

COMMUNITY DEVELOPMENT GRANTS ADMINISTRATION
APPLICATION EXECUTIVE SUMMARY – FUNDING YEAR 2007

REQUIRED: Check the type of funding for which you are applying.

NOTE: Separate applications are required for each type of funding and activity for which you are applying. Combined applications and budgets will not be accepted and will be returned.

Total Amount Requested (CDBG FUNDS)\$ 25,000 (HOME FUNDS) \$ _____
(HOPWA FUNDS) \$ _____

RFP Activity/Category for which you are applying Job Training and Placement

RFP Page # 24

Applicant Organization Name: Wiscraft, Inc.
Organization Address: 5316 W. State Street City Milwaukee Zip 53208
Contact Person: Kelly Draves Title CFO
Contact Person's
Telephone Number: 414-778-5800 x5818 Fax Number: 414-778-5805
E-Mail Address: kdraves@wiscraft.com
Is applicant a 501 (C)(3) organization? Yes No _____
Is applicant a faith-based organization? Yes _____ No
Federal Employer Identification Number 39-1524326
Executive Director: William G. Piernot Phone Number 414-778-5800 x5809
Board President: Ronald Hutchinson Phone Number 414-343-4670

2006 AUG 14 PM 3:20
CDGA

Check one: Organization received funds from CDGA in 2006

Organization did not receive funds from CDGA in 2006 _____

Proposal submission(s) must be authorized and signed by an official of the Board of Directors.

Name and title of Board Official: Eric Isbister, Board Secretary
Signature of Board Official: *Eric Isbister*

NOTICE:

A false statement or misrepresentation in the proposal to obtain grant funds and if funds are awarded, the funds and contract will be in default and the City may declare all of any part of the funds paid out immediately due and repayable to the City and the contract voided.

PART I: PROGRAM DESIGN & SPECIFICATIONS
60 POINTS TOTAL

A. Households/Clients Served: Describe the specific population to be served, including target income level and special needs populations, as applicable. Indicate the number of units/households to receive direct services by your program. (5 pts maximum)

Wiscraft, Inc. seeks to serve the blind and visually impaired population of Milwaukee without regard to race, gender, or ethnicity. Many individuals have additional disabilities/challenges, both mental and physical, beyond sight. Virtually all individuals served are from extremely low to low income households. Many individuals come to Wiscraft with little to no work skill sets and very limited work experience. Current employees range from 25 to 63 years old. Wiscraft seeks to serve 12 City of Milwaukee individuals through initial job training and/or ongoing work assignment training.

DO NOT WRITE BELOW
(For CDGA Use Only)

Comments:

Score:

B. Outreach: Describe in a narrative, your agency's outreach and all of the methods that will be used to inform eligible persons about your program. (5 pts maximum)

Wiscraft, Inc. will use active and passive forms of outreach. Actively we will inform eligible persons by networking with various community organizations such as DVR, Badger Association of the Blind, Curative Care Network, referrals, and waiting list. Passively Wiscraft will inform persons by use of it's web site www.wiscraft.com.

DO NOT WRITE BELOW
(For CDGA Use Only)

Comments:

Score:

C. Activity, Goals, and Timeline: Describe the specific activity to be performed, the goals of the program, and the timetable for implementation.

(15 points maximum)

Wiscraft, Inc. seeks to provide job skill training to visually impaired or blind current employees and new hires in 2007. This training could be in general business education, such as lean manufacturing, ISO production and certification standards, or 5S organizational practices, or in specific production skills. Individuals may have multiple training occurrences throughout the calendar year.

The goal of this program is to provide a true employment opportunity to individuals that face extreme barriers to entry into the normal workforce, job skills and business training, and competitive wages by producing products or providing value added services for various customers.

The timetable for implementation is ongoing throughout the year. Training opportunities are provided as new employees are hired, current employees are cross trained, or as general business education sessions are scheduled.

DO NOT WRITE BELOW
(For CDGA Use Only)

Comments:

Score:

D. Method: Describe the method that will be used to meet the goals and Objectives as stated in your application. YOU MUST ALSO REFER TO THE REQUIREMENTS STATED UNDER THE SECTION "METHOD" IN THE RFP WHEN COMPLETING THIS SECTION

(15 points maximum)

Wiscraft, Inc. will network with existing programs through Badger Association of the Blind, Division of Vocational Rehabilitation, Curative Care Network, current employees, and various staffing agencies to publicize employment and training availability. These agencies seek to serve the same population through housing, social, rehabilitation, and work initiatives.

Once initial contact is made with a prospective employee, an interview process is followed to provide information about Wiscraft employment and training and to identify the candidate's availability, willingness, skill sets, and opportunities for involvement in the program.

Once a person is hired, they are oriented to the facilities and training begins immediately. Training continues as a person is cross trained to be able to produce various products or is trained in business practices such as ISO, lean manufacturing, and 5S.

In addition to providing training and basic employment, Wiscraft provides to all eligible employees health, life, disability, retirement, paid time off, paid holidays, and various other fringe benefits.

DO NOT WRITE BELOW
(For CDGA Use Only)

Comments:

Score:

E. Program Outcomes: The expected long term outcomes from CDGA's funded programs are: **1) Reduce Crime; 2) Increase Property Values; 3) Increase Economic Vitality; and, Improve Quality of Life.** Towards this end, describe the outcomes, (results, impact or change) expected to come about as a result of your program and which contribute to one or more of CDGA's long term outcomes.

(15 points maximum)

By providing employment opportunities to the visually impaired and blind population of Milwaukee without regard to race, gender, or ethnicity, Wiscraft seeks to increase the economic vitality of the city and improve the quality of life for those individuals served and their families.

When individuals that are currently in the lowest income ranges and are currently unemployed become and remain employed, they now have more disposable income to spur the economy of their surrounding business district. This has the impact of more employment throughout the community and increased economic vitality.

Quality of life is improved when individuals have stable employment. Beyond the increased disposable income, there is an emotional and self-worth boost and identification that is associated with employment and with the customers that a person serves. It has also been proven that employed individuals rely less on the public health and welfare system, thereby freeing those resources for other needy individuals.

DO NOT WRITE BELOW
(For CDGA Use Only)

Comments:

Score:

F. Budget and Resources Leveraged: Include a proposed budget for your program utilizing the appropriate budget forms which are enclosed. The HOPWA budget is incorporated within the HOPWA RFP.

(5 points maximum)

Please see the attached program budget forms.

DO NOT WRITE BELOW
(For CDGA Use Only)

Comments:

Score:

TOTAL POINTS PART 1
(60 maximum)

**PART 2: EXPERIENCE
40 POINTS TOTAL**

A. Agency Experience with Activity: Describe the specific experience that your agency has in providing the service for which funding is requested.

(15 pts maximum)

Wiscraft, Inc. was originally an agency of the State of Wisconsin providing rehabilitation for the blind and visually impaired since 1903. In the course of the past 102 years, the company has evolved and made the first ever successful transition from state agency to private not-for-profit company in 1985.

We are an ISO 9001:2000 registered company; an internationally recognized quality management system certification requiring regular external audits. Wiscraft has also maintained an affiliation with the Wisconsin Manufacturers' Extension Partnership for the past four years. This partnership has allowed Wiscraft to provide professional outside consulting and training for our employees in manufacturing-specific technical skills. Wiscraft has been nominated annually for the past four years by Harley-Davidson Motor Company to receive training through the Wisconsin Manufacturers Development Consortium to increase productivity, efficiency, and profitability. Wiscraft currently does business with Joy-Global, P&H Harnischfeger, Fampco, Harley-Davidson Motor Company, Briggs & Stratton, Rockwell, InPro, All-Glass, Oshkosh Truck, Fellowes, Pentair Water Treatment, Actuant, and many federal government customers.

Through providing product and value added services to these various customers, Wiscraft has been able to provide many training and employment opportunities to visually impaired and blind individuals. The current training program was implemented in 2001 and has had great success in increasing and diversifying employee skill sets to increase their employability, productivity, and self worth.

Wiscraft, Inc. received 2 business awards in 2006. The first was Wisconsin Manufacturer of the Year – Excellence in the Face of Adversity awarded by Wisconsin Manufacturers and Commerce for excellence in business practices and employment practices. The second was Top Ten Small Business as awarded by the Waukesha Area Chamber of Commerce for excellence in business practices among companies with limited numbers of employees.

DO NOT WRITE BELOW
(For CDGA Use Only)

Comments:

Score:

B. Staff Expertise: Describe your agency's specific staff experience in providing the service for which funding is requested.

(5 pts maximum)

The four supervisory members of the training team have a combined 56 years of experience working with people who are legally blind at Wiscraft. This experience provides them with a wealth of knowledge, creativity and the ability to be proactive in setup of workstations, fixtures and tooling and efficiencies to attain success. The three lead people on the training team have a combined 21 years of experience at Wiscraft, that include many years of working on the production floor. Not only does the fact that six are legally blind lend credibility to their ability to instruct others who are blind in the production processes, but it also provides a first hand knowledge of the specific challenges faced by the majority of our employees on a daily basis and assists in providing the best training and work environment to allow for the achievement of goals. Our lead trainer holds a master's degree in Blind Rehabilitation from Western Michigan University. He has been an employee of Wiscraft for 12 years, the first seven spent on the production floor. Our Quality Manager, who is also legally blind, earned a BS in Mechanical Engineering Technology from Milwaukee School of Engineering. He had been employed with Wiscraft for 18 years.

DO NOT WRITE BELOW
(For CDGA Use Only)

Comments:

Score:

C. Financial/Organizational/Administration: Describe your agency's financial, organizational and administrative structure.

(5 pts maximum)

Wiscraft, Inc. has a small finance department headed by a CFO/Controller. She is a CPA, CMA and holds an MBA from Marquette University. The President/CEO has ultimate oversight, responsibility and authority. In order to have sufficient internal controls, financial functions have been primarily split between two people with one responsible for Accounts Payable tasks and the second responsible for Accounts Receivable and Payroll tasks. CFO/Controller review is utilized to test transactions entered at the clerical level. Detailed transactions are summarized and reported by the CFO/Controller to the President monthly, and to the Finance Committee and Board of Directors on a bimonthly basis. A high-level of compliance is insured through this reporting process. In addition, an annual financial audit is performed by an external accounting firm.

The organizational structure and administrative team consists of a Board of Directors, Finance Committee, President/CEO, CFO/Controller, Human Resources Director, Operations Manager, Quality Manager, office staff, inventory control staff, supervisory staff, lead people and the lead trainer.

DO NOT WRITE BELOW
(For CDGA Use Only)

Comments:

Score:

E. Accomplishments:

(15 pts maximum)

Existing Agencies (Currently Funded by CDGA):

Please summarize your performance during the past two years including stated goals and actual accomplishments realized to date. Accomplishment numbers are subject to verification by CDGA.

NOTE: If you are currently funded and are applying for a new activity for which you are not currently funded, you must provide documentation of your accomplishments for the new activity for which you are applying. This may include written statements from current funding sources, agency annual reports, etc.)

Failure to provide the required documentation will result in a score of zero for this section.

New Groups (not currently funded by CDGA):

Please summarize your performance during the past two years including stated goals and actual accomplishments realized to date. New groups must include documentation verifying the stated accomplishments. This may include written statements from current funding sources, agency annual reports, etc.)

Failure to provide the required documentation will result in a score of zero for this section.

For calendar year 2005, Wiscraft was budgeted for \$25,000 through entitlement funding. This grant was not pay for performance based, but focused on upgrading skill sets of existing employees as well as hiring of additional individuals. Final statistics were 10 individuals served, with 9 from LMI households. Races included white, black or African American, and American Indian or Alaskan Native. Five were male and five female (4 head of household).

For calendar year 2006, Wiscraft was budgeted for \$25,000 through entitlement funding. This grant is not pay for performance based but focuses on upgrading skill sets of existing employees as well as hiring of additional individuals. Performance to date through July is 8 individuals served and one new hire with all 8 from LMI households. Races include white, black or African American, Asian, and American Indian or Alaskan Native. Five were female and 3 were male.

DO NOT WRITE BELOW
(For CDGA Use Only)

Comments:

Score:

**TOTAL POINTS
PART 2
(40 maximum)**

TOTAL AGENCY BUDGET: REVENUE
(inclusive of all programs operated by your agency)

Organization Wiscraft, Inc. (amounts below are for fiscal years ended June 30)

Show a three year history of **actual revenue** received by your agency for the three year period shown. If more space is needed continue with another page.

CATEGORY	2004	2005	2006
Government Grants (list sources)			
A. CDGA (Training and Placement)	25,000	25,000	25,000
B. State of Wisconsin (ISO Certification)		10,000	
Subtotal	25,000	35,000	25,000
Foundation Grants (list sources)			
A. Ladish Foundation	3,000	3,000	3,000
B. Vilter Foundation	1,000	1,000	
C. Catherine and Walter Lindsay Fdn Fund	5,000	5,000	5,000
D. Reinhart Foundation	3,000	4,000	3,000
E. Harley-Davidson Foundation		3,500	8,000
F. Harry Heeb Foundation	5,604	2,396	3,750
G. Non Profit Management Fund			11,750
H. JoyKay Foundation			100
I. Badger Meter Foundation	1,000		
Subtotal	18,604	18,896	34,600
Other Revenue (list sources)			
A. Corporate / Individual Donations	348,182	353,388	361,035
B. Interest Income	27,779	30,643	33,963
C. Sales of Assembled Products or Subcontract Metal Machining	2,741,568	3,557,827	3,529,363
Subtotal	3,117,529	3,941,858	3,924,361
TOTAL REVENUE	3,161,133	3,995,754	3,983,961

AGENCY BUDGET: EXPENSES

CDBG FUNDS ONLY

(A Separate Budget is required for each RFP for which you are applying)

Organization: Wiscraft, Inc.

Program Name: Job Training and Placement

Show a proposed budget for the program for which you are applying. Include all committed and pending funds for your program.

CATEGORY	Requested Funds	Committed Funds (list source)	Pending Funds (list source)
Personnel	24,500		
Fringe Benefits	500		
Occupancy/Utilities			
General Services (training, travel, printing, advertising, memberships)			
Supplies (office products, postage, computer and cleaning supplies, etc.)			
Contractual Services (accounting, legal, consulting, insurance)			
Equipment(Purchase/Rental)			
Other Costs(Describe)			
TOTAL COSTS	25,000		

**Board Directors Roster for Agencies Grants
Administered by Community Development Grants Administration**

Organization Name: Wiscraft, Inc.

Date Completed: August 11, 2006

Program Year: 2007

NAME & TITLE	RACE	ADDRESS-INCLUDE CITY, STATE & ZIP	TERM EXPIRATION
NAME: Ronald M. Hutchinson TITLE: Chairman of the Board	Caucasian	PO Box 653 Milwaukee, WI 53201	10/2007
NAME: Eric D. Isbister TITLE: Secretary	Caucasian	10245 N. Enterprise Drive, Mequon, WI 53092	4/2007
NAME: Thomas E. Arenberg TITLE: Board Member	Caucasian	100 E. Wisconsin Ave S 2100, Milwaukee, WI 53202	4/2007
NAME: Bill Hughes TITLE: Board Member	Caucasian	555 E. Wells, S 2100 Milwaukee, WI 53202	4/2009
NAME: Mia McMillan TITLE: Board Member	Caucasian	W5983 Pheasant Lane Plymouth, WI 53073	7/2008
NAME: Clif Perryman TITLE: Board Member	Caucasian	1343 Miami Street Toledo, OH 43605	2/2009
NAME: Roger Schneider TITLE: Board Member	Caucasian	2500 N. Mayfair Rd, S630, Wauwatosa, WI 53226	4/2009
NAME: Dan Schwartzer TITLE: Board Member	Caucasian	4600 American Pkwy East Park One, Suite 208, Madison, WI 53718	6/2007
NAME: William G. Piernot TITLE: CEO/Ongoing Board Member	Caucasian	5316 West State St Milwaukee, WI 53208	ongoing

The Slate of Officers of the Board Shall Commence on _____ and End on _____.

NOTE: THIS FORM MUST BE SUBMITTED WHENEVER THERE ARE BOARD CHANGES.