Older Adult Services
PART 1 – ORGANIZATION NARRATIVE FORM

Submit Application to: cddapplications@cityofmadison.com
Deadline: 4pm July 1st, 2024
Official submission date and time will be based on the time stamp from the CDD Applications inbox. <u>Late applications will not be accepted.</u>

The intent of this application and subsequent contract is for all organizations to present a set of opportunities within the umbrella of one contracted program for each service area, i.e. Case Management services, Culturally Relevant services, Information, Outreach and Referral services and Independent Living Support services. Only programs that involve different participants for that service area, separate staff, a different schedule and are not an activity occurring during or as part of another program should be considered a stand-alone program with a separate 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 Narrative will not be considered in the evaluation of this proposal. *Do not attempt to unlock/alter this form.* Font should be no less than 11 pt.

If you need assistance related to the **content of the application** or are unclear about how to respond to any questions, please contact CDD staff: Yolanda Shelton-Morris, Community Resources Manager yshelton-morris@cityofmadison.com or Garrett Tusler, Community Development Specialist gtusler@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 Garrett Tusler, gtusler@cityofmadison.com

A NOTE REGARDING APPLICANT TYPE

Every agency applying for funding must submit an organizational history narrative per program detailing their agency's background, mission, and vision. If your agency is applying for multiple programs, each program application must be submitted separately with all the required submission documents (See RFP Guidelines 1.2 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 complete and submit responses to questions 5-9 pertaining to partnership history, rationale for partner selection, division of roles and responsibilities, anticipated challenges, and any previous collaborations or partnerships. All other agencies participating in the joint application, listed in application as 'joint/partner agency', are still required to submit their organizational history narrative, as stated above.

Legal Name of Organization:	Neighborhood House Community Center		Total Amount Requested:	$ 12,000
All program(s) connected to your organization:	Program Name: Older Adult Programs		Amount Requested: $ 12,000	
	Applicant Type: Choose an item.			
	Program Type: Culturally Relevant Services			
	List Program Partner(s) (if applicable): Choose an item., , Choose an item., , Choose an item.			
	Program Name:		Amount Requested: $	
	Applicant Type: Choose an item.			
	Program Type: Choose an item.			
	List Program Partner(s) (if applicable): , Choose an item., , Choose an item., , Choose an item.			
	Program Name:		Amount Requested: $	
	Applicant Type: Choose an item.			
	Program Type: Choose an item.			
	List Program Partner(s) (if applicable): Choose an item., Choose an item., Choose an item., Choose an item.			
	Program Name:		Amount Requested: $	
	Applicant Type: Choose an item.			
	Program Type: Choose an item.			
	List Program Partner(s) (if applicable): Choose an item., Choose an item., Choose an item.			
	➢ *If you are applying for more than four programs please contact Garrett Tusler gtusler@cityofmadison.com*			
Contact Person for application (Joint Applications - Lead Org):	Laura Gundlach=Heiman		Email: laura@neighborhoodhousemadison.org	
Organization Address:	29 S. Mills St. Madison WI		Telephone:	608-255-5337
501 (c) 3 Status:	☒ Yes ☐ No		Fiscal Agent *(if no)*	

Organizational Qualifications – All Applicants:

1. Organization History and Mission Statement
   Founded in 1916, Neighborhood House Community Center is Madison's first and oldest community center with a mission to provide high-quality programming and social services that facilitate the growth of a diverse,

responsible, and welcoming community. Neighborhood House's long-term vision is that it will create opportunities for area residents to strengthen the quality of their community by making connections, building relationships, and embracing diversity through social, educational, and recreational activities.

When an influx of Italian and Jewish immigrants moved into the Greenbush neighborhood in 1916, Neighborhood House Community Center was created to respond to the needs of the growing community. Neighborhood House's first programs sought to welcome a population that was often overlooked by providing support such as citizenship and language classes, as well as health and child care. Through the years and many changes, Neighborhood House continues to respond to the neighborhood and its residents' needs by providing programs for youth and adults, social opportunities, and essential social services. Neighborhood House is open to and welcomes all Madison residents, but puts a particular focus on the south and west sides in addition to our direct neighborhood.

Today, Neighborhood House continues to provide a wide range of resident-informed programs and services that focus on the local community and its needs. Neighborhood House offers programs at no cost for children, older adults, adults with disabilities, families, low-income individuals, and our local community. Youth programming includes daily afterschool, one-on-one mentoring, high school internship programs, a toddler play program, and summer camps for ages six through eighteen. Programs for adults and families include classes and programs for seniors, social and job training programs for adults with disabilities, wellness and fitness classes, art exhibits and workshops, and community events. Program participants range in age from zero to over ninety years old and come from a wide range of socioeconomic, racial, educational, and cultural backgrounds.

Our social services focus on assisting individuals with a variety of needs. We currently provide free legal aid, transportation assistance in the form of bus passes and gas cards, an open technology lab, seasonal services like holiday gifts and free school supplies, a warmline phone line, resource navigation, personal essentials pantry, free laundry, and community food programs that include an in-house food pantry open five times a week, monthly take and bake meals, weekly hot meals, distribution of fresh produce to affordable housing communities.

In addition to the programs and services administered by Neighborhood House staff, the center is also home to dozens of diverse community organizations that meet on a recurring basis or host one time meetings and events.

2. Describe your organization's experience implementing programming described in the Older Adult Services Policy Paper and Older Adult RFP Guidelines relevant to the programs you propose in this application. List all current older adult programs with their inception date.

Neighborhood House Community Center has extensive experience implementing programs that align with the Older Adult Services Policy Paper and Older Adult RFP Guidelines. Neighborhood House has offered older adult programs for decades, and was seen as a trailblazer in the 1970s for its Independent Living for the Elderly program. Now, Neighborhood House currently focuses on culturally relevant services and social connectedness. Current older adult programs include:

Connections Program Began in 2024: This program focuses on fostering social connections among older adults through various social activities and service projects

Special Interest Groups/Workshops/Classes - Began in 2014: NHCC offers various classes on topics such as financial literacy, health management, art, writing, languages, and technology use, designed to enhance the knowledge and skills of older adults

Fitness Classes - Began in 2015: NHCC provides fitness classes tailored to older adults, including tai chi and low-impact aerobics, promoting physical health and well-being.

Meals - Began in 2021: NHCC organizes meal programs to ensure that older adults have access to nutritious food and opportunities for social interaction.

Memory Café - Began in 2024: This program offers a safe and welcoming space for individuals with memory loss and their caregivers to engage in activities and connect with others.

3. Describe any significant changes or shifts at your agency since 2022 or anticipated changes in the next two years. For example, changes in leadership, turnover of management positions, strategic planning processes, expansion or loss of funding. What, if any affects have or will these changes make regarding the agency's ability to provide proposed services? If there are no changes, write "No changes".

Since 2022, Neighborhood House Community Center has experienced significant changes and anticipates more in the next two years. NHCC has expanded its programming to better serve the community, including increasing the variety and frequency of older adult programs, as well as services and youth programs.

NHCC is currently undertaking a major capital campaign of $5 million to demolish its old building and construct a new center that will be over 16,000 square feet and four times larger than the current center. This new facility will include a full-size gym, upgraded pantry, recreation areas, multipurpose rooms, a commercial kitchen, and a yoga/dance studio. Additionally, affordable housing units will be built above the center, making it the first community center in Madison to integrate living and community space. During the construction period which is set to begin in spring of 2025, NHCC will move into an interim space to ensure continuity of services, including those for older adults and the new center is planned to open in fall of 2026. The new, larger facility will significantly increase NHCC's capacity to provide services, allowing for more programs, events, and activities to better meet the needs of the community.

Neighborhood House has written and undertaken an updated strategic plan for 2022 - 2024. The six goals of this plan include: Provide diverse programs and services that meet the needs of our community; disseminate information and access efficiently, broadly, and intentionally to diverse populations; provide a safe and functional physical space for users; strengthen and diversify fund development capacity and financial oversight; create a diverse and engaged board of directors; and foster a supportive workplace environment where employees feel valued and invested in the organization. Staff will be reviewing and writing a new strategic plan for 2025-2027.

Neighborhood House expanded funding and revenue from around $300,000 in 2022 to over $400,000 projected for 2024. We continue to seek out and cultivate diverse funding streams including corporate and private grants, individual donations, building use fees, and more. However, at the end of 2024, NHCC will lose ARPA funding, which has been instrumental in covering staffing costs. In order to maintain current staffing levels and continue providing high-quality services, NHCC is seeking other funding opportunities, such as this funding from the city.

4. Describe your organization's experience, education and training requirements for management and older adult services program staff. Include how you support these requirements and other professional development opportunities.

Neighborhood House's staff that work with the center's older adult programs all have extensive professional, educational, and volunteer experience in implementing high-quality older adult programming.

For management positions, NHCC typically requires staff to have a bachelor's degree in fields such as social work, public administration, education, or nonprofit management, or equivalent work experience in community services or program management.

Older adult program staff and volunteers are highly preferred to have or be pursuing a degree in social work or other human services fields. Staff with other educational backgrounds require having a least one year of work or volunteer experience with older adult programming. Upon hire, staff are given general training and introduction to Neighborhood House, as well as training for the specific program they work with. Neighborhood House's Executive Director facilitates these initial trainings and orientation. Regularly scheduled staff trainings take place monthly. Staff are also offered and encouraged to partake in additional outside professional development and training opportunities through various agencies and other training resources. Neighborhood House is always working to add opportunities for growth and advancement within our own staff. We strive to make sure that staff and volunteers gain more responsibilities and opportunities to take more ownership over the programs we support - whether this is through online trainings, supervisor feedback, creating opportunities for staff to lead during actual programming, and working in hours for planning program activities. Many volunteers or staff in support roles have taken opportunities to hone their skills in working with youth and gain positions with more responsibility.

Current Executive Director Laura Gundlach holds a Masters of Science degree in Education - Curriculum and Instruction and brings thirteen years of experience in youth programming and education to the organization. Laura has worked at a variety of community organizations in Madison and Wisconsin at large before joining Neighborhood House in 2018. These organizations include Wisconsin 4-H, and Madison Schools and Community Recreation (MSCR) . Laura also has two years of experience teaching in a classroom and afterschool setting at a public charter school in New Orleans, Louisiana and has volunteered extensively with including The Salvation Army, Mentoring Positives, and The Beacon.

Laura worked for three years as Youth Program Director before moving into the Executive Director position. In her current role, Laura created new older adult programming and expanded and improved the existing programs. Laura is certified in CPR/AED, First Aid, Adult Mental Health First Aid, and has completed trainings in Dementia Friendly Organizations, Trauma Informed Care, Managing Threatening Confrontations, and Restorative Practices.

Adult and Community Program Director, Taylor Drogemuller has over a decade of experience working with adults and older adults at diverse community organizations including Aldo Leopold Nature Center, the YMCA, and UW-Extension. She has a bachelors degree and has attended trainings on Dementia Friendly Organizations and Restorative Practices.

JOINT/MULTI-AGENCY APPLICATIONS ONLY – Lead Agency Applicant responses
Program name:
Program type: Choose an item.
List All Joint/Partner Applicants for this Program:

5. Provide a brief overview of your partnership history with the collaborating agency/agencies. When and how did this partnership begin, and what collaborative initiatives have you undertaken together in the past?

6. Explain the rationale behind choosing to partner with the specific agency/agencies identified in this application. What unique strengths or resources does each organization bring to the partnership, and how do these complement one another?

7. Describe the division of roles and responsibilities between your organization and the collaborating agency within the proposed program. How will each partner contribute to program design, implementation, and evaluation?

8. Outline any challenges or barriers you anticipate encountering as a result of the partnership, and how you plan to address these collaboratively.

9. Detail any previous collaborations or partnerships with other organizations serving older adults, if applicable. What lessons or insights have you gained from these experiences that will inform your approach to this partnership?

Older Adult Services
2024 Request for Proposals
PART 2 - Program Narrative Form

Submit Application to: cddapplications@cityofmadison.com
Deadline: 4:30 p.m. (CDT) on July 1st
Official submission date and time will be based on the time stamp from the CDD Applications inbox. Late applications will not be accepted

Part 2 – Program Narrative Form MUST be completed for EACH PROGRAM for which you are asking for funds.

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 Narrative will not be considered in the evaluation of this proposal. *Do not attempt to unlock/alter this form.* Font should be no less than 11 pt.

Joint/Multi-Agency Applicants
Only the designated 'lead agency' is required to submit the Program Narrative form on behalf of all identified partners listed in the application for applicants choosing to apply through a joint application.

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 Garrett Tusler, Community Development Specialist gtusler@cityofmadison.com. We are committed to assisting interested organizations understand and work through this application and funding process.

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Program Name:	Older Adult Programs	Total Amount Requested for this Program:	$ 12,000

Legal Name of Organization:	Neighborhood House Community Center	Total amount Requested for Lead/Single Applicant		$ 12,000
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:	Laura Gundlach-Heiman	Email:	laura@neighbrohoodhousemadison.org	Phone:	608-255-5337

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

☐ **Case Management Services**

☒ **Culturally Relevant Services**

☐ **Independent Living Support Services**

☐ **Outreach, Information, and Referral Services**

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.

*Click or tap here to enter text.

1. PROGRAM OVERVIEW

A. <u>Need</u>: Briefly describe the need in the City of Madison for the programs included in this application, including the source of the data used in your response.

The City of Madison has a significant need for programs that cater to older adults, particularly in providing culturally relevant services that address the diverse backgrounds of the community. According to data from the U.S. Census Bureau and local demographic studies, Madison's population is increasingly diverse, with growing numbers of older adults from various cultural, ethnic, and linguistic backgrounds. This demographic shift underscores the need for programs that not only offer essential services but also respect and incorporate the unique traditions and perspectives of these communities.

A report by the Wisconsin Department of Health Services highlights that older adults in Madison face challenges such as social isolation, health disparities, and limited access to culturally appropriate resources. These issues are more pronounced among BIPOC and Limited English Proficiency (LEP) populations, who encounter additional barriers due to systemic inequalities and historical injustices.

NHCC's programs, including Connections, writing groups, fitness classes, meals, Memory Cafe, and various classes, are designed to meet these needs by fostering social connections, promoting physical and mental health, and providing opportunities for cultural expression and exchange. The need for these services is further supported by feedback from community surveys and focus groups conducted by NHCC, which consistently indicate a strong demand for programs that enhance the quality of life for older adults while respecting their cultural identities.

By addressing these needs, NHCC's programs aim to reduce social isolation, improve health outcomes, and create a more inclusive and equitable environment for all older adults in Madison.

B. Goal Statement: What is the goal of your program and how does it align with the scope of work described in the RFP guidelines?

The goal of Neighborhood House Community Center's culturally relevant older adult programs is to enhance the quality of life for older adults in Madison by providing programs and services that promote social connection, physical and mental well-being, and opportunities for cultural expression and exchange. These programs are designed to address the unique needs and preferences of Madison's diverse older adult population, particularly those from BIPOC, Limited English Proficient, and low income communities. NHCC's programs, such as language support services, health and social programs, and cultural workshops with the RFP's emphasis on investing in culturally relevant services. By reflecting the diverse cultural, ethnic, socioeconomic and linguistic backgrounds of Madison residents, NHCC ensures that all individuals feel valued and represented. Programs like Connections and Memory Cafe foster social connections and provide support for older adults, addressing the RFP's goal of reducing social isolation and enhancing community engagement. NHCC's fitness classes and meal programs promote physical health and well-being, aligning with the RFP's focus on offering a broad range of activities that respond to the needs of older adults. These programs help older adults maintain their physical health and receive nutritious meals in a supportive community setting. Additionally, NHCC offers various classes on financial literacy, health management, and technology use, empowering older adults with the knowledge and skills they need to navigate daily life and enhance their independence, aligning with the RFP's objective of providing educational opportunities and support for older adults.

Furthermore, NHCC is particularly focused on serving the targeted low-income populations in the Triangle/Brittingham and South Park Street areas. These communities face additional challenges due to economic barriers, and NHCC's programs are tailored to ensure accessibility and inclusivity. By providing free programs and services, NHCC helps reduce disparities and ensures that low-income older adults in these areas have access to essential support and opportunities for engagement. By delivering these targeted and culturally relevant services, NHCC's programs directly align with the scope of work described in the RFP guidelines, ensuring that older adults in Madison, especially those in low-income neighborhoods, have access to the resources and support they need to lead fulfilling lives.

C. Program Summary (3-5 sentences):

Neighborhood House aims to enhance the quality of life for older adults in Madison through culturally relevant programs that promote social and community connection, physical and mental well-being, and cultural recognition. Culturally relevant programs - which include Connections, service projects, special interest groups, fitness classes, meals, Memory Cafe, and various educational classes - are designed to address the diverse needs of older adults, particularly those from BIPOC, low income, and Limited English Proficiency communities. NHCC is committed to serving low-income older adults in the Brittingham/Triangle and South Park Street areas, ensuring accessibility and inclusivity by providing free or low-cost services and resources. Through these efforts, NHCC aims to create a supportive and equitable environment for all older adults in Madison.

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 this population was involved in the development of this program proposal.

Our intended service population includes low-income older adults aged 50 and up, and older adults of color in Madison. We prioritize our direct neighborhood and Madison's south and west side neighborhoods, but still accept participants from all across the city. We serve a large Hispanic and Spanish-speaking population due to our proximity to the South Park Street Corridor where many Spanish-speaking families live. We also serve a significant number of older adults and people of color in the Triangle area. We prioritize older adults facing hardships such as homelessness, health issues, and language barriers, and those with incomes based on federal poverty standards. We collaborate closely with staff working with tenants in CDA housing to ensure our programs meet the specific needs of these residents. Additionally, we use surveys and feedback from

participants to constantly evaluate and adapt our programming to better serve the community. Participants were involved in this proposal by using the formal and informal feedback we have received over the past few years to continually refine our services.

B. <u>2023 Participant Demographics</u> (if applicable):

Race	# of Participants	% of Total Participants
White/Caucasian	45	41
Black/African American	10	8
Asian	10	8
American Indian/Alaskan Native	2	2
Native Hawaiian/Other Pacific Islander	0	0
Multi-Racial	20	18
Balance/Other	25	23
Total:	112	
Ethnicity		
Hispanic or Latino	25	22
Not Hispanic or Latino	87	78
Total:	112	
Gender		
Man	65	58
Woman	47	42
Non-binary/GenderQueer	0	0
Prefer Not to Say	0	0
Total:	112	

Comments (optional):

C. <u>Language Access and Cultural Relevance</u>: Please describe how the proposed program will serve non-English speaking older adults. Describe how the proposed program will be culturally relevant to the population served.

NHCC consistently serves older adults who speak English as a second language. To effectively serve non-English speaking older adults, NHCC follows the Neighborhood House Language Access Plan. We ensure that at least one staff member fluent in Spanish is available at all times, as the majority of our non-English speaking participants and their families speak Spanish. Additionally, we prioritize having staff fluent in other languages, including Mandarin and Hindi, to accommodate a diverse linguistic population.

All written materials, including application forms, emails, handouts, and flyers, are distributed in both Spanish and English. These translations are performed by staff fluent in Spanish with experience in written translation, ensuring clarity and accessibility. Spanish-speaking staff members work with Spanish-speaking older adults daily to provide direct verbal communication, enhancing understanding and participation.

NHCC prioritizes having a diverse and culturally aware staff that reflects the communities we serve. Currently, 40% of our staff identify as White/Caucasian, 33% as Hispanic, 13% as Asian, 7% as Black/African-American, and 13% as multi-racial. Our staff bring diverse backgrounds and experiences to our programming, which is evident in the culturally relevant activities we offer. These activities are centered on different cultural traditions and experiences, such as cooking activities that reflect participants' and staff's heritages, and discussions that explore various cultures. This approach provides ample opportunities for participants to share and teach about their own cultures, fostering an inclusive and respectful environment.

By implementing these strategies, NHCC ensures that our programs are accessible and culturally relevant to non-English speaking older adults. We create a supportive space where all individuals feel valued and represented, enabling them to fully engage in our enriching programs and services.

D. <u>Recruitment, Engagement, Intake and Assessment</u>: Describe your plan to recruit, engage and address barriers to participation for the identified service population. Explain the intake and/or assessment procedure you will use for this program.

Neighborhood House has fostered a strong network of community partners to recruit older adults who are in need and could benefit from our enriching programs. We have strong connections with social workers, community leaders, and case workers in our neighborhood and at other older adult-serving organizations. These key staff members identify older adults who live nearby and need support due to various reasons, such as lower income levels. We also maintain a strong connection with the tenant services coordinators at large nearby CDA affordable housing neighborhoods. In addition to our community contacts, we benefit from a strong network of participants who refer other older adults to our programs. We have a large contact list of center users to whom we disseminate information via email, neighborhood flyering, social media posts, postings on community webpages, and emails to past participants.

All of our programs are free and most operate on a drop-in basis, ensuring accessibility for all older adults. For programs that require sign-up, such as health screenings, our staff assist participants with the registration process to ensure they can take advantage of these essential services. We have made our programs open to all by removing barriers like extensive paperwork, and it does not matter where participants live or their income level— they are welcome to receive our services.

We continuously and actively engage community partners, organizations, and older adults throughout the year. We recruit participants to engage in our various programs, send information about events happening at the center, share details about our social services such as food programs and law clinics, meet with community staff, and solicit feedback from relevant stakeholders. Our goal is for older adults not just to participate in individual programs but to feel connected to the many other services and opportunities NHCC offers throughout the year. Our intake process involves initial contact through walk-ins, phone calls, or referrals from community partners. Staff conduct a needs assessment to understand their interests, preferences, and specific needs. Based on this assessment, we develop a plan for programs. Regular check-ins with participants monitor their engagement and satisfaction, allowing for adjustments to their personalized plans as needed. Through this comprehensive approach, NHCC recruits, engages, and supports older adults effectively, ensuring they have access to enriching programs that meet their needs and enhance their quality of life.

3. PROGRAM DESCRIPTION AND STRUCTURE

A. <u>Activities</u>: Describe your proposed program activities. If applicable, describe any evidence, research, proven curriculum, standards, or documentation of promising practice that supports the programming or service proposed.

Neighborhood House Community Center (NHCC) offers a diverse range of culturally relevant programs for older adults designed to enhance social connection, mental and physical well-being, and lifelong learning. Our key program activities include:

1. Connections: Held three times a week, this program provides a welcoming environment where participants can play board games, read the newspaper, enjoy coffee, and engage in conversations with staff, volunteers, and each other. It fosters a sense of community and belonging. In addition to these activities, Connections includes targeted sessions such as service projects, bingo, art classes, and guest speakers on various topics, offering diverse and enriching experiences. During Connections, staff also assist older adults with accessing other resources, such as helping them apply for jobs, access transportation, and fill out various applications. Research shows that regular social interaction can significantly improve mental health and reduce feelings of isolation among older adults.

2. Memory Cafe: Taking place once a month, Memory Cafe is designed for caregivers and individuals with dementia. It offers a supportive environment where participants engage in tailored activities like music therapy, arts and crafts, and reminiscence therapy, helping to stimulate memory and provide emotional support. This program also allows caregivers to share experiences and gain mutual support. Studies have demonstrated that such activities can enhance cognitive function and quality of life for individuals with dementia and their caregivers.

3. Hot Meals: Twice a week, NHCC serves hot meals, providing nutritional support and opportunities for social interaction. These meal sessions often feature themed menus and communal dining, fostering a sense of community and reducing social isolation. Nutritional support is crucial for maintaining the health of older adults, and shared meals promote social bonds, which are essential for emotional well-being.

4. Fitness Classes: To promote physical health, we hold strength and cardio classes twice a week, focusing on exercises that enhance muscle strength, flexibility, and cardiovascular health. Tai chi is offered once a week, providing a gentle, low-impact exercise that improves balance, coordination, and mental tranquility. Regular physical activity is proven to enhance physical health, reduce the risk of chronic diseases, and improve mental health in older adults.

5. Technology Lab: Held twice a week, the technology lab offers personalized support with digital devices, including smartphones, tablets, and computers. Participants receive assistance with basic tasks like emailing and video calling, as well as more advanced skills such as online banking and social media use, helping them stay connected and engaged. Access to technology and the internet has been shown to reduce feelings of isolation and increase social participation among older adults.

6. English Conversation Hour: This program is designed for adults who speak English as a second language. It provides a relaxed and supportive environment where participants can practice their English speaking skills, engage in conversations on various topics, and improve their language proficiency. Language learning and practice can enhance cognitive function and increase social integration.

7. Additional Classes and Interest Groups: Throughout the year, we offer various other classes and interest groups tailored to the needs and preferences of our participants. These include book clubs, cooking classes, gardening workshops, and art classes. These activities provide opportunities for continuous learning and social engagement. Engaging in lifelong learning activities has been linked to improved cognitive health and emotional well-being.

8. Health Screenings and Workshops: Periodically, we offer health screenings and workshops on topics such as nutrition, chronic disease management, and mental health. These sessions are designed to provide participants with valuable health information and resources to maintain their well-being. Preventive health measures and education are crucial for managing health conditions and improving overall health outcomes.

9. Programming at the Triangle: We also conduct onsite programming at the Triangle, where we organize social programs like bingo and other engaging activities. This initiative brings our services directly to the residents, making it easier for them to participate and benefit from our offerings. Accessibility and convenience are key factors in ensuring that older adults can engage in social and recreational activities.

10. Future Plans: We are planning to introduce more guest speakers on topics of interest to older adults and establish a walking group to promote physical fitness and social interaction. These additions aim to further enhance the variety and richness of our program offerings. Physical activity, such as walking, and educational enrichment from guest speakers contribute significantly to both physical and mental health.

By offering these varied and culturally relevant programs, NHCC ensures that older adults in our community have access to enriching activities that support their overall well-being. Each program is carefully designed to address the specific needs and interests of our participants, fostering a vibrant, supportive, and engaging community for older adults. Our approach is supported by research and evidence showing the positive impacts of social interaction, physical activity, lifelong learning, and cultural engagement on the well-being of older adults.

B. <u>Program/Service Schedule:</u> If you are proposing to provide a program at more than one location and the program schedule is the same for all locations, please list all of the locations in the "Location(s)" cell in Table

1 below. If the program schedules vary amongst locations, please complete Table 2 and the question following the tables.

Table 1

Day of the Week	Start Time	End Time
Monday	5:30pm	6:30pm
	11am	1pm
Tuesday	9am	10am
Wednesday	10am	2pm
Thursday	9am	1pm
Friday	11am	1pm
Saturday		
Sunday		

Table 2 (optional)

Day of the Week	Start Time	End Time
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

If applicable, please list the third location and any subsequent 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 will engage caregivers, guardians, and/or family of participants in the development of this proposal, and how they will be involved in the implementation and assessment of the program activities.

Neighborhood House recognizes the importance of engaging caregivers, guardians, and family members in the development, implementation, and assessment of our programs for older adults. Their involvement is crucial to ensuring our services effectively meet the needs of participants and foster a supportive community environment. To develop this proposal, NHCC has actively sought input from caregivers and family members through surveys and informal conversations, gathering valuable insights on the needs and preferences of the older adults they support. This feedback has been instrumental in shaping our proposal, ensuring it reflects the real needs and desires of our target population.

NHCC involves caregivers, guardians, and family members throughout programming by offering the Memory Cafe. This specific program functions as an opportunity for caregivers to connect with others and share their thoughts on programs. We also offer volunteer opportunities for family members to participate in the delivery of our programs, enhancing the support network for participants and fostering a sense of community involvement. Additionally, we maintain open and regular communication with caregivers and family members through newsletters and emails to keep them informed about program activities and collect continuous feedback.

Caregivers, guardians, and family members will also play a key role in assessing our programs. We will continue to distribute surveys and feedback forms to gather their opinions on the effectiveness of the programs and any areas for improvement. By engaging caregivers, guardians, and family members in all stages of our programs, NHCC ensures a holistic approach that addresses the comprehensive needs of older adults, creating effective, responsive, and supportive programs that truly enhance the quality of life for our participants.

B. <u>Neighborhood/Community Engagement:</u> Describe how your program will engage 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.
NHCC actively seeks input from neighborhood residents and community stakeholders through conversations and interviews with participants and community partners, meetings, and surveys to gather feedback on the needs and preferences of the older adults we serve. The feedback collected through these activities is instrumental in shaping our proposal.

NHCC plans to involve neighborhood residents and community stakeholders by establishing a coalition composed of community members, NHCC staff, and staff at partner organizations who meet regularly to provide ongoing input and feedback on program activities.

Regular communication with neighborhood residents and stakeholders through newsletters, emails, and meetings ensures everyone is informed about program activities and can provide continuous feedback.

Community residents and stakeholders also play a key role in assessing our programs. We distribute surveys and feedback forms to gather opinions on the effectiveness of the programs and areas for improvement. Periodically, we conduct focus groups and interviews to obtain deeper insights into their experiences. Outcome tracking, with input from community members, is used to assess the success of our initiatives and make necessary adjustments.

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

Note: Agencies listing a partner/collaborator below <u>in addition to</u> any 'joint/partner applicant' (if applicable) for their program should include a letter of commitment/support from the agency partner highlighting the ways in which the agency will support the program.

Partner Organization	Role & Responsibilities	Contact Person	Signed MOU (Yes/No)?
Community Development Authority	Connect and recruit participants, and collaborate on programs	Lang Barrow	No

New Bridge	Offer expertise and connect participants	Jim Krueger	No
Fisher Taft Apartments	Connect and recruit participants, and collaborate on programs	Leanne Banks	No
University of Wisconsin Nursing School - Gerontology	Provide research and volunteers, and collaborate on programs	Sarah Shank	No
Aging and Disability Resource Center	Offer expertise and connect participants	Ellen Taylor	No
New Culture Church	Provide volunteers	Abbie Sawczak	No

List any additional partners, their role & responsibilities, contract person and MOU information (if applicable):
Triangle Community Ministries - provide health services and collaborate on programs

We also partner with a number of other University of Wisconsin Departments and local businesses to lead classes and workshops.

How do these partnerships enhance this proposal?
Community partnerships greatly enhance NHCC's programs by providing a strong support network and enriching our programs in several ways. These partnerships allow us to effectively recruit volunteers, reach potential clients, understand their needs, and draw from a wealth of knowledge and expertise. Our partnerships with local community organizations, housing, and educational institutions help us work with individuals that bring various skills and experiences, allowing us to offer more comprehensive and personalized services.

Community partners such as social workers, older adult organizations, University of Wisconsin and tenant services coordinators help us identify and reach older adults who would benefit from our programs. These partnerships enable us to connect with individuals who may not be aware of our services and provide them with the support they need. Additionally, our partners help spread the word about NHCC's programs through their networks, expanding our reach within the community. Collaborating with community partners allows us to gain a deeper understanding of the needs and challenges faced by older adults in our area. Partners share valuable insights and feedback from their interactions with community members, helping us tailor our programs to better meet these needs. This ongoing dialogue ensures that our services remain relevant and effective.

Community partners bring a wealth of knowledge and expertise to NHCC. These organizations often have specialized skills and experience in areas such as healthcare, social services, and cultural competency. By leveraging this expertise, we can enhance the quality of our programs and provide more holistic support to our participants. Partners also offer training and professional development opportunities for our staff and volunteers, further strengthening our capacity to serve the community. In summary, community partnerships significantly enhance NHCC's proposal by providing essential resources, expanding our reach, improving our understanding of client needs, and bringing valuable expertise to our programs. These collaborations enable us to deliver more effective, comprehensive, and responsive services to older adults in our community.

What are the decision-making agreements with each partner?
We approach our partnerships as highly collaborative and value their insight and feedback. We have had connections with our community partners for many years. With each partnership, things can look a bit different, but we generally start with an initial meeting between Neighborhood House and the partner organization. In this meeting, we discuss what the needs of the participants are and what the program day consists of. Then we determine what roles Neighborhood House and the partnering organizations will take and how we can support each other during the actual program. We

also go over what physical space will be used, the policies, procedures, and routines of the program, and what shared resources we will utilize.

D. <u>Resource Linkage and Coordination</u>: What resources are provided to participants and their families/loved ones by your proposed program/service? How does the program coordinate and link participants to these resources?

Neighborhood House provides a comprehensive range of resources to participants and their families/loved ones to ensure holistic support and care. Our program is designed to not only offer direct services but also to connect participants to additional resources that enhance their overall well-being.

NHCC promotes physical health and wellness and mental health wellness through its programs listed above by providing social connection, lifelong learning opportunities, and healthy meals and fitness classes.

NHCC assists participants with applying for jobs, accessing transportation, and filling out various applications for services and benefits during the Connections program and one on one meetings. We have strong connections with social workers, community leaders, and bilingual resource specialists who help identify additional resources and support services for participants. NHCC provides referrals to external services such as healthcare providers, food assistance, and social services agencies, and connects participants to other programs offered onsite, including our food pantry and law clinic. By integrating these resources and ensuring seamless coordination, NHCC helps participants and their families/loved ones access the support they need, addressing immediate needs and empowering participants to improve their overall quality of life.

5. PROGRAM QUALITY, OUTPUTS, OUTCOMES AND MEASUREMENT

A. <u>Program Outputs - Unduplicated Older Adults and/or Program Hours</u>

Total Annual Unduplicated Older Adults served through proposed program/service**:** 150

Total program/service hours annually: 600

B. <u>Program Outcomes</u>
Please describe the data and the data source used to choose your outcome objectives.
Neighborhood House Community Center (NHCC) has chosen our outcome objectives based on current feedback from our participants. The primary data sources include participant surveys and focus groups/interviews, which provide valuable insights into the effectiveness of our programs and the needs of our community. NHCC conducts annual surveys among our program participants, collecting data on various aspects of our services, including their impact on participants' quality of life, physical and mental health, and social engagement.

After specific programs or events, we also distribute post-program evaluations to participants to rate their experiences and the extent to which the programs have helped them achieve their personal goals and improve their quality of life. We also meet with older adults who participate in our programs to gather qualitative data on their experiences and the impact of our services. These discussions provide deeper insights into how our programs affect their daily lives, health, and community engagement. Additionally, we will conduct focus groups with caregivers of participants, particularly for programs like the Memory Cafe, to gain valuable perspectives on how our services benefit their loved ones and support their caregiving efforts.

Based on the data from these sources, NHCC has established the following outcome objectives: 75% of clients will report that the services they receive help them achieve the quality of life they desire, and 75% of

clients will access older adult programs that improve their physical and mental health and their ability to engage with their community.

Using the drop-down menu, please select the Program Outcome #2 for your proposed program(s), listed under each respective funding priority found in RFP Guidelines 1.6 Measurements of Success, that you will track and measure. Complete the table(s) below.

Outcome Objective #1: 75% of clients/participants report that the services/assistance they receive help them achieve the quality of life that they desire.				
Performance Standard	**Targeted Percent**	75%	**Targeted Number**	112
Measurement Tool(s) and Comments:				
Participant survery, program evaulations, interviews and focus groups				

Outcome Objective #2: Culturally Relevant Services Outcome - At least 75% of older adults served access Older Adult Activities programs that improve 1) their physical and mental health, 2) their ability to engage with their community, and/or 3) their ability to avoid disease an				
Performance Standard	**Targeted Percent**	75%	**Targeted Number**	112
Measurement Tool(s) and Comments:				
Participant survery, program evaulations, interviews and focus groups				

Outcome Objective #3 (optional):				
Performance Standard	**Targeted Percent**		**Targeted Number**	
Measurement Tool(s) and Comments:				

If necessary, add additional outcome objectives, performance standards, targeted percent, targeted number, and measurement tools:

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?
Neighborhood House employs a robust data tracking system to capture and document the necessary information for demographics, program activities, outcome measures, and expenses. To track demographics, NHCC records and monitors participant information, including age, gender, ethnicity, language preference, and socio-economic status. Comprehensive intake forms collect this data, which is then entered into s spreadsheet for accurate tracking and analysis. For program activities, we maintain digital attendance logs and schedule, manage, and track all activities internally to ensure detailed records of participant engagement.

To measure outcomes, NHCC distributes surveys and feedback forms to gather participant information on satisfaction and program impact. This data is compiled and analyzed using outcome tracking software, allowing us to assess program effectiveness and make data-driven improvements. Financial transactions and program expenses are managed through accounting software, ensuring accurate and transparent financial reporting. Additionally, budget management tools help monitor program budgets, track expenditures, and ensure efficient resource allocation. By utilizing these comprehensive data tracking systems, NHCC effectively captures essential information, assesses our impact, and continuously improves our services to meet the needs of our community.

6. PROGRAM LOCATION

A. Address(es) of the site where programs/services will occur:
   29 S Mills. St. Madison WI
   Interim located is still to be determined

B. Drawing upon the insights outlined in RFP Guidelines 1.5 <u>Equity Priority Areas</u>, please elaborate on your agency's strategies for integrating this information into the development of your proposed program/service. Furthermore, please explain on how your program/service will effectively reach and support individuals residing within or in close proximity to Equity Priority Areas. If applicable, please list any collaborations with existing agencies dedicated to serving and/or operating within the identified areas.
   Neighborhood House has strong connections and presence in the Capitol Neighborhoods, Brittingham, Monona Bay, and Brams Addition. We conducted surveys and engaged with community members to ensure our offerings are relevant and accessible. Our close proximity to these neighborhoods allows us to be an integral part of the community, enhancing our ability to provide timely and effective support. Our tailored programs and connections with staff help us meet the unique challenges of these communities.

   We prioritize accessibility through flexible service hours and proactive outreach efforts. NHCC collaborates with key partners such as the Community Development Authority (CDA), Fisher Taft Apartments, Triangle Ministries, SSM and St. Mary's. These partnerships enable us to extend our reach and provide holistic support, based on residents' needs. By fostering strong relationships with these organizations, we create a seamless network of support that empowers residents and promotes equitable access to resources, ultimately enhancing the well-being of individuals and families within these Equity Priority Areas.

7. PROGRAM STAFFING AND RESOURCES:

A. <u>Program Staffing</u>: Full-Time Equivalent (FTE) – Include employees, AmeriCorps Senior members and Interns with <u>direct program implementation responsibilities</u>. FTE = % of 40 hours per week.
   *Use one line per individual employee

Position Title	Qualifications or Required Training	Location(s)
Executive Director	Bachelor's degree and/or relevant work eperience	29 S. Mills St. Madison WI
Program Director	Bachelor's degree and/or relevant work eperience	29 S. Mills St. Madison WI
Program Assistant	Bachelor's degree and/or relevant work eperience	29 S. Mills St. Madison WI

<u>Volunteers</u>: If volunteers will have direct contact with program participants, how are they vetted, trained and supervised?
NHCC ensures that all volunteers are thoroughly vetted, trained, and supervised to maintain a safe and supportive environment. All volunteers undergo comprehensive background checks to ensure the safety and security of our participants. We particularly look for volunteers who have experience working with diverse populations and/or older adults, as this experience helps them connect more effectively with our community members.

Once vetted, volunteers receive extensive training from our experienced staff. This training covers essential topics such as communication skills, cultural sensitivity, program-specific protocols, and safety procedures. The training ensures that volunteers are well-prepared to engage effectively and respectfully with our diverse participant population.

Volunteers are supervised by staff members who provide ongoing guidance and support. As volunteers gain experience and demonstrate their commitment and competence, they have the opportunity to become volunteer leaders. In this role, they take on additional responsibilities, mentor new volunteers, and help coordinate activities. This progression not only empowers volunteers but also strengthens our program by fostering a knowledgeable and dedicated volunteer team.

By implementing these rigorous vetting, training, and supervision processes, NHCC ensures that our volunteers are equipped to provide high-quality support to program participants, contributing to a positive and enriching environment for all.

B. Other program Resources/Inputs (such as program space, transportation or other resources necessary for the success of your program:

Several key resources and inputs are essential for the success of our programs. Our facility includes multipurpose rooms for fitness classes, art workshops, and social gatherings, a technology lab with computers and internet access, a community area for hot meals and communal events, and outdoor spaces. NHCC is centrally located and accessible by public transportation.Our team consists of experienced professionals and trained volunteers who provide valuable support across our programs.

We collaborate with local organizations, healthcare providers, and social services agencies to enhance our offerings and provide comprehensive support. NHCC secures funding through grants, donations, and fundraising events to keep our programs free or low-cost, and we receive in-kind donations such as food, art supplies, and technology equipment. Our programs are supported by a variety of educational materials and fitness equipment to ensure their effectiveness. .

8. **BUDGET**

A. The budget should be submitted with the proposal using the template provided in an Excel document or a PDF. There are five tabs within the Excel spreadsheet: Cover Page, Organization Overview and one sheet for the Program Budget for each program. The Cover Page, Organizations Overview and relevant Program Budgets must be submitted with this document for a proposal to be complete.

Joint/Multi-Agency Applications

B. All Joint/Partner Agencies listed on page 2 of this Program Narrative form must also complete a Budget Narrative form to be submitted alongside all required materials.

The budget template and budget narrative can be found on the CDD Funding Opportunities website.

9. **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.

APPLICATION FOR 2024 OLDER ADULT SERVICES PROGRAMS

1. ORGANIZATION CONTACT INFORMATION

Legal Name of Organization	Neighborhood House Community Center
Mailing Address	29 S. Mills St. Madison WI
Telephone	608-255-5337
FAX	
Director	Laura Gundlach-Heiman
Email Address	laura@neighborhoodhousemadison.org
Additional Contact	
Email Address	
Legal Status	Private: Non-Profit
Federal EIN:	39-1930073

2. PROPOSED PROGRAMS

		2025	If currently City funded	
Program Name:	Letter	Amount Requested	2024 Allocation	Joint/Multi Application - SELECT Y/N
Older Adult Programs	A	12,00		No
Contact:		Laura Gundlach-Heiman		
	B			
Contact:				
	C			
Contact:				
	D			
Contact:				
	E			
Contact:				
TOTAL REQUEST		$0		

DEFINITION OF ACCOUNT CATEGORIES:

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

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

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

Special Costs: Assistance to Individuals - subsidies, allowances, vouchers, and other payments provided to clients.
Payment to Affiliate Organizations - required payments to a parent organization. Subcontracts - the organization subcontracts
for service being purchased by a funder to another agency or individual. Examples: agency subcontracts a specialized counseli
service to an individual practitioner; the agency is a fiscal agent for a collaborative project and provides payment to other agenc

3. SIGNATURE PAGE

AFFIRMATIVE ACTION

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

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

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

CITY OF MADISON CONTRACTS

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

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

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

INSURANCE

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

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

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

4. SIGNATURE

Enter name: | Laura Gundlach-Heiman |

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

DATE | 7/1/2024 | INITIALS: | LJGH |

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5. BOARD-STAFF DEMOGRAPHICS

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

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

DESCRIPTOR	BOARD		STAFF		MADISON*		
					GENERAL	POVERTY	R/POV**
	Number	Percent	Number	Percent	Percent	Percent	Percent
TOTAL	9	**100%**	15	**100%**			
GENDER							
MAN	6	67%	3	20%			
WOMAN	3	33%	10	67%			
NON-BINARY/GENDERQUEER	0	0%	2	13%			
PREFER NOT TO SAY	0	0%	0	0%			
TOTAL GENDER	9	100%	15	100%			
AGE							
LESS THAN 18 YRS	0	0%	1	7%			
18-59 YRS	8	89%	14	93%			
60 AND OLDER	1	11%	0	0%			
TOTAL AGE	9	100%	15	100%			
RACE							
WHITE/CAUCASIAN	8	89%	6	40%	**80%**	**67%**	**16%**
BLACK/AFRICAN AMERICAN	0	0%	1	7%	**7%**	**15%**	**39%**
ASIAN	1	11%	2	13%	**8%**	**11%**	**28%**
AMERICAN INDIAN/ALASKAN NATIVE	0	0%	0	0%	**<1%**	**<1%**	**32%**
NATIVE HAWAIIAN/OTHER PACIFIC ISLANDER	0	0%	0	0%	**0%**	**0%**	**0%**
MULTI-RACIAL	0	0%	2	13%	**3%**	**4%**	**26%**
BALANCE/OTHER	0	0%	4	27%	**1%**	**2%**	**28%**
TOTAL RACE	9	100%	15	100%			
ETHNICITY							
HISPANIC OR LATINO	0	0%	5	33%	**7%**	**9%**	**26%**
NOT HISPANIC OR LATINO	9	100%	10	67%	**93%**	**81%**	**74%**
TOTAL ETHNICITY	9	100%	15	100%			
PERSONS WITH DISABILITIES	1	11%	0	0%			

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

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

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

6. Does the board composition and staff of your agency represent the racial and cultural diversity of the residents

 you serve? If not, what is your plan to address this? (to start a new paragraph, hit ALT+ENTER)

7. AGENCY GOVERNING BODY

How many Board meetings were held in 2023	10
How many Board meetings has your governing body or Board of Directors scheduled for 2024?	11
How many Board seats are indicated in your agency by-laws?	14

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

Name	Sam Brown			
Home Address	1301 Regent St. Madison WI			
Occupation	Vice President of Rocky Rococo's			
Representing	Surrounding Businesses and Neighborhood			
Term of Office		From:	01/2021	To:	01/2025

Name	Monica Schwartz			
Home Address	305 Clemons St. Madison WI			
Occupation	Administrative Assistant at Sierra Club			
Representing	Former Program Director			
Term of Office		From:	01/2021	To:	01/2025

Name	David Palay			
Home Address	22 E Mifflin St.			
Occupation	Associate Attorney at Reinhardy, Boerner, Van Deuren Attorneys at Law			
Representing	Lawyer			
Term of Office		From:	12/2021	To:	12/2025

Name	Avery Johnson			
Home Address	1309 Vilas Ave., Madison WI			
Occupation	Manager at Agrecol			
Representing	Neighborhood			
Term of Office		From:	12/2020	To:	12/2024

Name	Jessie Opoien			
Home Address	306 W Main St. Madison WI			
Occupation	Political Reporter at the Cap Times			
Representing	Press			
Term of Office		From:	12/2020	To:	12/2024

Name	Gretchen Richards			
Home Address	1632 Adams St. Madison WI			
Occupation	Vice President at CBRE (commercial real estate broker)			
Representing	Neighborhood			
Term of Office		From:	01/2021	To:	01/2025

Name	Krishna Sijapati			
Home Address	408 Midland Rd., Monona WI			
Occupation	Accountant at RSVP of Dane County			
Representing	Neighborhood House Community Group - Hindu Dharma Circle			
Term of Office		From:	09/2020	To:	09/2025

Name	Jason Ilstrup			
Home Address				
Occupation	President, Downtown Madison Inc (DMI)			
Representing	Neighborhood, Downtown			
Term of Office		From:	12/2019	To:	12/2025

AGENCY GOVERNING BODY cont.

Name	Jason Stein				
Home Address					
Occupation	Research Director at Wisconsin Policy Forum				
Representing	Neighborhood				
Term of Office		From:	01/2024	To:	01/2027
Name					
Home Address					
Occupation					
Representing					
Term of Office		From:	mm/yyyy	To:	mm/yyyy
Name					
Home Address					
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Term of Office		From:	mm/yyyy	To:	mm/yyyy
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Home Address					
Occupation					
Representing					
Term of Office		From:	mm/yyyy	To:	mm/yyyy

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	0						
UNITED WAY DANE CO	35,000						35,000
CITY CDD (This Application)	12,000	12,000					
City CDD (Not this Application)	95,783						95,783
OTHER GOVT*	35,000	35,000					
FUNDRAISING DONATIONS**	136,000						136,000
USER FEES	53,000						53,000
TOTAL REVENUE	366,783	47,000	0	0	0	0	319,783

*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 column
Use whole numbers only, please.

ACCOUNT CATEGORY	AGENCY 2025	TTL CITY REQUEST	PGM A	CITY SHARE	PGM B	CITY SHARE	PGM C	CITY SHARE	PGM D	CITY SHARE	PGM E	CITY SHARE	NON APP PGMS
A. PERSONNEL													
Salary	26,952	9,000	26,952	9,000									
Taxes/Benefits	2,000	0	2,000										
Subtotal A.	28,952	9,000	28,952	9,000	0	0	0	0	0	0	0	0	0
B. OTHER OPERATING													
Insurance	0	0											
Professional Fees/Audit	0	0											
Postage/Office & Program	0	0											
Supplies/Printing/Photocopy	15,000	2,000	15,000	2,000									
Equipment/Furnishings/Depr.	2,000	0	2,000										
Telephone	0	0											
Training/Conferences	1,000	1,000	1,000	1,000									
Food/Household Supplies	0	0											
Travel	0	0											
Vehicle Costs/Depreciation	0	0											
Other	0	0											
Subtotal B.	18,000	3,000	18,000	3,000	0	0	0	0	0	0	0	0	0
C. SPACE													
Rent/Utilities/Maintenance	0	0											
Mortgage Principal/Interest	0	0											
Depreciation/Taxes	0	0											
Subtotal C.	0	0	0	0	0	0	0	0	0	0	0	0	0
D. SPECIAL COSTS													
Assistance to Individuals	0	0											
Partner/Joint Agency/Agencies	0	0											
Contractors/Subcontractors	0	0											
Pymt to Affiliate Orgs	0	0											
Other	0	0											
Subtotal D.	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL (A.-D.)	46,952	12,000	46,952	12,000	0	0	0	0	0	0	0	0	0

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

Title of Staff Position*	2025 Program A FTE**	2025 Program B FTE**	2025 Program C FTE**	2025 Program D FTE**	2025 Program E FTE**	2025 Total FTE	2025 Annualized Salary	2025 Payroll Taxes and Fringe Benefits	2025 Total Amount	2025 Hourly Wage***	2025 Amount Requested from the City of Madison
Executive Director	0.25					0.25	50,000	1,000	51,000	0.00	4,000
Program Director	0.25					0.25	42,000	1,000	43,000	0.00	2,500
Program Assistant	0.15					0.15			0	19.00	2,500
						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
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SUBTOTAL/TOTAL:	0.65	0.00	0.00	0.00	0.00	0.65	92000.00	2000.00	94000.00	19.00	9000.00

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 Program A FTE**	2025 Program B FTE**	2025 Program C FTE**	2025 Program D FTE**	2025 Program E FTE**	2025 Total FTE	2025 Annualized Salary	2025 Payroll Taxes and Fringe Benefits	2025 Total Amount	2025 Hourly Wage***	2025 Amount Requested from the City of Madison
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
TOTAL:	0.65	0.00	0.00	0.00	0.00	0.65	92000.00	2000.00	94000.00	19.00	9000.00

*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	Older Adult Programs	PERSONNEL	9,000
		OTHER OPERATING	3,000
		SPACE	0
		SPECIAL COSTS	0
		TOTAL	**12,000**
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	**12,000**