



CRISIS INTERVENTION AND PREVENTION SERVICES

2025 REQUEST FOR PROPOSAL (RFP) APPLICATION

Part 1 – Organization Narrative Form

Submit Application to: cddapplications@cityofmadison.com

Deadline: 4:30pm September 22nd, 2025

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

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

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

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

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

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

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

APPLICANT TYPES

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

Single Applicants

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

Joint/Multi-agency Applicants

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

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

Part 1 - Organization Narrative Form

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

Legal Name of Organization:	Worker Justice Wisconsin, Inc	Total Amount Requested:	\$ 150,000
All program(s) connected to your organization:	Program Name: Know Your Rights, Educate Your Community Amount Requested: \$ 150,000 Applicant Type: Joint Application - LEAD Program Type: Building Community & Stabilization: ADULTS & FAMILY List Program Partner(s) (if applicable): Voces de la Frontera		
	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):		
	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 Nancy Saíz nsaiz@cityofmadison.com</i>		
Contact Person for application (Joint Applications - Lead Org):	Robert Christl	Email: robert@workerjustice.org	
Organization Address:	1602 S. Park Street #115, Madison WI 53715	Telephone:	608-255-0376
501 (c) 3 Status:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Fiscal Agent <i>(if no)</i>	

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

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

Worker Justice Wisconsin is a non-profit organization that formed in 2018 to educate and empower low-wage workers to improve working conditions. It is the result of a merger between two Madison-based labor rights organizations established around two decades ago by a coalition of faith and labor leaders: The Interfaith Coalition for Worker Justice (ICWJ) and The Workers' Rights Center (WRC). Our programming is open to all workers, but our outreach is focused on Latinx immigrants, who are particularly vulnerable to wage theft and other forms of workplace exploitation. We are located in Madison and the vast majority of our program contacts live and/or work in Dane County.

Since 2018 Worker Justice has provided thousands of workers with information on their labor rights, coaching on self-help and collective change strategies, and, when appropriate, referrals to employment attorneys or government agencies. We have also partnered with workers to recover hundreds of thousands of dollars in unpaid wages and incubated two worker-owned cooperative businesses, with a third set to launch in 2026.

- Describe your organization's experience implementing programming aligned with the Crisis Intervention and Prevention RFP Guidelines.** Please include specific examples relevant to the programs proposed in this

application. If applicable, list all the current Crisis Intervention and Prevention programs your organization operates, along with their inception dates.

From 2022 to 2025 Worker Justice received CIP funding for our Worker Education and Engagement initiative. The program proposed in this application will present similar workers rights information, with the addition of immigrant rights information from our program partner Voces de la Frontera and also a bigger emphasis on how to effectively share what they have learned with coworkers and other community members.

The average minimum wage worker in the US loses \$3,300 per year to wage theft, according to a report by the Economic Policy Institute. In some fields like construction, the amounts are often much higher. This can interfere with workers' ability to maintain stable housing, pay for medical care and nutritious food, and save for emergencies. Worker Justice's programming enhances individuals' and families' sense of stability and well-being, and reduces risk factors for crises by giving workers the tools to recover stolen wages and to understand their rights in the workplace so they can stop wage theft and other forms of exploitation before they occur.

Our programming also enhances community connectedness as part of combatting worker exploitation. Wage theft is often accompanied by shame and a sense of isolation. Workers blame themselves for being taken advantage of, and often they feel abandoned when they learn how few public resources there are for responding to this injustice. Through Worker Justice, workers meet others who have been through similar struggles. They learn that every worker has the right to be paid for their labor, regardless of birthplace or immigration status. They leave feeling empowered and connected.

- 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."

In July, Worker Justice Executive Director Rebecca Meier-Rao stepped down to focus on health and family. Program Director Robert Christl is serving as Interim Director, with support from our highly engaged governing board. We expect to bring on a new ED in 2026.

Like many community-serving nonprofits, Worker Justice is coping with uncertainty around whether our federal funding (in our case a multi-year workplace safety grant from OSHA) will continue in 2026. We have engaged an experienced fundraising consultant to address the potential gap, and in August we were awarded a grant from a major new funder, the Marguerite Casey Foundation.

We do not anticipate these changes interfering with our ability to provide the proposed services. This programming will be delivered by experienced program staff at Worker Justice and our program partner Voces de la Frontera, with Program Director/Interim ED Christl supervising.

- 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."
- Although we are living in unprecedented times, this program is a major organizational priority and we are confident in our ability to see it through. We are pursuing multiple sources of income to ensure stability moving

forward and our team is committed to the long-term goals of the worker center and program. No further changes are expected.

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

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

Worker center staff must demonstrate leadership, fluency in English and Spanish, experience in community and/or labor organizing, an ability to plan and execute long-term goals and campaigns, written and verbal communication skills, a basic familiarity with Microsoft programs and Google Drive as well as social media. They must be capable of self direction, collaborative, and organized. A bachelor's degree is preferred, but WJW privileges life and field experience over formal academic qualifications in its organizers.

WJW also encourages staff to develop their abilities further through continuing education at Madison Area Technical College focused on technology and administration, and the organization sends its staff to the biennial Labor Notes conference, where they can stay up to date on developments in employment and labor law and issues. For our construction program, WJW encourages its organizers to take the OSHA 30 training, which covers hazards and safety on sites.

Onboarding of new staff involves completion of a 2-month new employee probationary period including extensive job shadowing, thorough review of the employee handbook, and reading and discussing The Worker Center Handbook by Kim Bobo and Maria Casillas Paballon. All staff also complete Identifying and Preventing Sexual Harassment training from RRC Sexual Violence Resource Center.

While the trauma-informed framework is new to us, we see many points of contact between this model and the way Worker Justice staff are trained to deal with program participants, in particular the emphasis on creating an environment of trust, mutuality, empowerment and choice. We welcome any support Madison Community Development can offer in learning more about the trauma-informed approach so we can integrate it more fully into our work.

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

Program name: Know Your Rights, Educate Your Community.

Program type: Building Community and Stabilization

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

<http://www.vldf.org>

6. Provide an overview of your organization's partnership history with the collaborating agency or agencies.

When and how did the partnership(s) begin, and what collaborative initiatives or projects have you worked on together in the past?

This program represents a new level of collaboration between Worker Justice and Voces. In the past we have collaborated on an ad hoc basis, sharing information and referrals. While our organizations share values and serve largely the same community (Latinx immigrants in Wisconsin), our work has not previously aligned enough to warrant deeper collaboration due to Voces' statewide, multi-issue focus and our more narrow focus on worker justice in Madison/Dane County.

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?

This partnership is an opportunity to combine the strengths of both of our organizations in order to more effectively meet the needs of Madison's immigrant community members. Worker Justice brings an unparalleled depth of expertise on workers rights – both the letter of the law and practical strategies for assuring the law is followed. As a Madison-based organization, we also have deep, long term engagement with Madison's Latinx immigrant community. Voces brings a detailed, up-to-date understanding of immigrants' rights under shifting federal laws and policies, and a strong practice of speaking to the intersecting concerns around housing, work, education, and legal status that impact Wisconsin's immigrants.

For some time we have been searching for the right opportunity to collaborate without overstretching our capacity or drifting from our respective organizational priorities. The potential for CIP funding, combined with Voces' recent increase in their Madison staff capacity, makes this the ideal time to combine our efforts and amplify our collective impact.

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?

Aside from Worker Justice administering the financial aspects of the program, we are approaching this collaboration as equal partners.

Curriculum development and delivery. Worker Justice staffer Socorro Cortez will update and deliver the workers rights portion of the workshops, with the support of Interim Director Robert Christl and experienced volunteers. Voces staffer Luis Velasquez will update and deliver the immigrant rights portion of the workshops. The two will meet in Q4 2025, along with leadership staff from both organizations, to finalize a shared curriculum for the Educate Your Community portion of the workshops, based on similar material both have presented in the past.

Outreach and enrollment. Program staff will meet in Q4 2025 to develop a shared outreach plan. This will involve comparing our contact lists to avoid duplicating efforts and equally dividing door-knocking, presentations, and other outreach tasks.

Data collection. Both Worker Justice and Voces use secure online databases to track participant data. (Worker Justice uses Salesforce and Voces uses EveryAction). For this joint program we will schedule quarterly check-ins to assure consistent data practices across both organizations and to compile shared program data.

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

For small organizations, collaboration is a key tool for increasing our impact but also a potential stumbling block due to the significant capacity required from both partners in order to collaborate effectively. Additionally, different leadership structures and internal processes can complicate collaborations – this is of particular concern when one partner (Voces) is significantly larger than the other (Worker Justice). We see this program as the ideal first step into deeper collaboration because it is Madison-focused; this allows us to partner directly with Voces’ Madison office, which has just increased its staff capacity, rather than a more logistically challenging long-distance partnership with Voces’ main office in Milwaukee. We hope to use what we learn from this program as a road map for additional collaboration between our two organizations in the future.

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

Worker Justice Wisconsin has a deep partnership with several community organizations that address gender-based violence or coercion. With Project Respect, a Wisconsin-based anti-human trafficking organization, we spearheaded the creation of a rapid community response network that includes several organizations. This network emerged to handle holistically any needs that workers who are being trafficked or abused may require such as food, housing, work, medical services, and legal advice. Although this network’s focus is trafficking, we know that there are many borderline extreme cases that do not meet the legal definition, but still require aid. In 2024, members of our team attended the National Labor Trafficking Conference organized by The Coterie to learn about trends and resources available to trafficked workers. Moreover, we have a direct line of communication with UMOS, which is another trafficking organization in Wisconsin that is well equipped to support Spanish-speaking victims. Finally, we received a training this year from the RCC: Sexual Violence Resource Center and can refer cases as needed.

In terms of what we have learned, our staff is now familiar with the Ends-Means-Process model for identifying cases of trafficking. This model provides clear signposts for our organizers to look out for when speaking with workers. For example, do we hear instances of fraud or coercion that keeps them from leaving their job or a relationship? Are they dependent on housing or sustenance from their abuser? Our staff is also well versed on how to identify patriarchal/machista attitudes in the population we partner with, and on how to coach workers to identify those behaviors and the harm they do to themselves and others in reproducing hierarchical relationships.

We welcome any support Madison Community Development can offer in learning more about gender-based violence so we can integrate this perspective more fully into our work.



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

Part 2 - Program Narrative Form

Submit Application to: cddapplications@cityofmadison.com

Deadline: 4:30pm September 22, 2025

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

JOINT/MULTI-AGENCY APPLICANTS

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

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

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Part 2 - Program Narrative Form

Program Name:	Know Your Rights, Educate Your Community	Total Amount Requested for this Program:	\$ 150,000
Legal Name of Organization:	Worker Justice Wisconsin	Total amount Requested for Lead/Single Applicant	\$ 75,000
Legal Name of Partner(s) (Joint/Multi-Agency Applicants only):	Voces de la Frontera	Total Amount Requested for Partner 1:	\$ 75,000
		Total Amount Requested for Partner 2:	\$
		Total Amount Requested for Partner 3*:	\$
Program Contact: Lead Organization Contact	Robert Christl	Email:	robert@workerjustice.org
		Phone:	608-866-0651
Program Type: Select ONE Program Type for this form.			
<input type="checkbox"/> Crisis Intervention Support Services: 24/7 Helpline <input type="checkbox"/> Crisis Intervention Support Services: Shelter Services <input type="checkbox"/> Prevention Services and Activities: Community-Based Individual/Family Support <input checked="" type="checkbox"/> Prevention Services and Activities: Building Community and Stabilization <input checked="" type="checkbox"/> Adults and Families <input type="checkbox"/> Youth ages 12-18 years old			
<p>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.</p>			

1. PROGRAM OVERVIEW

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

This program addresses immigrant community members' need for clear, trustworthy information about their rights in this time of widespread fear.

The Milwaukee Journal Sentinel reported in July 2025 that Immigration and Customs Enforcement arrests in Wisconsin have doubled since the start of the new presidential administration, with the biggest jump involving people with no criminal record. According to the Vera Institute, 51,000 immigrants reside in Madison (8% of the total population) and 1 in 5 children in Madison has at least one immigrant parent. Many immigrants who were confident in their legal status under the previous administration are now finding themselves in a confusing legal grey area as policies shift rapidly. According to Madison immigration attorney Huma Ahsan, quoted in a recent Cap Times article, "many immigrants and even citizens of color are facing the fact that they could be detained or possibly deported."

Both Worker Justice and our program partner Voces de la Frontera are viewed as trusted institutions by Madison's Latinx immigrant community, and both organizations have been flooded in recent months with anxious queries like:

"What if ICE raids my workplace?"

"Is it safe to go to my next immigration hearing?"

"Will my children's birthright citizenship be revoked?"

This climate of fear and misinformation constitutes a crisis in and of itself. People are isolating themselves in their homes, hesitating to participate in public life. People are coping with damaging levels of stress, which destabilizes families. People are facing

manipulation and exploitation from unscrupulous bosses who tell lies like, “Sick days are for citizens” and “I don’t have to pay you what we agreed to. People like you don’t have any rights.”

And actually being detained, or one’s parents being detained, is a crisis of a higher order that gravely threatens the wellbeing of our immigrant community members and their families. Our immigrant neighbors urgently need to know what their rights are and how to exercise them in this tumultuous time, and they need to know that they are not alone in facing this crisis.

- 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?

Each year, our program goal is to educate at least 100 immigrant Madisonians—particularly Latinx immigrants—about their rights under immigration and workplace law. By equipping participants with this critical knowledge, we help them continue working, supporting their families, and living their lives without undue fear.

In addition to Know Your Rights education, participants will receive leadership training designed to empower them to share this information with others in the immigrant community. Over time, this peer-to-peer approach will expand the reach of the program and strengthen community resilience.

Our long-term goal is to ensure that all immigrant Madisonians recognize Worker Justice and Voces de la Frontera as trusted resources for understanding their rights and accessing additional supports. As this network of informed leaders and participants grows, fear will diminish, public participation will increase, and a deeper sense of belonging will take root among our immigrant neighbors.

- 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.

Population Served: Immigrants and mixed-status families in Madison, WI.

Core Services and Activities:

-Know Your Rights Workshops: held during the second week of each month (February–November) covering workplace protections, including the right to be paid for one’s labor, file complaints, engage in conversations with coworkers, and access safe working conditions regardless of immigration status. These workshops also emphasize how employers may exploit fear of ICE to take advantage of workers and how to resist such practices.

-Leadership Development Workshops: held during the fourth week of each month, designed to strengthen participants’ ability to share knowledge with peers, organize within their communities, and serve as trusted leaders.

-Community Education Workshops: focused on practical tools and resources for immigrant families.

-Ongoing Referrals and Supports: connecting participants to legal, social service, and community partners for additional assistance.

-Regular Review and Updates: of workshop content to ensure accuracy, drawing from trusted legal partners, national immigrant rights networks such as FIRM, and other subject-matter experts.

Service Delivery: All workshops and trainings will be delivered in community-based settings in Madison, accessible to participants and rooted in culturally and linguistically relevant practices. The workshops will take place in person in the Labor Temple on Park St.

Key Expected Outcomes: Train at least 100 Latinx community members about their workplace and immigration rights and teach them basic leadership skills so that they feel equipped to spread this knowledge, resulting in community empowerment.

2. POPULATION SERVED

- A. Proposed Participant Population: Describe the intended service population that will be impacted by this program (e.g., location, ages, race/ethnicities, income ranges, English language proficiency, if applicable etc.) AND how has your org/agency engaged members of this population in designing, informing, developing, implementing the proposed program?

The intended participants for this program are immigrant and mixed-status Latinx families in the Madison area, particularly low-wage essential workers employed in service, hospitality, health care support, construction, and related industries. Many are Spanish-speaking with limited English proficiency, and a significant portion live below the Dane County median income, working multiple jobs or supporting multigenerational households. The population also includes young people from immigrant families who are navigating barriers to education, employment, and civic participation.

Both Worker Justice Wisconsin and Voces de la Frontera have deep, longstanding relationships with immigrant workers and families. Our programs are shaped by ongoing dialogue with community members through worker assemblies, membership meetings, one-on-one conversations, and feedback from participants in past workshops. Immigrant leaders have played a direct role in identifying program priorities, ensuring that content reflects the most urgent challenges facing workers, including wage theft, unsafe conditions, and employer threats tied to immigration status. This grassroots engagement ensures that the program is culturally and linguistically accessible, responsive to lived experiences, and driven by the voices of the very community it seeks to serve.

- 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	7	5
Black/African American	6	4.3
Asian	6	4.3
American Indian/Alaskan Native	0	
Native Hawaiian/Other Pacific Islander	0	
Multi-Racial	0	
Balance/Other	121	86.4
Total:	140	
Ethnicity		
Hispanic or Latino	116	82.9
Not Hispanic or Latino	24	17.1
Total:	140	
Gender		
Man	70	50
Woman	69	49.3
Non-binary/GenderQueer	0	
Prefer Not to Say	1	.7
Total:	140	

Comments (optional): Although Latino/Hispanic is technically an ethnicity rather than a race and includes people of White, Black, Indigenous, and mixed racial heritage, in our experience most of our participants identify themselves as Latino/Hispanic, primarily or to the exclusion of an additional racial identity. We find that we can more effectively build trust with participants by accepting their self-definition in our data collecting, rather than insisting they conform to terms or definitions that feel alienating to them. The balance/other category above represents participants who identified themselves as Latino/Hispanic and did not also choose a racial category.

While Worker Justice is rooted in the Latinx immigrant community, our programming is open to workers of all backgrounds. In 2024 we began concerted outreach focused on Black/African American workers, which is already showing results: We had 6 Black/African American participants in all of 2024, and in 2025 that has increased to 11 in the first 3 quarters of the year. We are committed to continuing to grow our impact beyond our core demographic, and we hope that this program will provide a springboard for connecting with a wider swath of immigrant Madisonians and other marginalized groups of workers.

- 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 primary population for this program is Latinx immigrants in Madison, many of whom have limited English proficiency. To ensure full access, all program workshops and materials will be offered in Spanish as well as English. Program staff are bilingual and able to provide direct interpretation and culturally appropriate facilitation throughout all stages of service delivery. These staffers are involved in outreach, workshop creation, and workshop delivery, assuring cultural relevance at every level of programming. Our approach is rooted in Popular Education, a system developed in Latin America that is designed to engage participants who may have limited exposure to formal classroom settings. This model builds on participants' lived experiences, fostering dialogue, confidence, and peer-to-peer learning in ways that resonate deeply with immigrant communities.

While our organizational and programmatic focus is on Latinx immigrants (Wisconsin's largest immigrant population), we also have staff who speak French and Swahili, and through our partnership with the Interpreters' Co-op we can deliver Know Your Rights information to immigrants who speak many other languages, as needed.

- D. Recruitment and Engagement Strategy:

a. **Recruitment & Outreach:**

How does your program plan to recruit and reach members of the identified service population?

Please describe any community outreach strategies, partnerships, or referral pathways you will use.

Existing partnerships and referral pathways include: Lighthouse Church, Access Community Clinic, Catholic Multicultural Center, Bridge Lake Point Waunona Neighborhood Center, Carpenters Local 314, Centro Hispano, Construction Business Group, Good Shepherd Food Pantry, WayForward Resources, Sunshine Place, Urban League of Greater Madison, and the Literacy Network. Our program will also use a multi-pronged approach to ensure strong participation from Madison's immigrant and mixed-status families. Promotion Strategies: We will promote workshops and events through flyer, targeted social media ads, and advertising in immigrant-centered local media outlets. Direct Recruitment: Staff and member leaders will reach out to existing contacts through phone calls, mailings, WhatsApp, and GetThru text messaging. Recruitment will also take place through door-to-door canvassing and in-person presentations at churches, community centers, food pantries, construction sites, Hispanic grocery stores, job fairs, and other gathering spaces commonly used by immigrant families. Community Trust & Partnerships: Worker Justice Wisconsin and Voces de la Frontera have decades of experience engaging Madison's Latinx immigrant community. This long-standing presence means that word of mouth is one of our most effective recruitment strategies, as community members trust our organizations and share opportunities with friends, coworkers, and family. In addition, we will continue to work with trusted partners—including schools, unions, faith communities, and local service providers—to identify and refer participants to the program.

b. **Addressing Barriers to Participation:**

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

Our targeted population of low-wage Latinx immigrant workers faces many potential barriers to participation. Worker Justice and our partner organization Voces de la Frontera have a strong track record of anticipating and circumventing these barriers.

Language: Workshops will be delivered primarily in Spanish, the preferred language of most participants, with interpretation available in English, French, Swahili, and other languages as needed.

Transportation: We will provide public transit and rideshare vouchers, and when necessary, use the Voces van to transport participants.

Scheduling: Recognizing that many immigrant workers hold multiple jobs and long shifts, workshops will be scheduled well in advance, at varied times of day and days of the week. We are aiming for 5-10 attendees at each monthly workshop; we have chosen a series of small workshops rather than trying to drive attendance to a smaller number of big events. This is to address potential scheduling barriers as well as to increase participants' comfort level. Between COVID and other recent events, we find that many people are wary of large gatherings and are more likely to attend and participate fully in a more intimate setting.

Trust: Trust is built through taking the steps above, which demonstrate to participants that we understand their challenges and prioritize their inclusion. Worker Justice and Voces also benefit from already having extensive contacts in Madison's Latinx community and being seen as trusted institutions where immigrants can go for support.

Food: Meals will be provided at workshops, eliminating the barrier of participants needing to choose between eating and attending. Sharing food also fosters a welcoming and communal atmosphere.

Childcare: We are seeking additional funding to also provide on-site childcare at the workshops, recognizing that lack of childcare—particularly for mothers—can be a significant barrier to participation.

c. Enrollment & Engagement Approach:

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

Enrollment in the program is designed to be simple, welcoming, and responsive to the needs of immigrant families who may be wary of formal systems. At the initial point of contact, we collect only a participant's name and phone number. This minimal intake lowers barriers to participation and helps build trust, as many community members have negative associations with extensive data collection.

During the first workshop, staff work individually with each participant to complete a more detailed intake form. This process allows us to gather information on participants' interests, needs, and goals while building relationships in a supportive, person-to-person setting. Intake data is used to guide referrals to other resources, track progress over time, and ensure that programming remains culturally responsive and relevant.

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.,).

Every month from February to November we will run a two-workshop cycle. Workshops will take place during the second and fourth week of the month, and the time/day of the week will vary to accommodate the wide range of work schedules of our target population.

Workshop 1: Know Your Rights

1. Introductions
 - a. Who are Voces and Worker Justice?
 - b. Participants introduce themselves to the group
 - c. Pair share: participants pair up and talk one on one about why they're here and what they hope to learn, then report back to the group
2. Immigrant rights
 - a. What hasn't changed
 - i. Human rights exist and are universal whether they are currently being recognized in a given legal context or not
 - ii. Laws protecting safety/property/due process that apply to everyone in US, immigrant and native-born, citizen and non-citizen

- b. What has changed
- i. Current state of US immigration law
- ii. Current state of US immigration enforcement practices
- iii. How to stay informed
- 3. Workers rights
- a. What hasn't changed
- i. Rights to fair pay and safe working conditions that apply to all workers regardless of national origin or other identity factors
- 1. But few law enforcement resources exist to assure these rights in low-wage workplaces, so workers must learn to stand up for themselves and each other
- a. How to analyze your pay stub
- b. Discussion of wage theft based on participants' personal experiences and prepared examples from past Worker Justice cases
- c. Discussions of personal experiences with unsafe working conditions and on-the-job discrimination, also drawing from participants' experiences and prepared examples
- b. What has changed
- i. Changes to the Department of Labor and National Labor Relations Board
- 1. State/local ripple effects of these changes
- ii. How to stay informed
- 4. Preview of 2nd workshop

Workshop 2: Educate Your Community

- 1. Welcome back
- a. Participants re-introduce themselves
- b. Scope of workshop: educating others means more than handing out flyers with Know Your Rights information
- i. Also learning how to use that information
- ii. And how to stay connected to learn more
- 2. Intro to Popular Education
- a. Invite participants to think about format of first workshop, how has the info stuck with them since then versus material they've been exposed to through a more traditional "information dump" style of teaching
- b. Brief description of Pop Ed history and principles
- 3. Drawing People In Using Active Listening
- a. Define active listening
- b. Break into pairs for one-on-one conversations to practice
- 4. Mapping Assets, Barriers, and Opportunities
- a. Mapping your relationship assets – who you can reach, who they can reach
- b. Mapping barriers – what you learn through your active listening that people are struggling with or worrying about, and the connections between these things
- c. Mapping opportunities – to connect with more people, to learn more, and to take action together
- 5. Agenda Building and Curriculum Delivery
- a. Reflect on agenda of workshops 1 and 2, discuss why various choices were made
- b. Engaging people one-on-one vs in a group
- c. Past program graduates share examples and advice on what's worked for them
- 6. Next steps
- a. Participants choose their outreach goals
- b. Staff arrange individual follow ups with each participant

B. Use of Evidence-Based or Promising Practices:

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

Our approach is based on what both Worker Justice and Voces have seen is successful in educating and empowering low-wage Latinx immigrant workers, and it draws on a long history of grassroots approaches to social change and community uplift, including Popular Education and the Liberation Theology framework. Our approach aims to both address the current/looming crisis immigrant workers and their families are experiencing and to equip them to navigate future crises more effectively because they are more connected to information, resources, and their fellow community members.

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

Table 1:

PROGRAM LOCATION(s):		
Day of the Week	Start Time	End Time
Monday	Choose an item.	Choose an item.
Tuesday	4:00 PM	6:00 PM
	Know Your Rights, Educate Your Community at the Labor Temple (1602 S. Park St, Madison, WI, 53715)	
Wednesday	Choose an item.	Choose an item.
Thursday	4:30 PM	6:30 PM
	Know Your Rights, Educate Your Community at the Labor Temple (1602 S. Park St, Madison, WI, 53715)	
Friday	Choose an item.	Choose an item.
Saturday	1:00 PM	3:00 PM
	Know Your Rights, Educate Your Community at the Labor Temple (1602 S. Park St, Madison, WI, 53715)	
Sunday	Choose an item.	Choose an item.

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

Table 2: (Optional/if needed)

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

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

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

4. ENGAGEMENT COORDINATION AND COLLABORATION

- A. 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.

Worker Justice engages our base (Latinx low-wage workers) in development and implementation of all our programming. Our aim is to be a lifelong home for workers who wish to learn about their rights, develop their leadership, and come together to make positive change.

The materials for this program have been developed with the participation of our Comité del Pueblo (Peoples' Committee), which is made up of Latinx workers who have experienced wage theft or other violations of their workplace rights, completed workshops and one-on-one trainings, and applied that knowledge in their own lives. Committee members also take part in community outreach through door knocking and giving introductory presentations. We will also engage Comité members and other graduates of past workshops as volunteers for this program with roles including welcome table, potentially giving rides to participants with transportation barriers, and presenting elements of the workshop material. This not only increases our overall capacity for this program but also fosters connections and a sense of belonging that cuts against the fear and isolation so many immigrants are feeling as a result of recent changes in federal immigration policy.

- 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 need for this program is palpable because every day our staff hear from immigrant Madisonians who tell us they are afraid and they don't know what they can or can't do safely and legally.

The materials for this program have been developed with the participation of our Comité del Pueblo (Peoples' Committee), which is made up of Latinx workers who have experienced wage theft or other violations of their workplace rights, completed workshops and one-on-one trainings, and applied that knowledge in their own lives. Committee members also take part in community outreach through door knocking and giving introductory presentations. We will also engage Comité members and other graduates of past workshops as volunteers for this program with roles including welcome table, potentially giving rides to participants with transportation barriers, and presenting elements of the workshop material. This not only increases our overall capacity for this program but also fosters connections and a sense of belonging that cuts against the fear and isolation so many immigrants are feeling as a result of recent changes in federal immigration policy.

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)?
Voces de la Frontera	-50% of outreach -Lead on creating and updating immigration rights portion of training (Worker Justice leads on worker rights portion) -50% of program logistics (volunteer coordination, workshop setup and teardown, data tracking) -Lead on presenting immigration rights portion of training (Worker Justice leads on worker rights portion) -Meet regularly with Worker Justice staff to collaborate on development, implementation, and evaluation of the program	Luis Velasquez [Organizing Director], luis@vdlf.org, (404) 749-7913	Yes

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

N/A

How do these partnerships enhance this proposal?

What are the decision-making agreements with each partner?

- 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?

Because of workers' diverse needs, we have cultivated strong partnerships with other organizations to whom we refer when issues emerge that are unrelated to employment. We refer to: the Catholic Multicultural Center, Good Shepherd Food Pantry, WayForward Resources, Sunshine Place, Project Respect and UMOS, UNIDOS, RCC: Sexual Violence Resource Center, and Common Wealth Development.

5. PROGRAM QUALITY, OUTPUTS, OUTCOMES AND MEASUREMENT

- A. Program Outputs – Please tell us how you are measuring your output data such as: Unduplicated Youth, Individuals, Families, Community Events, Program Hours, etc. Please see Guidelines 1.1

Total annual workshop attendance: 135

Number of annual workshop cycles presented (2 workshops per cycle): 10

Number of certifications earned per training cohort: 100

- B. Program Outcomes

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

These objectives align with our organization-wide priorities of fostering connections between, and the empowerment of, low-wage immigrant workers. Data source: post-program interviews and surveys.

Please complete the table(s) with your selected outcome objectives. Applicants must choose from the measurable outcomes listed in the RFP that correspond to the priority area for which they are applying. Youth-specific programs are **required** to report on the youth outcomes identified in the RFP. In addition to these required outcomes, applicants may propose additional program-specific outcomes they plan to track and evaluate. **Note: Outcome EXAMPLE Objective is not required and is ONLY meant to serve as an example outcome to reference as you complete the other tables**

Outcome EXAMPLE Objective: 75% of clients report services were accessible, inclusive, and responsive to their individual identities and experiences (this is an EXAMPLE ONLY and is NOT REQUIRED).				
Performance Standard	Targeted Percent	75%	Targeted Number	90 of 120 clients
	Actual Percent	78%	Actual Number	94 out of 120 clients
Measurement Tool(s) and Comments: Client exit survey and open-ended feedback forms				

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

Outcome Objective #1: Individuals who complete the 2-workshop cycle report an increased sense of trust, connection, and belonging within their communities.

Performance Standard	Targeted Percent	90	Targeted Number	90
	Actual Percent		Actual Number	

Measurement Tool(s) and Comments: Exit survey/interview

Methodology: At the conclusion of the 2-workshop cycle participants are given the option of answering these questions by filling out a written survey or being interviewed by a staff member. The survey consists of three yes/no questions and three fill-in-the blank follow up questions to allow participants to elaborate on their experience.

Outcome Objective #2: Individuals who complete the 2-workshop cycle report improved social relationships, communication skills, and confidence participating in community activities and events.

Performance Standard	Targeted Percent	90	Targeted Number	90
	Actual Percent		Actual Number	

Measurement Tool(s) and Comments: Exit survey/interview

Methodology: At the conclusion of the 2-workshop cycle participants are given the option of answering these questions by filling out a written survey or being interviewed by a staff member. The survey consists of three yes/no questions and three fill-in-the blank follow up questions to allow participants to elaborate on their experience.

Outcome Objective #3: Individuals who complete the 2-workshop cycle report that services were accessible, inclusive, and responsive to their individual identities and lived experiences.

Performance Standard	Targeted Percent	90	Targeted Number	90
	Actual Percent		Actual Number	

Measurement Tool(s) and Comments: Exit survey/interview

Methodology: At the conclusion of the 2-workshop cycle participants are given the option of answering these questions by filling out a written survey or being interviewed by a staff member. The survey consists of three yes/no questions and three fill-in-the blank follow up questions to allow participants to elaborate on their experience.

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?

Both Worker Justice and Voces use secure online databases to track participant data. (Worker Justice uses Salesforce and Voces uses EveryAction). Team leads enforce an expectation for staff to enter data regularly and handle it securely. For this joint program we will schedule quarterly check-ins to assure consistent data practices across both organizations and to compile shared program data.

6. PROGRAM STAFFING AND RESOURCES:

- A. Program Staffing: Full-Time Equivalent (FTE) – Include employees, with direct program implementation responsibilities. **Please be sure to list all required certifications and training.** FTE = % of 40 hours per week. Use chart below and use one line per individual employee.

Position Title	FTE	Required Certifications and Training	Location(s)
Executive Director (Robert Christl)		Completion of 2-month new employee probationary period including extensive job shadowing, thorough review of the employee handbook, and reading and discussing The Worker Center Handbook by Kim Bobo and Maria Casillas Paballon. Sexual Harassment training from RRC Sexual Violence Resource Center.	Worker Justice offices: 1602 S. Park Street #115
Worker Center Organizer (Socorro Cortez)		Completion of 2-month new employee probationary period including extensive job shadowing, thorough review of the employee handbook, and reading and discussing The Worker Center Handbook by Kim Bobo and Maria Casillas Paballon. Sexual harassment training by RRC Sexual Violence Resource Center.	Worker Justice offices: 1602 S. Park Street #115

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

Volunteers are drawn from the community we serve and have already completed Know Your Rights, Educate Your Community programming and the associated intake process and leadership development. In this program volunteers will not handle sensitive information or be in any position of power over any participants.

- 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.

The full cost of this program is bigger than what is offered by this grant, so we will draw on our general operating funds to make up the gap. The majority of the funding needed to run this program is already in place, and, with many promising fundraising prospects in the pipeline, we do not anticipate any difficulty in keeping this program fully resourced.

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.

B. Disclosure of Contract Failures, Litigations

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



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

Budget Narrative Form

Joint/Multi-agency Applicants ONLY

Submit Application to: cddapplications@cityofmadison.com

Deadline: 4:30pm September 22nd, 2025

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

BUDGET NARRATIVE DOCUMENT

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

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

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

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

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

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

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

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

Program Name:	Know Your Rights, Educate Your Community				
Legal Name of Lead Applicant Organization:	Worker Justice Wisconsin	Total Amount Requested for this Program:		\$ 150,000	
Legal Name of any additional Joint Applicants (if applicable):	Voces de la Frontera	Total Amount Requested for your Agency*:		\$ 75,000	
Program Contact for Budget Narrative:	Nicholas Molina	Email:	nicholas@vdlf.org	Phone:	414-514-4134
Program Type: Select <u>ONE</u> Program Type for this form.					
<input type="checkbox"/> 24/7 Helpline Services <input type="checkbox"/> Short Term Shelter Services <input type="checkbox"/> Community Based Individual and Family Support <input checked="" type="checkbox"/> Building Community and Stabilization <input checked="" type="checkbox"/> Adults and Families <input type="checkbox"/> Youth ages 12-18 years old					
<p>PLEASE NOTE: Separate budget narrative forms are required for each distinct/stand-alone program. Programs are considered distinct/stand-alone if the participants, staff and program schedule are separate from other programs, rather than an activity or pull-out group.</p>					

Program Expenses	2025 Partner Request
PERSONNEL	\$25,000
OTHER OPERATING	N/A
SPACE	N/A
SPECIAL COSTS	N/A
TOTAL*	\$25,000

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

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

Personnel:

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

Funds will support partial salary coverage for the Organizing Director. This staff member will design, coordinate, and deliver monthly Know Your Rights workshops and leadership development trainings, provide ongoing participant support, and oversee evaluation and reporting.

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

\$21,250 annually from this grant, with additional wages, taxes, and benefits supported through other funding sources.

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

N/A

Operating:

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

\$3,750 annually will support program supplies, including bilingual educational handouts, participant packets, and workshop materials.

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

None

Space:

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

N/A

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

N/A

Special Costs:

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

N/A

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

N/A

c. Does the organization subcontract any services? If so, please provide examples and the estimated costs associated with these subcontracts.

N/A

APPLICATION FOR 2025 CRISIS INTERVENTION AND PREVENTION SERVICES PROGRAMS

1. ORGANIZATION CONTACT INFORMATION

Legal Name of Organization	Worker Justice Wisconsin, Inc
Mailing Address	1602 S Park Street #115
Telephone	608-255-0376
FAX	
Director	Robert Christl
Email Address	robert@workerjustice.org
Additional Contact	
Email Address	
Legal Status	Private: Non-Profit
Federal EIN:	41-2227413

2. PROPOSED PROGRAMS

	2025		If currently City funded	
Program Name:	Letter	Amount Requested	2024 Allocation	Joint/Multi Application - SELECT Y/N
Know Your Rights, Educate Your	A	\$150,000	\$9,573	Yes-Partner Budget
Contact:	Robert Christl; robert@workerjustice.org			
	B			
Contact:				
	C			
Contact:				
	D			
Contact:				
	E			
Contact:				
TOTAL REQUEST		\$150,000		

DEFINITION OF ACCOUNT CATEGORIES:

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

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

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	3	33%	2	33%			
WOMAN	6	67%	4	67%			
NON-BINARY/GENDERQUEER	0	0%	0	0%			
PREFER NOT TO SAY	0	0%	0	0%			
TOTAL GENDER	9	100%	6	100%			
AGE							
LESS THAN 18 YRS	0	0%	0	0%			
18-59 YRS	7	78%	6	100%			
60 AND OLDER	2	22%	0	0%			
TOTAL AGE	9	100%	6	100%			
RACE							
WHITE/CAUCASIAN	6	67%	3	50%	80%	67%	16%
BLACK/AFRICAN AMERICAN	1	11%	1	17%	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%	1	17%	3%	4%	26%
BALANCE/OTHER	2	22%	1	17%	1%	2%	28%
TOTAL RACE	9	100%	6	100%			
ETHNICITY							
HISPANIC OR LATINO	3	33%	4	67%	7%	9%	26%
NOT HISPANIC OR LATINO	6	67%	2	33%	93%	81%	74%
TOTAL ETHNICITY	9	100%	6	100%			
PERSONS WITH DISABILITIES	0	0%	1	17%			

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

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

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

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

7. AGENCY GOVERNING BODY

How many Board meetings were held in 2023

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

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

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

Name	Kurt Kobelt			
Home Address	7120 Caneel Trl, Middleton, WI 53562			
Occupation	Retired attorney			
Representing	N/A			
Term of Office	President	From:	03/2025	To:
Name	Charity Schmidt			
Home Address	29 E Wilson St, #305, Madison, 53703			
Occupation	Cooperative Development Specialist			
Representing	UW Center for Cooperatives			
Term of Office	Vice President	From:	03/2025	To:
Name	Natalie Gerloff			
Home Address	5714 Divine Street, Madison, 53718			
Occupation	Attorney			
Representing	Hawks Quindel			
Term of Office	Secretary	From:	03/2025	To:
Name	Edna Baldwin			
Home Address	3144 Mineral Springs Blvd, Summit, 53066			
Occupation	Wage and hour investigator			
Representing	Construction Business Group			
Term of Office	Board member	From:	03/2024	To:
Name	Lilia Garcia			
Home Address	4353 Daisy Dr, Madison, 53711			
Occupation	Seamstress			
Representing	Member of Worker Justice Wisconsin			
Term of Office	Board member	From:	03/2023	To:
Name	Mary Kremer			
Home Address	2117 Monroe St, Madison, 53711			
Occupation	Catholic Sister			
Representing	Dominican Sisters of Sinsinawa			
Term of Office	Board member	From:	03/2023	To:
Name	Adam Gifford			
Home Address	310 Edward St, Verona, WI 53593			
Occupation	Business Manager			
Representing	Painters District Council 7			
Term of Office	Board member	From:	03/2024	To:
Name	Lola Loustau			
Home Address	1417 Williamson St, Madison, 53703			
Occupation	Faculty			
Representing	UW Madison School for Workers			
Term of Office	Board member	From:	03/2024	To:

03/2028
03/2028
03/2028
03/2027
03/2026
03/2026
03/2027
03/2027

AGENCY GOVERNING BODY cont.

Name	Steve McDonald				
Home Address	3049 Selkirk Dr, #3, Sun Prairie, 53590				
Occupation	Organizer				
Representing	SMART Local 565				
Term of Office	Board member	From:	03/2024	To:	03/2027
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
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
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
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 2025	PROGRAM A	PROGRAM B	PROGRAM C	PROGRAM D	PROGRAM E	NON APP PGMS
DANE CO HUMAN SVCS	3,125	3,125					0
UNITED WAY DANE CO	6,000	6,000					0
CITY CDD (This Application)	50,000	50,000					0
City CDD (Not this Application)	0	0					0
OTHER GOVT*	58,768	0					58,768
FUNDRAISING DONATIONS**	427,113	18,429					408,684
USER FEES	0	0					
TOTAL REVENUE	545,006	77,554	0	0	0	0	467,452

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

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

Enter all expenses for the programs in this application under the PGM A-E columns. Enter the amount you would like the City to pay for with this funding under the CITY SHARE

****Use whole numbers only, please.**

[illegible]

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

Title of Staff Position*	2025 FTE**	2025 FTE**	2025 FTE**	2025 FTE**	2025 FTE**	2025 Total FTE	2025 Salary	2025 Taxes and	2025 Amount	2025 Wage***	2025 Requested
Socorro Cortez	0.33					0.33	54,631	15,456	70,087	0.00	22,503
Robert Christl	0.20					0.20	63,586	15,456	79,042		2,497
						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
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						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
SUBTOTAL/TOTAL:	0.53	0.00	0.00	0.00	0.00	0.53	118217.63	30912.00	149129.63	0.00	25000.00

CONTINUE BELOW IF YOU NEED MORE ROOM FOR STAFF POSITIONS

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

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

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

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

						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
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						0.00			0	0.00	0
						0.00			0	0.00	0
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						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
TOTAL:	0.53	0.00	0.00	0.00	0.00	0.53	118217.63	30912.00	149129.63	0.00	25000.00

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

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

Program Summary

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

Pgm Letter	Program Name	Program Expenses	2025 City Request
A	Know Your Rights, Educate Your Community	PERSONNEL	25,000
		OTHER OPERATING	0
		SPACE	0
		SPECIAL COSTS	25,000
		TOTAL	50,000
B	0	PERSONNEL	0
		OTHER OPERATING	0
		SPACE	0
		SPECIAL COSTS	0
		TOTAL	0
C	0	PERSONNEL	0
		OTHER OPERATING	0
		SPACE	0
		SPECIAL COSTS	0
		TOTAL	0
D	0	PERSONNEL	0
		OTHER OPERATING	0
		SPACE	0
		SPECIAL COSTS	0
		TOTAL	0
E	0	PERSONNEL	0
		OTHER OPERATING	0
		SPACE	0
		SPECIAL COSTS	0
		TOTAL	0
TOTAL FOR ALL PROGRAMS			50,000