actual Total Enrollees</b>		<b>Actual Number</b>	
<b>Measurement Tool(s) and Comments:</b> Measured by the # of individuals who successfully complete week 1 of training and earn the Career Exposure Certificate. We will provide program tracking and data management through our Efforts to Outcomes (ETO) data system.				

<b>Outcome Objective #2</b>	# individuals that complete training			
<b>Performance Standard</b>	<b>Targeted Percent</b>	100	<b>Targeted Number</b>	15-20
	<b>Actual Percent of Actual Total Enrollees</b>		<b>Actual Number</b>	
<b>Measurement Tool(s) and Comments:</b> Measured by the # of individuals who successfully complete the training curriculum. We will provide program tracking and data management through our ETO data system.				

<b>Outcome Objective #3</b>	# individuals that earn credentials			
<b>Performance Standard</b>	<b>Targeted Percent</b>	100	<b>Targeted Number</b>	15-20
	<b>Actual Percent of Actual Total Enrollees</b>		<b>Actual Number</b>	
<b>Measurement Tool(s) and Comments:</b> Measured by the # of individuals who earn credentials for MC3, OSHA 10, First Aid/CPR, CDL, and HSED (if applicable). We will provide program tracking and data management through our ETO data system.				

**Cultural Relevance and Language Access**

1. **Capacity and Strategies:** Describe your organization’s capacity and strategies to ensure language access and cultural relevance for your target population.

WRTP | BIG STEP is a program designed to address key challenges related to basic employment requirements for the City of Madison residents preparing for employment. These challenges include transportation access, language barriers, possession of a valid driver’s license, and completion of a HSED. To ensure language access and cultural relevance for the target population, the program employs several strategies. These include having a bilingual staff, providing interpretation and translation services, developing culturally relevant curriculum, and partnering with community organizations that serve the target population. By implementing these strategies, WRTP | BIG STEP aims to ensure that program participants feel seen, heard, and valued, ultimately leading to greater program effectiveness and participant success.

2. **Staff Demographics:** Does the staffing of the program reflect the racial and cultural diversity of program participants? If not, what plans do you have to address this?

WRTP | BIG STEP is dedicated to creating an inclusive and diverse workforce development community that accurately represents the populations we serve. Our staff is comprised of 48% individuals from underrepresented racial and ethnic groups and 60% women, reflecting the diverse demographics of the community. To ensure our programs remain accessible and inclusive for all, we actively recruit participants from a wide range of backgrounds and conduct specific events focused on underrepresented groups such as our Women in Construction and Diversity in Construction Career Fair

events, and our board of directors includes members from various industries and backgrounds, some of whom have participated in our workforce development programs. Furthermore, we have implemented several initiatives and programs to promote diversity and inclusion, including recruitment efforts targeted towards underrepresented groups, language services for non-English speakers, and mentorship programs for individuals facing unique barriers to employment. Our Chief Operating Officer, a Certified Workforce Development Professional with 25 years of experience, and our South Central Lead Program Coordinator, a bilingual resident of Dane County, further contribute to our ability to provide quality services to a diverse population.

**Budget and Funding:**

*You may be asked to submit additional information on agency finances and/or your most recent audit statement.*

1. Project Budget:

BUDGET EXPENDITURES	TOTAL PROJECT COSTS	AMOUNT OF CITY \$ REQUESTED
<b>A. Personnel Costs (Complete Personnel chart below)</b>		
1. Salaries/Wages (show detail above)	33,600	16,800
2. Fringe Benefits and Payroll Taxes	2,688	5,376
<b>B. Program/Project Costs</b>		
1. Program/Project supplies and equipment	20,000	14,000
2. Office Supplies		
3. Transportation	4,000	3,000
4. Food		X
5. Other (explain)		
<b>C. Space Costs</b>		
1. Rent/Utilities/Telephone	9,310	3,612
2. Other (explain)		
<b>D. Special Costs</b>		
1. Other (explain): Admin. 10%	9,500	5,000
2. Other (explain): Contractual - Training Instructor	6,300	4,900
<b>D. TOTAL (A + B + C +D)</b>	<b>88,086</b>	<b>50,000</b>

2. Additional Information on Budget (if needed):

3. What percentage of total Agency Budget is this project?



The STAY program represents 2% of our entire agency budget.

4. Other Funding: What other funding do you anticipate pursuing if the project is expected to continue?

BIG STEP Industry Funds – Private industry investments primarily through negotiated union bargaining agreements where pennies on every earned dollar are earmarked for WRTP | BIG STEP.