

CDGA
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**COMMUNITY DEVELOPMENT GRANTS ADMINISTRATION
APPLICATION EXECUTIVE SUMMARY – FUNDING YEAR 2013**

Milwaukee Youth Council – Youth Services Proposal

Total Funds Available: \$145,978

Total Amount Requested (CDBG FUNDS) \$25,875

(Note: Minimum Allocation is \$25,000)

Applicant Organization Name: *Community Relations -- Social Development Commission*

Organization Address: *4041 N. Richards Street* City *Milwaukee* Zip *53212*

Contact Person: *Ms. Janet Stenlund* Title: *Acting CEO/Director of Program Services*

Contact Person's

Telephone Number: *414-906-2710* Fax Number: *414-906-2719*

E-Mail Address: *jstenlund@cr-sdc.org*

Is applicant a 501 (C)(3) organization? Yes _____ No

Is applicant a faith-based organization? Yes _____ No

Federal Employer Identification Number: *39-1033230*

Executive Director: *Ms. Janet Stenlund*

Phone Number: *414-906-2710*

Board President: *Mr. Gerard Randall*

Phone Number: *414-988-9034*

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

Name and title of Board Official: *Gerard A. Randall, Jr. Chair - SDC Board*

Signature of Board Official: *Gerard Randall*

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 1: PROGRAM DESIGN & SPECIFICATIONS

60 POINTS TOTAL

If you need more space in any section, you may attach additional pages

1) HOUSEHOLDS/CLIENTS SERVED

5 pts. maximum

a) Describe the specific target population to be served, including target low income level and special needs populations, as applicable.

The Social Development Commission (SDC) Youth Advisory Board (YAB) proposes a two-pronged Bridge-to-College Program. The first prong is a thirty two week community based service learning program called **Lyceum**, which aims to promote civic leadership and college readiness among 60 City of Milwaukee youth. Lyceum will be held while Milwaukee Public Schools (MPS) is in Spring 2014 and Fall 2014 session. The second prong of the Bridge-to-College Program is **College Prep**. Held during the Summer of 2014 when MPS is not in session, College Prep will include a) college tours for 168 youth, b) ACT Prep workshops for 90 youth, and c) developing personal statement workshops for 40 youth.

Programming will be provided to youth who are currently enrolled in middle school or high school and who live within the City of Milwaukee CDBG target areas and whose families are low-income based on the HUD 2013 Income Limits (50% or below of the Milwaukee County Median Income).

Poverty is a persistent factor in limiting educational attainment. In the City of Milwaukee, 84.1% of the total population above age 25 has a high school graduate level of educational attainment; compared to 53.6% of the total population above age 25 and who are impoverished have a high school graduate level of educational attainment.¹ Furthermore, in its 2012 report on testing outcomes in Wisconsin, ACT reports that a mere 3% of African American students in the state, and 13% of Latino students in the state, meet the college readiness benchmark upon graduation.²

SDC serves low-income families. In 2012, 5% of SDC families reported having no income and 70% of SDC families reported having an income that is "extremely low income level" using the HUD 2013 Income Limits and Milwaukee County's Median Income.

b) Specify the total number of households to receive direct services by your program in 2013.

SDC's Youth and Family Development Program (YFDP), which supports SDC's Youth Advisory Board by providing SDC staff support, guidance, and membership promotion for YAB, has set the following goals for the October 2013 - August 2014 programming year.³

¹ U.S. Census Bureau. 2006-2010 American Community Survey 5-Year Estimates. S1501 Educational Attainment.

² ACT Profile Report, Wisconsin, 2012.

³ Please note that some of these numbers may be duplicated due to SDC YFDP's integrated service delivery system, ensuring that YFDP youth receive all of the services required in-house on their ISP.

- **900 youth** will be referred to SDC YFDP through City of Milwaukee Municipal Court, Milwaukee County Children's Court, and the Milwaukee County District Attorney's Office.
- **800 youth** will complete their court ordered referral process (88% of youth referred from court systems) and receive intake and assessment from SDC YFDP and will create an Individualized Service Plan (ISP).
- **100 youth** will be referred to SDC YFDP's Alcohol and Other Drug Abuse (AODA) and Mental Health Outpatient Clinic for AODA services.
- **50 youth** will be referred to SDC YFDP's AODA and Mental Health Outpatient Clinic for anger management or other mental health services.
- **560 youth (70%)** will complete their goals as outlined in their ISPs.
- **150 youth** will receive a 6 week gang prevention education.
- **800 youth** will participate in one-day gang prevention workshops to educate them about the impact of gang involvement on the community at large.
- **600 youth** will participate in positive activities that allow them to explore alternatives to negative behaviors.
- **10 youth** will participate in SDC's Youth Advisory Board.
- **400 youth** will participate in one-day financial literacy, pre-job readiness training, problem gambling, media influences, and career/college awareness workshops.
- **120 parents** of YFDP youth will receive information about the challenges faced by youth through parent orientations and information sessions.
- **100 parents** of YFDP youth in the Milwaukee community will learn about conflict resolution, gang prevention, communication skills, and pregnancy prevention.

(Due to the design of SDC YFDP's integrated service delivery system, youth and family regularly receive multiple services to meet the requirements of their individual service plan (ISP). For this reason, please note that some of the above stated outcomes may involve duplication of clients.)

For the purposes of this proposal, SDC YAB is requesting funding for all three activities within of our Bridge-to-College Program. (as proposed under the "Activity" section of this proposal). For the 2013-2014 academic year SDC YAB has proposed that up to 60 youth will be served within Lyceum, the community based learning college readiness program, 168 unduplicated youth will be served through the College Tours, 90 unduplicated youth will be served through ACT Prep, and 40 unduplicated youth will be served through the Personal Statements Workshop.

DO NOT WRITE BELOW
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Comment

Score:

**Households/
Clients Served
(5 pts maximum)**

1
1

1
1

2) OUTREACH:

(5 pts maximum)

a) Describe, in a narrative, your agency’s outreach and all of the methods that will be used to inform eligible persons about your program.

Recruitment for the Lyceum program will involve two strategies: YAB members will identify leaders among their peers within the SDC YFDP programs and schools, and perform direct outreach to these high school students. In addition, they will request youth nominations from program leaders and teachers at community organizations and schools in CDBG target areas.

The members of SDC YAB will be responsible for marketing the **College Prep** program to the schools that they individually attend as well as promote the program through the SDC YAB Facebook page. Furthermore, SDC YFDP has partnerships with schools, faith-based organizations, and community organizations which are within City of Milwaukee 2010 Neighborhood Revitalization Strategy Areas. Throughout the spring, these partners will be informed of the summer College Prep opportunities the SDC will be offering.

SDC YFDP Partners in CDBG Target Areas		
<i>Type of Organization</i>	<i>Name and Address of Organization</i>	<i>Partnership Description</i>
Traditional Milwaukee Public Schools	<p>Sherman Multicultural Arts School 5110 W Locust St. Milwaukee, WI 53210</p> <p>Hopkins Street School 1503 West Hopkins Street Milwaukee, WI 53206</p> <p>North Division High School 1011 West Center Street Milwaukee, WI 53206 (414) 267-4900</p>	SDC YFDP provides services to students that include Baby Think it Over programming, conflict resolution programming, healthy relationship programming, AODA education and prevention, anger management, recreational activities, and job readiness activities.
Milwaukee Public Schools Partnership Schools	<p>CYD School of Excellence 3026 West Concordia Ave. Milwaukee, WI 53206</p> <p>Centro Hispano High School 1645 S. 36th Street Milwaukee, WI 53215</p> <p>Lad Lake Milwaukee — Synergy 2820 W. Grant Street Milwaukee, WI 53215</p> <p>Lad Lake Milwaukee — ULTRA 225 West Capitol Drive Milwaukee, WI 53212</p>	SDC YFDP provides services to students that include Baby Think it Over programming, conflict resolution programming, healthy relationship programming, AODA education and prevention, anger management, recreational activities, and job readiness activities.

Milwaukee Public Charter Schools	<p>Business and Economic Academy (BEAM) 3620 N. 18th Street Milwaukee, WI 53206</p> <p>Alliance School 850 West Walnut Street Milwaukee, WI 53205</p>	SDC YFDP provides services to students that include Baby Think it Over programming, conflict resolution programming, healthy relationship programming, AODA education and prevention, anger management, recreational activities, and job readiness activities.
Private Schools Participating in Milwaukee Parental School Choice	<p>Hickman Academy 4200 N. 51st Boulevard Milwaukee, WI 53216</p> <p>CrossTrainers Academy 830 N. 19th Street Milwaukee, WI 53233</p>	SDC YFDP provides services to students that include Baby Think it Over programming, conflict resolution programming, healthy relationship programming, AODA education and prevention, anger management, recreational activities, and job readiness activities.
Faith-Based Organizations	<p>Genesis Baptist Church 231 West Burleigh St. Milwaukee, WI 53212</p> <p>New Beginnings are Possible Christian Youth Center 3717 West Fond du Lac Avenue Milwaukee, WI 53216</p> <p>Parklawn Assembly of God 3725 North Sherman Boulevard Milwaukee, WI 53216</p> <p>Sherman Park Lutheran Church and School 2703 North Sherman Boulevard Milwaukee, WI 53210</p>	SDC YFDP provides recreational activities, AODA education and prevention to youth at these organizations.
Community Based Organizations	<p>Milwaukee Christian Center 2137 West Greenfield Avenue Milwaukee, WI 53204</p> <p>Silver Spring Neighborhood Center 5460 N. 64th Street Milwaukee, WI 53218</p> <p>COA Youth and Family Center 909 East North Avenue Milwaukee, WI 53212</p> <p>Next Door Foundation 2545 N. 29th Street Milwaukee, WI 53210</p>	SDC YFDP accepts and makes referrals, provides AODA education and prevention, anger management, community service options, and recreational activities to youth served by these organizations.

	<p>Pathfinders 4200 North Holton St. Milwaukee, WI 53212</p> <p>Walker's Point Youth and Family Center 2030 W. National Avenue Milwaukee, WI 53204</p>	
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In addition to the above listed partners, youth are also referred through court agreements with the City of Milwaukee Municipal Court, Milwaukee County Children's Court, and the Milwaukee County District Attorney's Office. These court partners will be informed of the Bridge-to-College program offerings, as well as its eligibility requirements. Although 90% of SDC YFDP youth are court ordered referrals, youth also have the opportunity to self-refer or to be referred by their parents.

DO NOT WRITE BELOW
(For CDGA Use Only)

Comments:

Score:

**Outreach
(5 pts maximum)**

Describe in detail ALL OF THE FOLLOWING:

3) The specific ACTIVITY to be performed.

Score: _____ (20 pts. maximum)

The activities implemented with our Bridge-to-College programs correlate well with the Youth Services key activities for education by promoting academic achievement and the development of life skills.

Lyceum is a community-based learning program that 60 youth will participate in through the course of the academic year. This learning program brings in professionals in higher education, community organizers, and research experts to teach workshops on communication, leadership development, effective research, and grassroots organizing skills to youth with barriers to higher education.

A key goal of the program is demonstrating how grass-roots organizing empowers youth as individuals, and changes the fabric of their community. The project-based curriculum for this program is designed and taught by Megan Muthupandiyam, a college educator and first year college advisor with a significant professional background in Bridge-to-College programming and community-based learning. Dr. Muthupandiyam will work with YAB advisors Aries Jackson and Rebecca Ross to coordinate and lead the program.

From October 2013 – July 2014, Lyceum will meet two Saturdays a month from 9 a.m. to 1 p.m. Through the course of the program, YAB members will be trained to design and conduct a research study on the risk behaviors and self-perceptions of youth in the City of Milwaukee. After their initial stage of training in October 2013, YAB members will recruit and train 45 additional youth to market, administer, and collect the survey at designated schools and community organizations in CDBG neighborhoods.

Youth in the Lyceum program will work with college aged mentors and the program coordinator between January and March 2014 in order to aggregate and analyze data from the survey. Through the process of analyzing the data and developing a final report that will be delivered in three different venues (website, oral presentation in a public forum, and by mail to community stakeholders), these young leaders will begin honing the thinking and communication skills which will be essential to their academic success in college. They will also gain practical knowledge in grassroots organizing and civic action through articulating and solving challenges that they and their community are facing.

For this year's Lyceum project, the 60 youth participants will take a key part in designing, administering, and analyzing data relevant to the study. As these youth meet with stakeholders in the community, learn how to conduct qualitative research and report on their findings, Lyceum participants will provide the community with significant data on the self-perceptions and risk behaviors of our community's young people, enabling our young people and the institutions that serve them to begin gaging our future.

College Prep consists of three specific areas: 1) City of Milwaukee College Tours, 2) ACT Prep Workshops, and 3) Personal Statement Workshops.

SDC YAB proposes to visit the following colleges who have campuses located within the City of Milwaukee: University of Wisconsin-Milwaukee, Milwaukee Area Technical College, Cardinal Stritch University, Marquette University, Alverno College, Milwaukee School of Engineering, and Mount Mary College. Each college will be visited twice during 2014. SDC will provide 15 passenger vans for the college tours. Each college tour will consist of 12 youth and two SDC YFDP staff to serve as chaperones. College Tours are designed not only to inspire low-income at-risk youth to stay in high school and attend college, but to show that they, like their higher-income peers, are able to attend college. Previous SDC College Tour youth report feeling more comfortable on a college campus, better understanding the admissions process, and better understanding the financial aid options open to them. Since 2009, 70% of SDC College Tour attendees went on to attend the

college of their choice. Youth participating in college tours will also work through the "My Future, My Way" workbook provided by the US Department of Education. This workbook provides activities that focus around college prep, college-career paths, and financial aid options.

ACT Prep will be provided during three two-day workshops to take place in June, July, and August. ACT Prep will be facilitated by a trained ACT Prep professional who will be subcontracted through this grant. ACT Prep will also be facilitated through Barron's ACT Prep including an online version as well as a participant workbook. SDC YAB has set the goal of 90 youth to be served through ACT Prep (30 youth per workshop).

A two day Personal Statement Workshop will also be offered to 40 youth during the summer of 2014. These two day workshops will provide youth with opportunities to work with coaches as they draft personal statements and share them in a small group setting of 5 or 6 students and one writing coach. The statements will be reviewed for development, style, voice, and content. At the end of the workshop, youth will have produced a personal statement for use in their college applications.

4) The GOALS of the program.

Score: _____ (10 pts. maximum)

The SDC Youth Advisory Board has set the following goals for this project:

- To provide City of Milwaukee youth with access to workshops, orientations, programming, and mentor support that promotes their access to higher education and prepares them for success in college and beyond.
- To create a learning-leading consortium within the City of Milwaukee in which youth take a leadership role as they work alongside educators, community leaders, and college students toward a common community goal.

5) Outcomes

Score: _____ (15 pts. maximum)

a. Describe the expected outcomes, (results, impact or change) expected to come about as a result of your program and describe how these contribute to one or more of CDGA's long term outcomes which are: 1) Reduce Crime; 2) Increase Property Values; 3) Increase Economic Vitality; and, 4) Improve Quality of Life.

Expected outcomes of Lyceum

Through the year-long community based research study YAB members will:

- develop skills in project management and administration,
- hone their interpersonal communication skills in large group settings,
- learn best methods in ethical data collection,
- learn how to design and use surveys as research tools,
- apply grassroots organizing skills,
- discover how grass roots organizing empowers them as individuals,
- see how their work can change the fabric of their community,
- have the opportunity to work with and learn from college educators and first year advisors,
- explore the key themes and questions which lie within the natural sciences, social sciences and humanities,
- be required to actively engage in directed learning reflection through the course of the year,
- draft a personal statement that can be used as part of their college application process.

By giving Milwaukee youth the skills to perform critical academic research, to assume leadership roles and to otherwise become agents of change in the city of Milwaukee through the 32 week Lyceum program, **quality of life improves** for both them as individuals and the community at large. Both in terms of the 60 hours of directed, supervised activity it offers and

in terms of its promotion of personal excellence and initiative, the program provides positive outlets that decrease the risk of youth involvement with the justice system and incarceration.

Expected outcomes of College Prep

Through the summer College Prep Program:

- 90 City of Milwaukee youth will improve their academic performance on the ACT.
- 168 City of Milwaukee youth will participate in College Tours to area colleges and universities.
- 168-290 City of Milwaukee youth will improve their readiness for post-secondary education.⁴
- 40 City of Milwaukee youth will create a personal statement for their college applications.
- 40 City of Milwaukee youth will get constructive feedback from professionals in higher education/admissions on their personal statements.

We increase the **economic vitality of our community** by preparing Milwaukee youth to succeed academically and promoting excellence, allowing them access to more jobs than just those requiring less than a high school diploma.

A logic model outlining the short, mid, and long-term outcomes for the Bridge-to College Program is on the next page.

⁴ This range accounts for potential duplication of youth across the three College Prep programs.

Activities	Short Term Outcomes	Mid Term Outcomes	Long Term Outcomes (CDGA Outcomes)
<p>14 college tours to seven City of Milwaukee campuses</p>	<p>168 youth will participate in one of 14 city of Milwaukee college campus visits, accompanied by SDC Family Advocates.</p> <p>Youth will feel more comfortable on City of Milwaukee College campuses.</p>	<p>Youth will view attending college as a positive life goal.</p> <p>70% of the youth who attend the college campus visits will eventually attend the college of their choice.</p> <p>Youth will receive an ACT Test score required for admission to the college of their choice.</p>	<p>As an education program, YAB's Bridge to College is a CDGA Eligible Activity. It will:</p> <p>Increase Property Values. Schools will benefit with better performing students attending them, thus allowing for an increase in property values due to an improved neighborhood school.</p> <p>Increase Economic Vitality. Economic vitality increases as more students succeed academically, allowing them access to more jobs than just those requiring less than a high school diploma.</p>
<p>3 ACT Prep Workshops</p>	<p>90 unduplicated youth will receive ACT Test Prep.</p> <p>60% youth will take the ACT Test in preparation for college.</p>	<p>Youth will feel better prepared for the college application process.</p> <p>Youth will view attending college as a positive life goal.</p> <p>Youth will view themselves and their experience as suitable foundations for learning in a higher education setting.</p>	<p>Improve the Neighborhood Quality of Life. Overall neighborhood quality of life will be improved as academically proficient youth establish themselves in the community as adults.</p> <p>Reduce Crime. Each activity offers youth a safe weekend or summer environment, and encourages youth to reduce delinquency and drop out, decreasing their risk of involvement with the justice system and incarceration.</p>
<p>1 two-day Personal Statement Workshop.</p>	<p>40 unduplicated youth will draft, workshop, and edit a personal statement for their college applications.</p> <p>Youth will have clearer expectations of the college application process and the role the personal statement plays in an increasingly competitive application process.</p>	<p>Youth will gain critical skills in logical analysis, communication, collaboration and leadership as they establish mentoring relationships with a variety of adults and older (college aged) youth.</p>	
<p>The Lyceum Project</p>	<p>60 unduplicated youth will conduct a citywide research project on the risk behaviors and self-perceptions of City of Milwaukee youth.</p> <p>The City of Milwaukee will gain valuable information on the self-perceptions and risk-behaviors of our youth.</p>		

BUDGET & RESOURCES LEVERAGED

(5 pts. Maximum)

AGENCY BUDGET: EXPENSES

Organization: Social Development Commission

Program Name: YAB/YFDP Bridge-to-College Program

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

CATEGORY	Requested CDBG Funds	Committed Funds (list source)	Pending Funds (list source)
Personnel	\$5,920.00 for PT salary of research project coordinator/trainer.	\$8239.00 for 470 hours of SDC YFDP staff time dedicated to project at \$17.83/hr (Wisconsin Office of Justice Assistance)	
Fringe Benefits	\$1,690.58 health ins. WC/FICA/Life/UC	\$3205.00 for 470 fringe hours of SDC YFDP staff dedicated to project at \$6.82/hr. for fringe (Wisconsin Office of Justice Assistance)	
Occupancy/Utilities	\$3,276.00 use of cube for 12 months for program coordinator	\$1200.00 for 470 hours based on an estimated pro-rated rate of \$2.55/hr for SDC YFDP space costs (Community Service Block Grant)	
General Services (training, travel, printing, advertising, memberships)	\$339.00 for mileage costs associated with 500 miles @ \$.565/mile of travel for college tours \$1,000.00 for printing		

	costs		
	\$500.00 for bus tickets for youth		
Supplies (office products, postage, computer and cleaning supplies, etc.)	<p>\$500.00 for postage supplies</p> <p>\$9,049.42 for supplies including Lyceum youth curriculum/ training binders and reflection journals, Barron's 2014 ACT Prep Workbook, Barron's 2014 ACT Prep Online Edition, and college tour participant supplies.</p>	<p>258 <i>My Future My Way</i> workbooks valued at \$.50 per book = \$79.00 (US Department of Education)</p>	
Contractual Services (accounting, legal, consulting, insurance)			
Equipment(Purchase/Rental)		<p>\$11,715.00 estimated Kelly Blue Book value for SDC YFDP 15 passenger van (SDC YFDP Equipment)</p> <p>\$4137.00 value of Smartboard</p> <p>600 value of document camera in project laboratory used for Lyceum</p>	
Other Costs(Describe)	\$3,600.00 for Adobe Creative Cloud License		
TOTAL COSTS	\$25,875.00	\$28,575.00	

2. STAFF EXPERTISE:**(5 pts maximum)**

Describe your agency's specific staff experience in providing the service for which funding is requested. (Include education, years of experience etc.)

Priscilla Wallace
Youth and Family Divisional Manager

The YFDP Program is directed by Priscilla Wallace. Ms. Wallace has been the Youth and Family Divisional Manager since 2008 and has been serving SDC families in various capacities since 2000. She has an MS in Organizational Development in Leadership, a BS in Management/Criminal Justice, and an AS in Liberal Arts. She is certified in Non-profit Management and Leadership, Predictive Index, Child Development, Project Management, Healthy Relationships, and Fatherhood Curricula from PREP, Creating Lasting Family Connections, and Family Wellness.

Rebecca Ross
YFDP Family Advocate and YAB Advisor

Ms. Ross has an MS in Education and a BA in Sociology and Criminal Justice, with a significant background in leadership development and mentoring at-risk youth. Ms. Ross has worked as a youth care worker since 2007. Since January 2012, she has served as a family advocate within SDC's YFDP program, providing case management for youth referred to program through the court system, schools and other sources.

Aries Jackson
YFDP Family Advocate and YAB Advisor

Ms. Jackson has a BSW and is currently completing an MBA. She has served as an SDC Family Advocate and Program Assistant for Skills Enhancement, bringing significant background experience in mentoring training and case management, which have been an asset to the agency.

Asjura Cole, 17
Board Director, Youth Advisory Board

Miss Asjura Cole has been a part of SDC's Youth Advisory Board since December 2012 and was recommended for recruitment to the board by multiple staff during her completion of the Community Service Options program. Staff recognized Asjura's leadership skills and dedication to youth work and service, skills necessary to the foundation of the reestablished Youth Advisory Board. As one of the first members of the new board, Asjura brought her leadership skills gained through her participation in the Peer Jury Restorative Justice Program and the Leadership Initiative Program at James Madison Academic Campus. Beyond her dedication to school and community programs, Asjura has been committed to academic excellence and was recognized as Valedictorian at the completion of her time at Northwest Secondary School. Asjura is currently focused on higher education and career opportunities as she approaches her senior year of high school and received an internship spot within the 2013 Earn and Learn Summer Youth Internship Program, working as an assistant in Mayor Barrett's office. Miss Cole has been nominated to lead the Youth Advisory Board for the remaining duration of her membership.

Megan Muthupandiyam
YFDP Planner

Before joining the SDC YFDP team as a planner this past April, Dr. Muthupandiyam (Ph.D., 2008) taught and served as an academic advisor at Beloit College. Among the courses she developed and taught were a series of community based

research and professional writing courses (WRIT 200 Writing for Community Engagement). Working with and on behalf of educational and human services non-profits in Rock County, college students in her courses advanced their skills in resource development and non-profit administration while developing professional communications for internal and external audiences. A board director at ArtWorks for Milwaukee, she is passionate about designing leadership based educational opportunities for at risk and first generation students.

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Comments:

Score:

**Staff Expertise
(5 pts maximum)**

3. FINANCIAL/ORGANIZATIONAL/BOARD & ADMINISTRATIVE STRUCTURE	(5 pts maximum)
<p>Describe all of the following about your agency:</p> <p>a. Financial structure:</p> <p>Financial management of SDC is provided by SDC's Accounting Department under the supervision of Finance Director Kelly Parkhill, CPA. SDC uses the Financial Edge accounting software from Blackbaud, installed in January 2006; SDC is current with all software updates. At this time, the software includes five modules: general ledger, accounts payable, accounts receivable, cash receipts, and fixed assets. SDC uses Paychex, an external payroll service (September 2004) to prepare payroll, labor distribution and tax reports; information from these reports is integrated directly into the general ledger software. Stromberg software is used for employees to maintain their timesheets; this information is dispatched to Paychex to prepare the bi-weekly payroll. SDC uses the Financial Edge Purchase Order software (April 2011) to manage the purchase process for the entire agency. This system of software tools supports efficient and accurate operation of the agency's accounting system.</p> <p>SDC is a large organization with multiple federal, state, and local government funding sources. To insure compliance with all funding source requirements and the absolute accuracy in accounting and reporting, SDC has developed a coordinated system of internal controls which includes Internal Audit and Quality Assurance Departments, maintaining a highly trained and experienced staff, an electronic purchase order system with mechanical trail and authorization limits, an outside payroll service, sufficient staff to allow appropriate segregation of duties and mandatory vacation, daily bank reconciliations, and an established Enterprise Risk Management Team. SDC has a cost allocation plan approved by the Board of Commissioners and an indirect cost rate approved by the U.S. Department of Health and Human Services (1997).</p> <p>The most recent single audit report (year ending December 31, 2012) indicated no instances of noncompliance or other matters that are required to be reported under Government Auditing standards. Internal Audit Activities are coordinated in conjunction with independent Certified Public Accountants to ensure optimum audit coverage. Since 1997, these audits have shown no significant findings. SDC's Accounting Department oversees all SDC fiscal matters. Its day to day operations are guided by the SDC Fiscal Policies and Procedures Manual (Revised November 2008) which includes external and internal reporting requirements, direct cost allocation procedures, purchasing policies and procedures, consultant and contracted services policies and procedures, delegate agencies policies and procedures, payroll policies and procedures, property and equipment control, and record retention policy.</p> <p>The development of SDC's Community of Sponsoring Organizations (COSO) Enterprise Risk Management System (ERM) began prior to 1997 with the establishment of management standards and human resources regulations coupled with Head Start and Food Service program monitoring. Over the next 15 years, COSO ERM was rolled out in managed increments, covering every business process necessary to manage a complex integration of programs for more than 80,000 unduplicated participants. The ERM now meets the Institute of Internal Auditors Standards. Through ERM, SDC has identified 5 risk areas: strategic, fiscal, operational, health and safety, and information technology. SDC now utilizes its indirect cost rate of 12.5% to fund an established iterative and proactive structured process of identifying related actions, inactions, or conditions of the 5 risks in term of magnitude, location, and timing and addressing the problem through Process-Based Root Cause Analysis which has been expanded to include: management processes including ISO 9001 and Balanced Score Card Strategic Planning; operational processes which are used to manage core business, including Purchasing, Community Relations and Policy Research divisions; support processes which are established in Accounting, Program Planning, External and Internal Auditing, Human Resources, Quality Assurance, Call Centers, Information Technology and Technical Support. By addressing, correcting, or eliminating the root case, as opposed to merely addressing the symptom of the risk, SDC directs corrective measures to prevent recurrence.</p>	

b. Organizational & Administrative structure:

The SDC Board of Commissioners is the governing body for SDC and is comprised of 18 members. Twelve are appointed by the following: Milwaukee Area Technical College, Milwaukee County, United Way of Greater Milwaukee, City of Milwaukee, Milwaukee Public Schools, Interfaith Conference, AFSCME Milwaukee District Council-48, Hispanic Chamber of Commerce, University of Wisconsin—Milwaukee, African American Chamber of Commerce, Greater Milwaukee Committee and the Office of the Governor. Six members, representing districts, are directly elected by low-income residents of Milwaukee County. The board is advised by Attorney James Hall. Mr. Gerard Randall, representing Milwaukee Public Schools, was elected chair on June 20, 2013. The exceptional qualifications, experience, and institutional and community representativeness of the Board of Commissioners, especially as manifest in its newly elected officers, provides the expertise required to insure the highest levels of program oversight and accountability. Senior executive managers including Jan Stenlund, Acting CEO and Director of Program Services, and Kelly Parkhill, CPA, Finance Director, have a combined 50 years of experience in the administration of non-profit community service organizations.

c. Board structure:

As an Intergovernmental Agency and as a Community Action Agency, SDC is governed by a Board of Commissioners (the "Commission"). The mission of the Commission is to study the causes and effects of poverty and to develop and implement strategies, programs, and services to meet the unmet needs of the community. The Commission is comprised of 18 citizens residing in the County, each of whom holds the title of Commissioner. The Commission is nonpartisan, and includes representatives of faith-based and minority groups. One-third of the Commissioners are representatives of public officials and agencies and are referred to as "Public Sector Representatives". These Public Sector Representatives as established by Chapter 77 of the General Ordinances of Milwaukee County and by Section 320-23 of the Code of Ordinances of the City of Milwaukee are appointed as follows:

- A Commissioner appointed by the Mayor and confirmed by the Common Council of the City of Milwaukee
- A Commissioner appointed by the County Executive and confirmed by the County Board of Supervisors of Milwaukee County
- A Commissioner appointed by the Governor of the State of Wisconsin
- A Commissioner appointed by the Superintendent of Milwaukee Public Schools and confirmed by the Board of Directors of the Milwaukee Public Schools
- A Commissioner appointed by the Chancellor of the University of Wisconsin-Milwaukee

One-third of the Commissioners are representatives of private agencies and organizations in the County and are referred to as "Private Sector Representatives". These Private Sector Representatives as established by Chapter 77 of the General Ordinances of Milwaukee County and by Section 320-323 of the Code of Ordinances of the City of Milwaukee are appointed as follows:

- One Commissioner appointed by United Way of Greater Milwaukee, Inc.
- One Commissioner appointed by the Interfaith Conference of Greater Milwaukee
- One Commissioner appointed by the Hispanic Chamber of Commerce
- One Commissioner appointed by the African American Chamber of Commerce
- One Commissioner appointed by the Milwaukee County Labor Council, AFL-CIO
- One Commissioner appointed by the Greater Milwaukee Committee

As established by Chapter 77 of the General Ordinances of Milwaukee County and by Section 320-23 of the Code Ordinances of the City of Milwaukee, one-third of the Commissioners are representatives of low income residents in the County and are referred to as "Representatives of the Low Income Section". Milwaukee County is divided into six districts, each containing approximately equal numbers of low income residents based on the data of the most recent federal census. For purposes of the Board of Commissioners, a "low income resident" means a resident who is a member of a household in which the annual household income is less than 125% of the poverty line as determined by the U.S. Department of Health and Human Services.

Each Representative of the Low Income Section is elected in each district by the residents of the district through popular election. Any resident of the district who is at least 18 years old and who presents verified nomination papers signed by at least 200 other adult residents of the district may be a candidate in the election. The election is conducted under the supervision of the SDC Internal Auditing Department.

The duties and responsibilities of the Commission are, individually and collectively, to:

- Adhere to Commission policies and bylaws as outlined in the "By-Laws of the Community Relations-Social Development Commission in Milwaukee County (Revised, October 15, 2009)
- Set policy for the Commission and SDC Employees
- Review policy for relevance to and consistency with local and state guidelines
- Regularly attend and participate in Commission and committee meetings
- Serve on committees appropriate to individual interests and skills
- Acquire and develop knowledge of SDC's budget and programs
- Strengthen the Commission's and the SDC's image and seek to improve its relations with the public.
- Report regularly to the organization or groups that appointed or selected them to office, and, in the case of each Public Sector Representative and each Private Sector Representative, submit a written report concerning the Commission to his or her appointing organization or authority at least once annually
- Participate in Commission training activities
- Disclose actual or potential conflicts of interest
- Attend, when requested by the Chairperson of the Commission, meetings, seminars, hearings, and other events relevant to the Commission's mission.

The Commission has specific power and authority to:

- Hire, discharge, and review the performance of SDC's Chief Executive Officer, Internal Auditor, and Internal Auditing Department,
- Authorize major personnel, organization, fiscal, and program policies,
- Determine overall program plans and priorities, including provisions for evaluating progress and outcomes
- Make final approval of all program proposals and budgets
- Determine rules and procedures for the Board of Commissioners

The SDC's CEO is responsible for the overall management of the agency. The CEO's essential duties and responsibilities include the following:

- Direct and oversee the operation of the SDC,
- Meet periodically with Board of Commissioners to keep them informed, establish a mutuality of purpose, and obtain their support for proposed directions and policies,
- Meet with directors to review and plan activities and explore new directions for service and funding,
- Meet with administrative staff for an active exchange of views and to provide direction and motivation to pursue goals of the agency
- Meet with heads of community agencies to develop specific cooperative programs and collaborations
- Meet with legislators to discuss legislation and funding of SDC programs
- Meet with leads of government, business, industry and foundations to obtain funds and support for SDC
- Directly supervise all Directors responsible for SDC support services and own staff,
- Identify agency wide issues and program directions that will enhance program effectiveness in the short and long term.

<u>DO NOT WRITE BELOW</u> <u>(For CDGA Use Only)</u>	
Comments:	<u>Score:</u> Financial/Organizational/ Board & Administrative Structure (5 pts maximum)

4. ACCOMPLISHMENTS	(15 pts maximum)
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A) 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 THIRD PARTY 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.

NOTE: A written narrative alone by the applicant does not qualify as documentation of accomplishments.

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

The Social Development Commission is currently funded by City of Milwaukee CDGA for two programs, including several Bridge-to-College activities for which we are currently funded. These are the Neighborhood Improvement Program (NIP) program and the YAB's Intensive Tutoring and College Prep program. The stated goals and actual accomplishments realized to date within these programs are reviewed below.

SDC NIP serves income eligible, homeowner occupied, City of Milwaukee Community Development Block Grant (CDBG) area resident families. The households are characterized as needing significant home improvement as evidenced by municipal building code violations, or needing lead hazard reduction, and/or having health/safety concerns. Clients are drawn from lists of households that are also eligible for receiving state and local Energy Assistance program services and City of Milwaukee Weatherization program services. Households are selected based on both NIP eligibility criteria as well as the opportunity to leverage additional services from other SDC programs.

In 2011 SDC NIP had a goal of 18 units to be completed, with 18 units actually completed; in 2012 SDC NIP had a goal of 12 units to be completed, with 12 units actually completed.

The SDC's Intensive Tutoring and College Prep program is also funded through the City of Milwaukee CDGA. During the 2012-2013 academic year the intensive tutoring program met 74 times in 2013. It was provided during the traditional Milwaukee Public School year on Tuesdays and Thursdays from 4 pm to 7 pm. 100 unduplicated youth were targeted to receive intensive afterschool training; 90 unduplicated youth are on target to receive ACT Test Prep throughout the summer of 2013, (with three sessions scheduled in July and August) and 168 unduplicated youth are on target to participate in the City of Milwaukee college campus visits, which are taking place through August.

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

Organization: Community Relations—Social Development Commission

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	2011 Actual	2012 Actual	2013 Budget
Government Grants (List Sources)			
A. US Department of Agriculture Child Care Food Program (Pass-Through Wisconsin Department of Public Instruction)	\$2,986,392	\$3,118,162	\$2,220,000
B. US Department of Agriculture Summer Food Service Program for Children (Pass-Through Wisconsin Department of Public Instruction)	\$143,151	\$112,014	\$120,000
C. US Department of Housing and Urban Development NIP Admin (Pass-Through City of Milwaukee Block Grants Administration)	\$99,400	\$119,098	\$119,279
D. US Department of Housing and Urban Development --Lead Hazard Reduction	\$0	\$106,191	\$600,000
E. US Department of Housing and Urban Development Housing-Neighborhood Improvement Program (NIP) (Pass-Through City of Milwaukee Community Block Grants Administration)	\$373,629	\$233,571	\$383,169
F. US Department of Treasury IRS VITA	\$149,940	\$154,389	\$80,000
G. US Department of Transportation (Pass-Through Wisconsin Employment Transportation Assistance Program)	0	\$56,145	0
H. US Department of Energy Weatherization (Pass-Through State of Wisconsin Department of Administration)	\$995,331	\$218,036	\$0
I. US Department of Education Basic Skills (Pass-Through Milwaukee Area Technical College)	\$31,902	\$20,277	\$10,355
J. US Department of Health and Human Services Low-Income Energy Assistance (Pass-Through Milwaukee County Department of Health and Human Services)	\$1,958,649	\$1,965,064	\$1,532,906
K. US Department of Health and Human Services Community Service Block Grant (Pass-Through Wisconsin Department of Children and Families)	\$2,168,934	\$1,644,111	\$2,287,975
L. US Department of Health and Human Services Head Start	\$19,576,295	\$19,959,134	\$11,384,884
M. US Department of Health and Human Services Head Start Healthy Marriage	\$488,908	\$378,275	0

N. US Department of Justice Edward Byrne Memorial Justice Assistance Grant Program	0	\$10,070	0
O. Corporation for National and Community Service Senior Companion Program	\$270,957	\$293,454	\$317,034
P. State of Wisconsin Department of Public Instruction Wisconsin Head Start	\$1,350,304	\$1,294,921	\$740,427
Q. State of Wis. Office of Justice Assistance Youth Gang Diversion	\$430,300	\$412,556	\$401,815
R. State of Wisconsin Office of Justice Assistance AODA Treatment/Education Project	\$260,632	\$281,748	\$282,667
S. State of Wisconsin Department of Children and Families Senior Companion Program	\$84,877	\$83,858	\$83,858
T. State of Wisconsin Department of Administration Weatherization	\$6,954,891	\$3,532,518	\$6,366,765
U. US Department of Labor Workforce Investment Act (WIA) (Pass-Through Milwaukee Area Workforce Investment Board)	\$35,230	\$135,921	\$78,849
V. US Department of Justice WIA Pilots, Demonstrations, and Research Projects (Pass through MAWIB)	14,217	\$52,714	\$23,069
W. State of Wisconsin Department of Administration Skills Enhancement (Pass-Through Wisconsin Community Action Partnership)	\$27,007	\$10,364	\$19,583
X. US Department of Health and Human Services TANF (Pass-Through Wisconsin Department of Children and Families W-2)	\$12,017,962	\$11,284,969	\$104,091
Y. US Department of Health and Human Services Transitional Jobs (Pass-Through Milwaukee Area Workforce Investment Board)	\$946,110	\$25,079	\$125,000
Z. US Department of Education- Safe Schools, Healthy Students (Pass through Milwaukee Public Schools)	0	\$9,000	0
AA. Refugee Childcare Development Program	0	0	\$218,750
BB. Juvenile Offenders Program	0	0	\$105,600
CC. Civic Justice (Pass through MAWIB)	0	0	\$23,609
DD. City of Milwaukee CDBG Youth Council Award	0	0	\$10,000
EE. JBD	0	0	\$20,000
FF. US Environmental Protection Agency Environmental Justice Small Grant Program	0	\$25,000	0
GG. State of Wisconsin Department of Children and Family — Project Gain	\$82,669	\$350,031	\$320,018
HH. Milwaukee County Department of Health and Human Services—Early intervention	0	\$4,342	0
II. Community Intervention Program	0	\$94,999	0
SUBTOTAL	\$55,453,581.00	\$44,433,957.00	\$28,908,094.00
FOUNDATION GRANTS (List Sources)			
A. United Way of Greater Milwaukee	\$15,000	\$6550	\$15,000
B. Greater Milwaukee Foundation	\$135,000	\$110,000	\$80,000
C. Helen Bader Foundation	\$24,332	\$21,879	\$18,712
D. JP Morgan Chase	\$20,000	0	0

E. Forest County Potawatomi	\$30,000	0	0
F. Herb Kohl Charities	\$1,000	\$1,000	\$1,000
G. Wells Fargo	\$10,000	\$15,000	\$10,000
H. Northwestern Mutual Foundation	\$15,000	0	0
I. US Bank	\$2,500	\$2,000	\$2,000
J. Wisconsin Council for the Humanities	0	\$2,000	\$2,000
K. Charles Kubly Foundation	0	\$10,000	\$15,000
L. Dollar General	\$7,000	0	0
M. Retirement Research Foundation	0	\$25,000	\$15,000
N. UW Madison	\$9,882	0	0
O. Zilber Foundation	\$109,775	0	0
SUBTOTAL	\$400,500.00	\$510,000.00	\$431,200.00
OTHER REVENUE (List Sources)			
A. WE Energies LIP	\$258,239	\$250,836	\$225,000
B. Public Allies Apprenticeship Program	\$1,344	\$2880	0
C. Safe & Sound Milwaukee	\$40,000	\$40,000	0
D. Emergency Furnace Repair	\$513,160	\$221,878	\$255,000
E. Head Start State Daycare Revenue	\$396,410	\$251,435	\$125,295
F. Ways to Work Loan Paybacks	\$139,134	\$0	0
G. Positive ID (Energy)	\$0	\$0	\$0
H. Excess Meal State Revenue	\$80,733	\$73,675	\$34,271
I. GED Testing Revenue	\$17,845	\$13,909	\$16,144
J. Get Checking Revenue	\$2,230	0	0
K. Silver Spring Center	0	0	\$13,600
L. Guaranty Bank Funding for VITA services		\$2,000	\$2,000
SUBTOTAL	\$1,216,403.00	\$1,182,00.00	\$597,000.00
TOTAL REVENUE	\$57,070,484	\$49,879,255	\$29,936,294.00

DO NOT WRITE BELOW
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Comments:

Score:

**Budget & Resources leveraged
(5 pts maximum)**

PART 2: EXPERIENCE

40 POINTS TOTAL

1. AGENCY EXPERIENCE:	(15pts maximum)
<p>Describe your agency's specific experience in providing the service for which funding is requested.</p> <p>The Community Relations — Social Development Commission (SDC) was created as an intergovernmental agency by state statute in 1963 at the request of Milwaukee Mayor Frank Zeidler, in order to respond to poverty and racial disparities in employment, income, and housing. Per statute, SDC is mandated to have appointments to its Board of Commissioners from the City of Milwaukee, Milwaukee County, Milwaukee Public Schools, Milwaukee Area Technical College, United Way, Interfaith Conference, organized labor, and the business community, as well as representatives of low-income county residents.</p> <p>SDC established the practice of conducting district-based elections of community representatives in which any resident in Milwaukee County may vote. It continues to the present. In 1964, SDC was also designated as Milwaukee County's Community Action Agency (CAA) by state statute, Chapter 77 of the Milwaukee County Ordinances and Section 320.23 of the City of Milwaukee Code. SDC's dual origin as an intergovernmental entity and CAA positioned the organization to become the primary anti-poverty advocate and service provider in Milwaukee County.</p> <p>In 2012, SDC's 16 programs and 14 affiliate services, employing 315 employees, provided services to over 85,000 Milwaukee County residents.</p> <p>Since its creation in 1976, SDC's Youth and Family Development Program (YFDP) has committed itself to the unique barriers that low-income young adults face in Milwaukee County. YFDP programming assists young adults in overcoming a number of issues, including alcohol, tobacco, and other drug abuse; anger management issues; communication issues. We provide a number of mental health outpatient services, including comprehensive psychological assessments and evaluations (for both mental health and ATODA issues), Individual counseling, family counseling, group counseling, education and prevention programming regarding mental health and multi-diagnoses concerns, and services specializing in PTSD. SDC YFDP is licensed by the state of Wisconsin as a CSAS Outpatient Treatment Clinic and Mental Health Outpatient Clinic. Furthermore, SDC YFDP is registered under the National Provider Identifier of the Centers for Medicare and Medicaid services.</p> <p>Since 2001, SDC YFDP has provided in-town, in-state, and out-of-state college tours which have been paid for through local private individual donations. In 2012, 160 unduplicated youth participated in at least on SDC YFDP college tour. During these tours, participants become prepared for college life, including being comfortable on campus, gaining a better understanding of the college admissions process, and gaining a better understanding of the financial resources available to them.</p>	