



# CRISIS INTERVENTION AND PREVENTION SERVICES

## 2025 REQUEST FOR PROPOSAL (RFP) APPLICATION

### Part 1 – Organization Narrative Form

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

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

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

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

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

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

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

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

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

#### APPLICANT TYPES

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

##### Single Applicants

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

##### Joint/Multi-agency Applicants

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

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

## Part 1 - Organization Narrative Form

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

Legal Name of Organization:	YWCA Madison, Inc.	Total Amount Requested:	\$ 195,000
All program(s) connected to your organization:	Program Name: Restorative Justice Circle Keepers Amount Requested: \$ 50,000 Applicant Type: Single Agency Application Program Type: Building Community & Stabilization: YOUTH List Program Partner(s) (if applicable):		
	Program Name: YW Transit Amount Requested: \$ 95,000 Applicant Type: Single Agency Application Program Type: Building Community & Stabilization: ADULT & FAMILY List Program Partner(s) (if applicable):		
	Program Name: Third Street Amount Requested: \$ 50,000 Applicant Type: Single Agency Application		

	Program Type: Community-Based Individual and Family Support Services		
	List Program Partner(s) (if applicable):		
	Program Name:		Amount Requested: \$
	Applicant Type: Choose an item.		
	Program Type: Choose an item.		
	List Program Partner(s) (if applicable):		
	<b><i>If you are applying for more than four programs, please contact Nancy Saíz nsaiz@cityofmadison.com</i></b>		
Contact Person for application (Joint Applications - <b>Lead Org</b> ):	Andrea Zea, Grants & Compliance Director		Email: azea@ywcamadison.org
Organization Address:	101 E. Mifflin St, Suite 100 Madison, WI 53703		Telephone: (608) 257-1436
501 (c) 3 Status:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Fiscal Agent <i>(if no)</i> n/a

**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).

YWCA Madison's mission is to eliminate racism, empower women, and promote peace, justice, freedom, and dignity for all. Our foundational values of Humanity, Community, Growth, and Restoration guide our actions and relationships, propelling the work we do in the Madison and greater Dane County community. To fulfill our mission, we provide innovative and responsive programming across four core areas of work: Employment & Training, Housing & Shelter, Restorative Justice, and Learning & Movement Building. The work we do helps people find and maintain employment by delivering job training and transportation; provides housing and shelter at our residential building and in the community to ensure that families have a safe space to live and grow; supports schools and communities to develop restorative cultures; and gathers people and organizations in communities of practice to learn and unlearn, and for intergenerational movement building for justice. Our staff is racially and culturally diverse, representative of the community we serve, highly trained, and participates in on-going development education. Our board of directors are recognized leaders from the community and provide leadership and oversight for YWCA Madison.

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

YWCA Madison has been in continuous operation since 1909 and is Dane County's largest provider of affordable housing for women as well as one of the oldest providers of emergency shelter. We have a long history of responding to the challenges and needs faced by our community's most marginalized individuals and families through innovative programs that provide connection to the resources, opportunities, and support systems needed to achieve greater stability and long-term well-being.

What differentiates YWCA Madison from other organizations is our personalized and culturally relevant services, a philosophy of "empowerment" that undergirds our service delivery model, and trust from the communities that are currently experiencing the greatest marginalization. Staff members provide individualized, wrap-around services through a family-focused, trauma-informed lens, and much of our programming is cohort-based and facilitates a learning environment where participants support, teach, and guide each other. Our employees are representative of the communities we serve and include bicultural and bilingual staff.

The current Crisis Intervention and Prevention programs operated by YWCA Madison include:

Third Street - program inception: 1991 - By providing housing first, supportive, voluntary case management, and other services to meet the unique needs of Third Street families, we provide the conditions for mothers to build a stable foundation for their future self sufficiency, dreams, and goals as well as supporting the early development needs for their children with support of our Family Resource Coordinator. Aligned with the CIP RFP Guidelines, Third Street provides trauma-informed, coordinated services that lead to families' improved housing stability and overall well-being.

YW Transit - program inception: 2007 - YW Transit provides equitable access to jobs, health care, and community life by offering a variety of subsidized and free transportation services to low income community members. Aligned with the CIP RFP Guidelines, the program seeks to create pathways out of poverty by addressing the root causes of crisis and strengthening individual, family, and community stability through reliable transportation access.

Restorative Justice - program inception: 2010 - YWCA Madison's Restorative Justice Circle Keepers program is designed to support middle-school aged youth to learn, practice and lead Restorative Justice Circle Processes, with the goal of building skills in conflict resolution and critical thinking, deepening relationships among youth and families, and facilitating activities that are healing, expressive and restorative. Aligned with the CIP RFP Guidelines, our activities are intended to prevent crises by equipping young people and their broader communities with the skills and resources to disrupt cycles of harm without relying on punitive systems and responses.

- 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 2024, after serving as Interim CEO for 4 months following Vanessa McDowell-Atlas' departure from the organization, Geraldine ("Gery") Paredes Vásquez was named YWCA Madison's CEO. She came to the role after six years experience directing the organization's Race and Gender department. Gery's connection to YWCA Madison goes back to 2012 when she first volunteered as a facilitator for the Racial Justice series. She later joined the organization as a Race and Gender Equity Coordinator and Manager before becoming the Director of this same department. Under her leadership, this department continued to grow a community of artists, advocates, organizers, educators, and practitioners as collaborators in co-creating offerings such as YWCA Madison's annual Racial Justice Summit. Under Gery's guidance, the organization collaboratively co-created a 2024-2026 strategic plan grounded by 7 strategic priority areas that will guide decision-making and resource allocation to sustainably meet organizational needs in alignment with our mission and values, paving the way for a revitalization of each department.

In January 2025, YWCA Madison began contracting with Step Up: Equity Matters for the financial function of the organization, including provision of personnel in the following roles: Outsourced Chief Financial Officer (CFO), Outsourced Accounting Director, Staff Accountants and Bookkeepers. The Outsourced CFO, Tania Ibarra has primary responsibility for fiscal oversight of grant awards and contracts and also oversees all aspects of the grant accounting and expense reporting handled by YWCA Madison's outsourced contractor, Step Up: Equity Matters.

Given the amount of time that has passed since these changes in leadership, YWCA Madison does not anticipate that the changes will have any impact on our ability to provide the programming and services proposed through this RFP process.

- 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."

No Changes.

- 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.).

YWCA Madison's program staff are required to have relevant education and experience in social services or a related field and/or lived experience. All staff receive training in trauma-informed and healing-centered care and cultural competency in service delivery, with ongoing professional development to ensure high-quality, evidence-based services. Staff have been trained to use a harm reduction model and also use motivational interviewing techniques in communication with participants. Each Department's annual budget includes funding set aside specifically for professional development and continuing education and training. Employee performance reviews include documenting and discussing professional development opportunities and setting goals for upcoming months. Attendance at trainings throughout the year and during regular business hours is understood to be a necessary part of each staff member's work schedule. In addition to engaging in professional development tailored to meet each unique employee's interests and needs, staff participate in racial justice workshops, where they look at culture through the lens of race to broaden intercultural and interracial awareness.

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

**Program name:**

**Program type:** Choose an item.

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

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



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

## Part 2 - Program Narrative Form

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**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.**

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

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

Program Name:	Third Street	Total Amount Requested for this Program:			\$ 50,000
Legal Name of Organization:	YWCA Madison, Inc.	Total amount Requested for Lead/Single Applicant			\$ 50,000
Legal Name of Partner(s) (Joint/Multi-Agency Applicants only):		Total Amount Requested for Partner 1:			\$
		Total Amount Requested for Partner 2:			\$
		Total Amount Requested for Partner 3*:			\$
Program Contact: Lead Organization Contact	Andrea Hillman, Residential Housing Director	Email:	ahillman@ ywcamadison.org	Phone:	(608) 395-2146
Program Type: Select <b>ONE</b> Program Type for this form.					
<input type="checkbox"/> <b>Crisis Intervention Support Services: 24/7 Helpline</b>  <input type="checkbox"/> <b>Crisis Intervention Support Services: Shelter Services</b>  <input checked="" type="checkbox"/> <b>Prevention Services and Activities: Community-Based Individual/Family Support</b>  <input type="checkbox"/> <b>Prevention Services and Activities: Building Community and Stabilization</b> <input type="checkbox"/> <b>Adults and Families</b> <input type="checkbox"/> <b>Youth ages 12-18 years old</b>					
<p><b>PLEASE NOTE:</b> Separate applications are required for each distinct/stand-alone program. Programs are considered distinct/stand-alone if the participants, staff and program schedule are separate from other programs, rather than an activity or pull-out group.</p>					

## 1. PROGRAM OVERVIEW

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

Madison is in the midst of an affordable housing crisis. For the last decade, the cost of housing in Madison has skyrocketed, making affordable housing scarcer and inaccessible for many. As noted in the 2022 "Housing Snapshot Report" provided by the City of Madison, Madison's rental vacancy rate is below 4%; "...below 'healthy' levels that help to alleviate rapid rental cost appreciation... most new rental units are not affordable to the median renter household (indicating high cost of entry)." The National Apartment Association also cites Madison in their 2023 Q4 report as the metro area with the lowest rental vacancy rate with the highest rent growth rate in the country year after year. This incredibly low vacancy rate makes any rental housing difficult to obtain and allows landlords to discriminately pick and choose between applicants. Recent changes in Wisconsin's landlord/tenant laws allow commercial landlords to deny more applicants with criminal backgrounds. Beyond a criminal record, commercial landlords are much more likely to screen out applicants for having little or no housing history, a lack of or poor credit history, the applicant's type of income, history of domestic violence, and/or for having a history of homelessness and evictions. The impact of these discriminatory policies result in racist, classist housing and economic inequities which impact an individual's ability to reach financial stability and economic mobility.

Relatedly, at the intersection of race and gender, Black mothers and their babies in Madison/Dane County continue to bear inequitable burdens. As noted by Public Health Madison & Dane County, the region continues to demonstrate "significant racial disparities in infant mortality rates attributable to social determinants like income, racism, access to health care, disease status, chronic stress, nutrition and weight status. ... Currently, babies born to Black mothers in Dane County are two times more likely than



white infants to be born underweight. Babies born early are at risk of significant health challenges (including death) in their first year of life.”

In order to disrupt and address some of the racially inequitable outcomes related to housing and child and maternal health in Madison, YWCA Madison provides the Third Street housing program. Third Street offers 18 affordable apartments and supportive services to single mothers with low incomes who are in their last trimester of pregnancy and/or who have children (up to 2) under the age of 5. YWCA Madison prioritizes serving women of color, women who are refugees and/or immigrants, and women with other marginalized identities.

- 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?

Third Street goals include preventing or ending the cycle of homelessness, and supporting women with young children to achieve economic self-sufficiency and pursue their goals and dreams. Third Street is a foundation for growth and development for families who have been homeless, have no other housing options, have escaped violence and/or have never rented. Through stable, subsidized housing that is truly affordable, voluntary case management, educational workshops, individual work, family activities and other opportunities, participants pursue goals toward self-sufficiency, build financial stability, access resources, and meet the needs of their children. The program builds relationships between families in the Third Street neighborhood and the larger community, broadening their support system and resources. In addition, the program supports these families as they work toward their goals and dreams by providing small grants to assist with school fees, training fees, transportation, childcare fees and other things that become barriers to education, autonomy, and success. As families build support systems, housing history, and increase their abilities to manage responsibilities, they are better able to maintain housing and will work towards securing other permanent housing in the community.

- 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.

Third Street serves single mothers with low incomes who are in their last trimester of pregnancy and/or who have children (up to 2) under the age of 5. Those served in the program often have a history of homelessness, lack other housing options, escaped violence and/or have never rented. Through case management services, Third Street program staff assist families in securing vital resources such as healthcare, transportation, income, childcare, and food through our network of community partners and through the availability of direct assistance funding. Families can also rely on YWCA Madison's Family Resource Coordinator to provide assistance with finding affordable childcare and support advocating for their children's needs to be met. Families are able to stay in Third Street until a child in the family completes Kindergarten – in general, families stay in the program for up to 2 years. When families are ready to exit the program, staff help participants access housing vouchers and secure permanent affordable housing.

YWCA Madison's Third Street program exists in our residential building in the heart of downtown Madison on the Capitol Square (101 E. Mifflin Street) – a desirable area to live which is close to bus lines, the Children's Museum (a partner organization that provides free admission to YW families), the University of Wisconsin, and many of City/County/State services. Third Street offers Section 42, affordable apartments; all rental rates are below 30% of income for households making 50% of the county median income or less, and 8 Third Street units are Project Based Voucher units which also provide an additional rental subsidy.

By providing safe and affordable housing we ensure our residents can focus on goals in other areas of their lives including obtaining and maintaining employment, the healthy development and education of their children, and building a positive network of support. The combination of historical and ongoing racial and gender discrimination, the region's lack of affordable housing, high cost of living, and other ongoing structures of oppression demonstrate the vital nature of programs like Third Street, which provides Madison's single mothers and their children with the basic human right of stable housing and access to resources to literally improve their quality of life.

The key expected outcomes for the Third Street program include: sustained housing stability for program participants recovering from a vulnerable or crisis situation; increase program participants' confidence in navigating systems to meet health, legal, educational, or other personal needs by utilizing a Housing First program model with supportive services; and participants' improved functioning in life domains such as housing, health, legal services, education, employment, and/or family well-being.

## 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?

Third Street serves single mothers with low income who have children from birth to 5 years old, and women in their last trimester of pregnancy. Families are typically experiencing homelessness with no other housing options due to limited income, no/poor housing histories and poor credit. Each family is unique and has experienced a variety of situations which have led them to needing support including domestic violence, histories of child abuse and other trauma, involvement with Child Protective Services, isolation/limited support, mental illness, alcohol and other drug addiction, health problems, cognitive delays, involvement in the foster care system, criminal records, limited education and work experience, and limited English proficiency. Third Street serves families diverse in race, culture, age, strengths, barriers and needs. Families entering the program lack the support and resources necessary to meet their needs.

All households served by YWCA Madison's Third Street program in 2024 had low or very low household income. And in 2024, the race/ethnicity of participants, as self-identified, was: 61% Black/African American; 31% Multi-racial; and 8% White.

Third Street participants have largely informed and provided insight into program design and improvements throughout the years. First, YWCA Madison values participant voice and takes into consideration any feedback or program suggestions offered informally through the case management relationship. To intentionally elicit anonymous feedback from Third Street participants, YWCA Madison administers an annual resident survey, which are reviewed by the Residential Housing Director and Third Street Coordinator/Case Manager. The program also provides many opportunities for community building, such as the monthly Third Street community meetings where participants can speak to their experiences living at YWCA Madison and have conversations about program improvements or recommendations directly with staff. Program participants are also invited to participate in quarterly town hall meetings with the CEO where residents have the opportunity to share about their experiences, needs, and feedback. Finally, as of 2025, YWCA Madison has launched the Resident Leadership Development Program, which involves several Third Street families in a paid opportunity to receive leadership development training and work alongside YWCA Madison staff in a collaborative leadership model. Through this initiative, program participants will be uplifted as co-leaders providing recommendations for new program offerings and on-site services, shaping the systems and supports around them.

- 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	3	8%
Black/African American	23	61%
Asian	0	0%
American Indian/Alaskan Native	0	0%
Native Hawaiian/Other Pacific Islander	0	0%
Multi-Racial	12	31%
Balance/Other	0	0%
Total:	38	
Ethnicity		
Hispanic or Latino	0	0%
Not Hispanic or Latino	38	100%
Total:	38	

Gender		
Man	12	32%
Woman	24	65%
Non-binary/GenderQueer	1	3%
Prefer Not to Say	1	0%
Total:	38	

Comments (optional):

- C. Language Access, Cultural Relevance: Please describe how the proposed program will serve non-English speaking youth, individuals, and families. Describe how the proposed program builds and sustains adequate access and cultural relevance needs.

YWCA Madison places an emphasis on providing services that address the language access needs of participants who are limited in their ability to speak, read, and understand the English language. The linguistic diversity of Dane County residents requires that organizations provide language access services for non-English dominant populations in order to adequately meet needs. Third Street is accessible to individuals who do not speak English through YWCA Madison's contract with LanguageLine Solutions to provide over the phone interpretation services and there are language access cards available to all employees to help bridge an initial language gap.

Our staff members' identities represent the communities we serve, bringing not only knowledge but shared experiences, understanding, and role models to the families we are working with. Our staff regularly engages in professional development delivered from a racial justice and culturally responsive lens to ensure best practices and service models.

- 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.*

The Third Street program receives referrals through a few different avenues, both internally and from partner agencies. Other internal YWCA Madison programs, such as Family Shelter, Single Women's Housing, and our Community Housing programs regularly work with single mothers or pregnant women who would benefit from affordable housing with case management support. Third Street staff also work with referral partners in the community through Operation Fresh Start and Briarpatch Youth Services; these agencies will refer families that may be eligible for the Third Street program and receive notification when there are program openings. YWCA Madison's housing staff regularly attend community resource fairs, bringing awareness about the Third Street program to other agencies working with similar populations as well as the broader community.

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?*

YWCA Madison's downtown residential building houses not only the Third Street program, but also an emergency Family Shelter and Housing for Single Women. With 111 units designated for individuals and families in this location, the building has several security measures in place that prioritize the well-being and personal safety of both residents and staff, including a visitor policy that limits guest time to 4 hours. This policy has historically presented a barrier to participation to some families in the Third Street program. With input from Third Street participants, YWCA Madison staff have recently updated this policy to allow visitors to stay for up to 8 hours to facilitate full time, onsite childcare coverage for working mothers.

Additionally, the downtown location of our residential building has posed a challenge for participants who own vehicles and require accessible, reliable parking. The building is located directly off the square, and most of the nearby parking is time-limited, creating a risk for parking tickets due to high traffic volume and population density in the downtown area. To mitigate this barrier, YWCA Madison has procured funds to

cover the cost of residential parking permits for Third Street participants so that they can utilize the street parking surrounding the building without time constraints.

**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).*

Single mothers interested in YWCA Madison's Third Street program can complete an online housing application found on YWCA Madison's website or obtain a hard copy of the application at 101 E. Mifflin Street. Each family that applies for the program will receive a call or email from the Third Street Case Manager to review eligibility. If a family is eligible but we do not have current program openings, the family will be notified their application will remain on file for 120 days. If the program has current openings, the Third Street Case Manager will complete a screening interview with the applicant to review program details and ensure continued interest in program participation. Those who wish to move forward will be scheduled for a Section 42 compliance interview with YWCA Madison's Property Manager. The Third Street Case Manager will provide support with gathering documentation for this portion of the application as needed, including obtaining housing history information or an explanation detailing lack of housing history if there is none.

Once approved to rent a Third Street unit by the Property Manager, the Third Street Case Manager will set up an intake appointment with the new participant that includes completing the Homeless Management Information System (HMIS) paperwork, an initial discussion of the family's goals, and reviewing and signing the Third Street handbook, which provides information about program expectations, building policies and amenities, and other new resident details. During the first case management appointment, Third Street participants will complete the Initial Goals and Needs Assessment form which is referenced throughout the family's time enrolled in the program. This document serves as a guide for improving various aspects of well-being, including housing, financial, parenting, and health and wellness. The family will also complete the Mainstream Resources Checklist to assess eligibility for and access to essential federal, state, and local benefit programs and services. Case management meetings are scheduled for every two weeks for the first 6 months in the program and monthly thereafter, or more if needed. Case management support is flexible and individualized to meet each family's needs and schedules, and can be conducted over the phone, virtually, or in person. Families also engage with the program through monthly community meetings in a group gathering with other Third Street participants. These meetings serve as a space to build friendships, support systems, and knowledge about community resources and are an essential component of program participation and engagement.

### **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.,).

Third Street provides safe, affordable housing and supportive services for mothers with low incomes and their children (birth to 5 years) and women in their last trimester of pregnancy at YWCA Madison's building at 101 E. Mifflin Street in downtown Madison. Participants are able to stay in the program until a child in the household completes Kindergarten; extensions are possible in order for participants to secure permanent housing. Participants are offered rental rates that are below 30% of income for households making 50% of the county median income or less. The program offers 18 units: 12 two bedroom and 6 one bedroom units (including units that are accessible for people with mobility disabilities). Third Street provides in-house voluntary case management, family programming, and home visits through a trauma informed, family focused lens. Personalized case management support is guided by each family's unique needs and goals, typically pertaining to educational advancement, financial stability, housing security, and child care, empowering program participants to take an active role in shaping their own path forward. While services are primarily offered onsite, the Case Manager may accompany families to appointments in the community. YWCA Madison provides 24/7 Front Desk service and staff are available daytime, most evenings, and some weekend hours. Third Street focuses on early childhood development with support from YWCA Madison's Family Resource Coordinator, who provides connections to childcare, works with families on childhood development, and collaborates with education-related resources in the community. Our intention is to provide both truly affordable housing and individualized support that fosters long-term economic stability.

Third Street families meet monthly for community meetings which provide dinner and educational programs (banking, health, literacy, etc.) that contribute to residents' knowledge, awareness of services, and relationships. Families build a support network by providing childcare, transportation, and friendship for each other. Our Family Resource Coordinator provides developmentally appropriate, supervised play and support which gives parents respite to work on their goals and needs. Third Street has also recently begun a partnership with Madison Metropolitan School District's Play and Learn program, which provides on-site weekly play education for parents and children to show how play can support healthy child development. In addition, Third Street empowers families as they work toward their goals by providing direct financial assistance to cover costs related to continuing education; employment training programs; transportation to childcare center meetings, job interviews, and medical appointments; costs for children including some childcare fees and school field trips; and rental assistance after a sudden loss of income (often due to giving birth and other medical emergencies). These costs add up quickly for young families with low income and without assistance and can derail a participant's ability to maintain housing and save money for their future.

**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.

Third Street is based on the successful, nationally recognized "Housing First" model. The National Alliance to End Homelessness defines Housing First as an "approach that prioritizes providing permanent housing to people experiencing homelessness, thus ending their homelessness and serving as a platform from which they can pursue goals and improve their quality of life." (NAEH, Fact Sheet: Housing First, April 2016) Third Street houses families as quickly as possible. Once housed support services are offered to assist with the maintenance of their housing and achievement of family directed goals. The United States Interagency Council on Homelessness identifies Housing First as a best practice and recommends its implementation.

Third Street provides in-house voluntary, individualized case management, family programming and home visits. "Home visiting programs support healthy family functioning by helping expectant families and families with young children provide stimulating early learning environments and nurturing relationships for their children. These factors, in turn, have profound effects on children's physical, social-emotional, and cognitive development." (U.S. Dept. of Health and Human Services, Report to Congress, March 2016).

YWCA Madison staff members uphold the principles of Harm Reduction. This is a "set of practical strategies and ideas aimed at reducing negative consequences associated with drug use. Harm Reduction is also a movement for social justice built on a belief in, and respect for, the rights of people who use drugs" (Harm Reduction Coalition: Principles of Harm Reduction, harmreduction.org). Harm Reduction strategies are utilized for a variety of supportive actions, not just drug use. Staff use the principles of Harm Reduction to work with families on managing behaviors that might jeopardize their housing. Housing First and Harm Reduction practices complement each other and help families remain housed.

In addition, YWCA Madison staff are highly educated and receive regular training in trauma informed and healing-centered care and Racial and Restorative Justice. Strategies and best practices from these trainings are implemented into daily practice.

**C. Program/Service Schedule and Location:** Please fill out the charts below to describe the schedule for your proposed program or service, including days and hours that services, classes, workshops, or other activities will be operating (if your staff operates during varied hours, please give your best overview of when your staff are interacting with clients).

- a. If your program operates at **multiple locations** with the **same schedule**, please list all locations TOGETHER in **TABLE 1** and include the schedule of operation
- b. If your program operates at **multiple locations** with **different schedules**, use **TABLE 2** in addition to table 1 to detail each location's unique schedule
- c. If you are submitting a JOINT/MULTI-AGENCY application:
  - i. Use **TABLE 1**, if the service operates at **multiple locations** with the **same hours** (Please list all locations)
  - ii. Use **TABLE 2**, in addition to table 1, if the service is operating at **multiple locations** with **different hours**

**Table 1:**

PROGRAM LOCATION(s):		
Day of the Week	Start Time	End Time
Monday	8:00 AM	4:30 PM
	101 E Mifflin St	
Tuesday	8:00 AM	4:30 PM
	101 E Mifflin St	
Wednesday	8:00 AM	4:30 PM
	101 E Mifflin St	
Thursday	8:00 AM	4:30 PM
	101 E Mifflin St	
Friday	8:00 AM	4:30 PM
	101 E Mifflin St	
Saturday	Choose an item.	Choose an item.
Sunday	Choose an item.	Choose an item.

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

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

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

YWCA Madison's Third Street program actively engages families in both the development and ongoing implementation of the Third Street program through participant input. Feedback is gathered in several ways: informally through the trusted relationships built in case management, and more formally through an annual anonymous resident survey. This survey, reviewed by the Residential Housing Director and Third Street Case Manager, helps identify areas for growth and guides decision-making. Additionally, monthly community meetings and quarterly town hall meetings with the CEO provide a dedicated space for participants to share their experiences, suggest improvements, and engage directly with staff. These efforts ensure that participant voices are not only heard but meaningfully shape the direction and effectiveness of the program.

- 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.

YWCA Madison has recently been moving toward a collaborative leadership style to involve the voices of the communities we serve in the creation of programming that best meets their needs. One example of this is the Resident Leadership Development program, an initiative launched in 2025 designed to meaningfully engage YWCA Madison's residents—including families from the Third Street community—as partners in program development and implementation. This paid opportunity provides leadership training and creates space for residents to collaborate directly with YWCA Madison staff through a shared leadership model. Participants are uplifted as co-leaders, contributing recommendations for new program offerings and on-site services, and actively shaping the systems and supports that impact their community. This initiative ensures that residents are not only consulted but play an integral role in the ongoing assessment and evolution of program activities.

- 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)?
Journey Mental Health Center	Provide on-site supportive psychotherapy services to Third Street participants	Tanya Lettman-Shue, CEO	In progress
Kiwanis Club of Downtown Madison	Provide funds to support events for Third Street families	Christine Hodge, Chair of Human and Spiritual Values Committee	No
Madison Children's Museum	Provide free entry to the museum for Third Street families as well as event space for children's birthday parties or other celebrations	Charlotte Cummins, Director of Community Partnerships	No
Bowl of Soul	Provide postpartum support for Third Street families	Qwantese Winters	No

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

How do these partnerships enhance this proposal?

These partnerships all enhance program offerings by providing services in-house and removing barriers to participants accessing these resources and enrichment activities.

What are the decision-making agreements with each partner?

YWCA Madison coordinates with the primary contact at each organization to provide Third Street families with these ongoing support services.

- 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?

In addition to providing affordable, subsidized housing to each family, the Third Street program offers comprehensive support through the dedicated efforts of the Third Street Case Manager and YWCA Madison's Family Resource Coordinator. These staff members play a central role in connecting families to a wide network of internal and external resources based on their specific needs.

Through case management support, Third Street participants are linked to a wide variety of supports, including access to mainstream benefits, mental health resources such as Journey Mental Health and Anesis Therapy (both offered on-site at YWCA Madison as well as community-based mental health resources), and substance use support. A Behavioral Health Resource Specialist from Dane County Department of Human Services tables weekly in YWCA Madison's lobby and has access to a private office for confidential meetings with residents regarding mental health, substance use/sobriety support, and other wellness needs.

The Family Resource Coordinator provides child- and family-focused support, including recommendations for developmental assessments, early intervention assistance, and navigation of children's services. The Family Resource Coordinator also helps families connect with the MMSD Transition Education Program (TEP) if applicable, apply for childcare subsidies, find and enroll in childcare programs, and connect with community resources that benefit children, such as Babies & Beyond.

Additional resources available to participants include the MMSD Play and Learn program, which is offered on-site weekly to Third Street families, providing parents with the skills to enhance their child's learning and growth in literacy, math, and social skills through play. YWCA Madison also offers an Essential Needs Pantry, which helps families meet basic daily needs of donation-based items such as shelf stable food, hygiene products, diapers, and more.

By providing individualized case management and family-centered support, the program ensures that participants are not only made aware of available resources but are guided through the process of accessing and utilizing them effectively.

## **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

We measure our output data using the Homeless Management Information System (HMIS), such as number of families and children served. All family data is entered upon program enrollment and updated regularly to ensure accuracy and prevent duplication.



The Third Street program also tracks the number of one-on-one case management hours provided through internal, secure YWCA Madison spreadsheets.

B. Program Outcomes

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

Input from current Third Street program staff, feedback from Third Street participants through the annual resident survey provided over the past several years, as well as data pulled from the HMIS and internal records about participants' housing status, are what guided us in choosing outcome objectives for the program.

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

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

<b>Outcome Objective #1:</b> 77% (14 out of 18) of participants report increased confidence in navigating systems to meet health, legal, educational, or other personal needs.				
<b>Performance Standard</b>	<b>Targeted Percent</b>	77%	<b>Targeted Number</b>	14 of 18 participants
	<b>Actual Percent</b>		<b>Actual Number</b>	
<b>Measurement Tool(s) and Comments:</b> Annual resident survey				
<b>Methodology:</b> The measurement tool used to collect this information was an annual resident survey that used multiple choice and open-ended prompts to allow participants to elaborate on their experiences. Surveys are distributed in the fourth quarter each calendar year and are voluntary and anonymous.				

<b>Outcome Objective #2:</b> 77% (14 out of 18) of participants report improved functioning in one or more life domains (e.g., housing stability, access to health and legal services, education, employment, or family well-being).				
<b>Performance Standard</b>	<b>Targeted Percent</b>	77%	<b>Targeted Number</b>	14 of 18 participants
	<b>Actual Percent</b>		<b>Actual Number</b>	
<b>Measurement Tool(s) and Comments:</b> Annual resident survey				
<b>Methodology:</b> The measurement tool used to collect this information was an annual resident survey that used multiple choice and open-ended prompts to allow participants to elaborate on their experiences. Surveys are distributed in the fourth quarter each calendar year and are voluntary and anonymous.				

<b>Outcome Objective #3:</b> 94% (17 of 18) of families/pregnant people (approximately 36-54 individuals) who have experienced homelessness/housing instability maintain or move into stable housing during a program year.				
<b>Performance Standard</b>	<b>Targeted Percent</b>	94%	<b>Targeted Number</b>	17 of 18 participants
	<b>Actual Percent</b>		<b>Actual Number</b>	
<b>Measurement Tool(s) and Comments:</b> Data pulled from the Homeless Management Information System (HMIS)				
<b>Methodology:</b> Program staff will enter family data into the HMIS and run reports for each participant served during the program year to determine housing status at the end of the program year.				

*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?  
 Third Street utilizes several data tracking systems to document key program information. Demographic data and housing-related outcomes are tracked through the HMIS, which allows for standardized data collection and reporting across housing programs. Program activities—including community meeting attendance, case management hours, and resources provided to participants—are tracked internally using spreadsheets maintained by program staff. All financial data and program expenses are managed by YWCA Madison's Finance Department, which ensures accurate budgeting, expense tracking, and reporting in compliance with grant and organizational requirements. These combined systems support effective program monitoring, evaluation, and accountability.

## 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)
Third Street Coordinator/Case Manager (1.0 FTE)		Bachelor's degree in Social Work, Social Welfare, or related field(s); or a minimum of 1 year of equivalent combination of experience and training	101 E Mifflin St
Family Resource Coordinator (0.5 FTE)		Bachelor's degree in Social Work, Social Welfare, or related field(s); or a minimum of 1 year of equivalent combination of experience and training	101 E Mifflin St
Residential Housing Director (0.3 FTE)		Bachelor's degree in Social Work or related field, or four to eight years related experience and/or training;	101 E Mifflin St

		or equivalent combination of education and experience	

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

The Third Street program does not currently have any program volunteers.

- 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 Third Street Program relies on the continued operations of YWCA Madison's residential building at 101 E. Mifflin Street, which provides both affordable housing units and program space for participants. The availability of subsidized housing units within this building is essential to ensuring program accessibility and stability for the families we serve. At present, these resources are in place and fully utilized. Continued funding to support subsidized housing remains a critical need, and the YWCA actively engages in fundraising, community partnerships, and advocacy efforts to ensure the long-term sustainability of these units.

## 7. BUDGET

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

### Joint/Multi-Agency Applications

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

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

### A. Disclosure of Conflict of Interest

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

### B. Disclosure of Contract Failures, Litigations

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

## APPLICATION FOR 2025 CRISIS INTERVENTION AND PREVENTION SERVICES PROGRAMS

## 1. ORGANIZATION CONTACT INFORMATION

Legal Name of Organization	YWCA Madison, Inc.
Mailing Address	101 E. Mifflin St, Suite 100, Madison, WI 53703
Telephone	(608) 257-1436
FAX	(608) 257-1439
Director	Geraldine Paredes Vásquez
Email Address	gpvasquez@ywcamadison.org
Additional Contact	Andrea Zea, Grants & Compliance Director
Email Address	azea@ywcamadison.org
Legal Status	Private: Non-Profit
Federal EIN:	39-0806303

## 2. PROPOSED PROGRAMS

Program Name:	2025		If currently City funded	
	Letter	Amount Requested	2024 Allocation	Joint/Multi Application - SELECT Y/N
Restorative Justice Circle Keepers	A	\$50,000	\$50,000	No
Contact:	Eugenia Highland Granados, Restorative Justice Director			
YW Transit	B	\$95,000	\$74,548	No
Contact:	Ashley Moncrief, Employment Services & Transit Director			
Third Street	C	\$50,000	\$50,000	No
Contact:	Andrea Gaines, Residential Housing Director			
	D			
Contact:				
	E			
Contact:				
TOTAL REQUEST		\$195,000		

## DEFINITION OF ACCOUNT CATEGORIES:

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

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 agencies.

**3. SIGNATURE PAGE****AFFIRMATIVE ACTION**

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

**CITY OF MADISON CONTRACTS**

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

**INSURANCE**

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

**4. SIGNATURE**

Enter name:

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

DATE

INITIALS:

**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
<b>TOTAL</b>		<b>100%</b>		<b>100%</b>			
<b>GENDER</b>							
MAN	1	5%	16	28%			
WOMAN	20	95%	41	71%			
NON-BINARY/GENDERQUEER		0%	1	2%			
PREFER NOT TO SAY		0%		0%			
TOTAL GENDER	21	100%	58	100%			
<b>AGE</b>							
LESS THAN 18 YRS		0%	0	0%			
18-59 YRS	21	100%	52	90%			
60 AND OLDER		0%	6	10%			
TOTAL AGE	21	100%	58	100%			
<b>RACE</b>							
WHITE/CAUCASIAN	9	43%	17	29%	80%	67%	16%
BLACK/AFRICAN AMERICAN	7	33%	26	45%	7%	15%	39%
ASIAN	2	10%	3	5%	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%	4	7%	3%	4%	26%
BALANCE/OTHER	3	14%	8	14%	1%	2%	28%
TOTAL RACE	21	100%	58	100%			
<b>ETHNICITY</b>							
HISPANIC OR LATINO	2	10%	8	14%	7%	9%	26%
NOT HISPANIC OR LATINO	19	90%	50	86%	93%	81%	74%
TOTAL ETHNICITY	21	100%	58	100%			
<b>PERSONS WITH DISABILITIES</b>	0	0%	2	3%			

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

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

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

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

Yes, the Board composition and staff of YWCA Madison represent the racial and cultural diversity of the participants/residents we serve.

**7. AGENCY GOVERNING BODY**

How many Board meetings were held in 2024

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

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

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

<b>Name</b>	<b>Julia Stanley</b>			
Home Address	1525 Vilas Ave, Madison, WI 53711			
Occupation	Journey Mental Health Center			
Representing	Chair			
Term of Office		From:	08/2020	To:
<b>Name</b>	<b>Gloria Castillo Posada</b>			
Home Address	9 Tern Circle, Madison, WI 53716			
Occupation	Madison Gas & Electric			
Representing	Vice-Chair			
Term of Office		From:	08/2022	To:
<b>Name</b>	<b>Ursula Norwood</b>			
Home Address	1 Rustic Ridge Court, Madison, WI 53713			
Occupation	Alliant Energy			
Representing	Secretary			
Term of Office		From:	08/2023	To:
<b>Name</b>	<b>Angela Bindl</b>			
Home Address	5926 County Road A, Brooklyn, WI 53521			
Occupation	Alliant Energy			
Representing	Treasurer			
Term of Office		From:	08/2023	To:
<b>Name</b>	<b>Luz del Carmen Arroyo Calderon</b>			
Home Address	5214 Burnett Dr. Madison, WI 53705			
Occupation	Wisconsin School of Business			
Representing	Member			
Term of Office		From:	08/2025	To:
<b>Name</b>	<b>Christina Bankhead</b>			
Home Address	608 5th Street, Baraboo, WI 53913			
Occupation	Christina Marie Bankhead LLC			
Representing	Member			
Term of Office		From:	08/2024	To:
<b>Name</b>	<b>Jihan Bekiri</b>			
Home Address	3353 Bradbury Rd., Madison, WI 53719			
Occupation	Wisconsin Department of Children and Families			
Representing	Member			
Term of Office		From:	08/2021	To:
<b>Name</b>	<b>Kirsten Donkle</b>			
Home Address	7042 Heather Glen Dr., Madison, WI 53719			
Occupation	City of Madison			
Representing	Member			
Term of Office		From:	08/2022	To:
<b>Name</b>	<b>Ginger Francis</b>			
Home Address	26 Wirth Ct., Madison, WI 53704			
Occupation	Shifting Current LLC			
Representing	Member			
Term of Office		From:	08/2023	To:

8
10
15-20

07/2026
07/2028
08/2026
07/2026
07/2028
07/2027
07/2027
07/2028
08/2026



## AGENCY GOVERNING BODY cont.

<b>Name</b>	<b>Leigh Griesbach</b>			
Home Address	1095 Augusta Dr, Oregon, WI 53575			
Occupation	American Family Insurance			
Representing	Member			
Term of Office		From:	08/2020	To: 07/2026
<b>Name</b>	<b>Angela Jenkins</b>			
Home Address	207 Morningside Ave, Madison, WI 53716			
Occupation	Step Up: Equity Matters			
Representing	Member			
Term of Office		From:	08/2024	To: 07/2027
<b>Name</b>	<b>Brian Jones</b>			
Home Address	640 Hunters Cove Way, Apt 212, Verona, WI 53593			
Occupation	American Family Insurance			
Representing	Member			
Term of Office		From:	08/2025	To: 07/2028
<b>Name</b>	<b>Jan Kittoe</b>			
Home Address	5658 Cottontail Drive, Waunakee, WI 53597			
Occupation	American Family Insurance			
Representing	Member			
Term of Office		From:	08/2022	To: 07/2028
<b>Name</b>	<b>April Kumapayi</b>			
Home Address	2161 Effingham Way, Apt 116, Sun Prairie, WI 53590			
Occupation	Center for Community Stewardship			
Representing	Member			
Term of Office		From:	08/2025	To: 07/2028
<b>Name</b>	<b>Kristy Kumar</b>			
Home Address	5 Opal Ct, Madison, WI 53714			
Occupation	City of Madison			
Representing	Member			
Term of Office		From:	08/2025	To: 07/2028
<b>Name</b>	<b>Jordan-Lindsay Morris-Greer</b>			
Home Address	248 E Hill Pkwy Apt 113, Madison WI 53718			
Occupation	Public Health Madison Dane County			
Representing	Member			
Term of Office		From:	08/2025	To: 07/2028
<b>Name</b>	<b>Jen Rubin</b>			
Home Address	1232 Spaight St, Madison, WI 53703			
Occupation	Love Wisconsin (Wisconsin Humanities) and The Moth			
Representing	Member			
Term of Office		From:	08/2022	To: 07/2028
<b>Name</b>	<b>Mary Stelletello</b>			
Home Address	4221 Bagley Pkwy, Madison, WI 53705			
Occupation	Vista Global Coaching & Consulting			
Representing	Member			
Term of Office		From:	08/2024	To: 08/2027
<b>Name</b>	<b>Naomi Swain</b>			
Home Address	405 Maywood St. #2, Madison, WI 53704			
Occupation	Hawks Quindel, S.C.			
Representing	Member			







Term of Office		From:	08/2024	To:	08/2027
<b>Name</b>	<b>T.R. Williams</b>				
Home Address	6741 Pinelake Dr. #201, Madison, WI 53719				
Occupation	Wisconsin Department of Health Services				
Representing	Member				
Term of Office		From:	08/2023	To:	07/2026
<b>Name</b>	<b>Monica Mims</b>				
Home Address	2411 Tawhee Drive, Madison, WI 53711				
Occupation	Alliant Energy; Mims Fashion				
Representing	Member-at-Large				
Term of Office		From:	08/2019	To:	07/2026

**\*\*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	1,436,534	462,600					973,934
UNITED WAY DANE CO	670,895			95,000			575,895
CITY CDD (This Application)	195,000	50,000	95,000	50,000			
City CDD (Not this Application)	52,000						52,000
OTHER GOVT*	1,153,128	200,000	300,000				653,128
FUNDRAISING DONATIONS**	3,450,000	50,000	175,000	225,000			3,000,000
USER FEES	900,860	25,000	152,000	123,860			600,000
TOTAL REVENUE	7,858,417	787,600	722,000	493,860	0	0	5,854,957

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

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

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

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

ACCOUNT CATEGORY	AGENCY 2025	TTL CITY REQUEST	PGM A	CITY SHARE	PGM B	CITY SHARE	PGM C	CITY SHARE	PGM D	CITY SHARE	PGM E	CITY SHARE	NON APP PGMS
<b>A. PERSONNEL</b>													
Salary	3,424,511	124,631	377,175	35,239	325,000	53,342	180,000	36,050					2,542,336
Taxes/Benefits	1,267,069	46,113	139,555	13,038	120,250	19,737	66,600	13,339					940,664
<b>Subtotal A.</b>	4,691,580	170,744	516,730	48,277	445,250	73,079	246,600	49,389	0	0	0	0	3,483,000
<b>B. OTHER OPERATING</b>													
Insurance	74,823	0											74,823
Professional Fees/Audit	250,000	0											250,000
Postage/Office & Program	134,859	1,723	6,139	1,723	1,975		1,235						125,510
Supplies/Printing/Photocopy	216,533	0											216,533
Equipment/Furnishings/Depr.	0	0											
Telephone	51,800	0											51,800
Training/Conferences	0	0											
Food/Household Supplies	0	0											
Travel	0	0											
Vehicle Costs/Depreciation	129,023	21,921			129,023	21,921							
Other: Shared Cost Allocation	353,000	0	72,122		53,929		17,098						209,851
<b>Subtotal B.</b>	1,210,038	23,644	78,261	1,723	184,927	21,921	18,333	0	0	0	0	0	928,517
<b>C. SPACE</b>													
Rent/Utilities/Maintenance	464,234	611	50,253		65,909		97,362	611					250,710
Mortgage Principal/Interest	0	0											
Depreciation/Taxes	525,000	0			14,040	0	125,132						385,828
<b>Subtotal C.</b>	989,234	611	50,253	0	79,949	0	222,494	611	0	0	0	0	636,538
<b>D. SPECIAL COSTS</b>													
Assistance to Individuals	807,910	0			3,600		4,310	0					800,000
Partner/Joint Agency/Agencies	0	0											
Contractors/Subcontractors	137,551	0	134,021		3,530								
Pymt to Affiliate Orgs	0	0											
Other	0	0											
<b>Subtotal D.</b>	945,461	0	134,021	0	7,130	0	4,310	0	0	0	0	0	800,000
<b>TOTAL (A.-D.)</b>	7,836,313	194,999	779,265	50,000	717,256	95,000	491,737	50,000	0	0	0	0	5,848,055





						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
TOTAL:	0.45	1.20	0.70	0.00	0.00	2.35	384471.04	142254.28	526725.32	205.38	170744.02

\*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	Restorative Justice Circle Keepers	PERSONNEL	48,277
		OTHER OPERATING	1,723
		SPACE	0
		SPECIAL COSTS	0
		TOTAL	50,000
B	YW Transit	PERSONNEL	73,079
		OTHER OPERATING	21,921
		SPACE	0
		SPECIAL COSTS	0
		TOTAL	95,000
C	Third Street	PERSONNEL	49,389
		OTHER OPERATING	0
		SPACE	611
		SPECIAL COSTS	0
		TOTAL	50,000
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			194,999