

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) \$ 85,000 (HOME FUNDS) \$ _____
(HOPWA FUNDS) \$ _____

RFP Activity/Category for which you are applying Public Service -Employment Services

RFP Page # 24

Applicant Organization Name: Milwaukee Careers Cooperative

Organization Address: 940 North 23rd Street, First Floor City Milwaukee Zip 53233

Contact Person: Tanya Henry Title Executive Director

Contact Person's
Telephone Number: (414) 937-8260 Fax Number: (414) 937-8266

E-Mail Address: shenry3020@aol.com

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

Is applicant a faith-based organization? Yes _____ No

Federal Employer Identification Number 39-1586426

Executive Director: Tanya Henry Phone Number (414) 937-8260 ext. 26

Board President: Eugene (Gene) Miller Phone Number (414) 688-9261

2006 AUG 14 AM 10:04

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: Williams Wesolowski, Secretary/Treasurer

Signature of Board Official: *William M. Wesolowski*

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**

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)
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Historically, Milwaukee Careers Cooperative (MCC) has served City of Milwaukee residents with an income level of \$14,000 or less, and a family size of 1 to 6. The demographic profile is 86% African American, 9% Caucasian, 2% Hispanic, 2% Native American & 1% Asian. The target population is aged 18 and older; about 36% female and 64% male. Approximately 95% located in CDBG areas of the City of Milwaukee. Their most common barriers include gaps in or lack of employment history, lack of education/skills, personal problems, lack of affordable reliable transportation. This profile closely matches that of the CDBG NSP target areas.

Units Goals: 600 Job Orientation, 48 Full-time Placements, 33 Full-Time Retentions, 40 Part-time Placements, 31 Part-time Retentions.

DO NOT WRITE BELOW
(For CDGA Use Only)

<i>Comments:</i>	<i>Score:</i>

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)
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MCC is centrally located at 940 North 23rd Street in City on a Hill which hosts several ministry organizations and other non-profit agencies that provide family services and meet bi-annually. MCC has a brochure that is provided to area agencies, shelters, other CBOs, W2 agencies and businesses upon initial contact and beyond. MCC's membership churches also provide information to link job seekers and employers. MCC has collaborative partners such as State of Wisconsin, City of Milwaukee, Milwaukee Area Technical College, SER-Jobs For Progress, W2 Agencies, and Making Connections Milwaukee.

MCC will work more regularly with local radio talk shows and local newspapers about how to obtain employment and where jobs can be found.

MCC was featured in the Milwaukee Business Journal (July 8, 2005) as one of the top 26 staffing services in the Milwaukee area, with MCC as the only non-profit placement and staffing service with a social mission. The goal is to have City of Milwaukee CDBG job seekers aware of MCC job placement services. The planned result is that at least 10 job seekers show up each week for Job Orientation workshops (includes application & job interviews) at MCC beginning in January 2007.

O 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)

Milwaukee Careers Cooperative is a unique 501(C) (3) non-profit employment service formed in 1987 to assist central city job seekers in obtaining and retaining jobs. MCC has 19 years of experience in job placement activity with 14 years of implementing CDBG Job Placement contracts with documentation that performance goals have always been met or exceeded.

MCC operates a unique alternative staffing service, temporary to permanent and/or no fee direct hire, allowing job seekers the opportunity to gain access to an employer to prove reliability and willingness to work while building a work history plus receiving a much needed income. Transportation for job seekers is also provided to suburban areas where most job openings are located. Starting January 1, 2007 through December 31, 2007, MCC will provide Job Placement Services Citywide to all NSP Area job seekers resulting in 48 residents obtaining full-time jobs and 40 residents obtaining part-time jobs allowing opportunity to transition to full-time employment.

MCC has established relationships with employers willing to hire, train and employ job seekers through job orders and assist MCC in keeping workers in the workforce through ongoing open communication. As MCC builds its employer contacts, the relationships are formed in the same manner. As such, 30 full-time employees and 31 part-time employees will complete 45 day retention within the project year 2007.

MCC provides job orientation Monday through Thursday at 9:00 AM, which includes completing an application, soft skills training, job coaching, and an interview with the placement specialist. The job orientation is followed by an educational orientation facilitated by Milwaukee Area Technical College personnel to instruct job seekers on how to access the MATC Learning Lab on site at MCC since 1999. This partnership is crucial due to lack of education being a major barrier to obtaining employment. Approximately 95% of full time, family sustaining jobs require a high school credential, post-secondary training or other specialized training. The biggest challenge for family economic success is an individual's skill gap for existing jobs and/or the lack of a high school credential. MATC instructors located at the MCC site have been very successful in assisting students to transition to additional skilled programs at MATC while working through Milwaukee Careers Cooperative for employment to maintain their households.

MCC's educational and employment model should assist the workers in obtaining a job plus obtaining higher wages in the future and having a specific skill set to ensure employability.

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)

Milwaukee Careers Cooperative will utilize its successful direct hire and temp-to-perm placement model that has resulted in over achieving the CDBG 2005 job placement goal of 18 full-time hires with 25 hires by the end of July 2005, along with 17 of them meeting the 45 day retention objective and CDBG 2006 job placement goal of 28 full-time hires with 30 hires by the end of August 2006 along with 20 of them meeting the 45 day retention objective. The average wage for this group was around \$8.75.

The method used by MCC is to start with the Job Orientation Program and then add services such as, interviewing, resumes, online job search on a customized as needed basis. Through the collaborative for the new Milwaukee Area Technical College Food Stamp Employment & Training program, MCC opens up access to all of the education and skills training offered by MATC. These services are available to all food stamp families. An important part of the MATC relationship is the onsite MATC Learning Lab that among other opportunities provides open entry access to obtaining a GED. The GED is important because the jobs available to those with less than a high school education has shrunk from about 17% in 1998 to around 5% this year.

The curriculum for the MCC Job Orientation Program is as follows:

- 1) Fill out a job application.
- 2) Map out how the job seekers attitude toward work gets them a job.
- 3) Attitude toward work starts with facial expression and attire.
- 4) Attitude toward work as shown by attendance at work every day.
- 5) Attitude toward work as shown by how one does the job they are hired to do.
- 6) Review important parts of the job application.
- 7) Develop responses to difficult job interview questions.
- 8) Review other customized job placement services available as needed by the individual.
- 9) MATC staff person provides overview of onsite learning lab services that includes the pre-GED and GED open entry courses.
- 10) All participants are then interviewed for jobs and information about additional job placement services, such as online job search, resumes, are provided based on individual needs.

MCC's relationship with several employers is such that some are offered jobs during the interview and some are told to check in every week if they are still looking for work. When employers contact MCC looking for workers, staff uses the Job Availability list to identify individuals for the employer. The job seekers are then coached as needed on how to interview with specific employers.

Retention services include feedback from employers to the workers on how to improve performance on the job to achieve permanent status. Workers are encouraged to continue their education in order to obtain better paying jobs in the future.

MCC Employment Services:

- Job Orientation (job readiness & soft skills training)
- Educational Orientation
- Screen applicants
- Hold one-on-one personal interviews
- Arrange drug tests and pre-employment physicals on request
- Assist with resumes
- Post job openings
- Provide transportation services (job fairs, interviews, drug tests, job sites in suburban areas where jobs are located, access other resources related to employment)
- Connect job seekers to employers based on skill set and employer requirements
- Provide immediate work place intervention to ensure job retention

Milwaukee Careers Cooperative is partnered with Making Connections Milwaukee for outreach and recruitment with access to job & block clubs in NSP areas; Job Center Operators to assist job seekers with child care, medical assistance, food stamps, etc. while entering the workforce, Milwaukee Community Service Corporation for referrals for young adults, Milwaukee Urban League to address barriers to driver's licenses, Wisconsin Regional Training Partnership for Industry and Construction Certificate programs, Word of Hope Ministries to assist with re-entry services and barriers to employment, Interfaith Older Adults Program to coordinate jobs for older workers, Spotted Eagle, Inc. to provide job placement for individuals that do not meet their program criteria, Project return to assist the employment specialist with more immediate placement while completing their program criteria, CBOs and area agencies for AODA, Literacy, Anger Management, housing, budgeting, etc. and Milwaukee Area Technical College for educational and career planning, & obtaining assistance with pre GED, GED and computer skills while transitioning to specific areas of training programs to ensure continued success in the workforce.

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)

Milwaukee Careers Cooperative's mission is to link people to jobs and the vision has always been to keep them working. By utilizing a proven employment program inclusive of the alternative staffing services, MCC can assist individuals with self pride/worth which comes with being able to participate in society as a working citizen, with skills and dignity to share with generations to come within the family unit and in the surrounding community. When people are working 8+ hours and some attending school to achieve personal short term and long term goals, the chance of criminal activity is reduced, the quality of life is improved by receiving an income and they are investing in their communities by becoming home owners, budgeting to increase purchasing power and taking ownership of their neighborhoods, learning parenting skills to rear their children to become part of society in a positive vein.

To continue to provide success, one individual at a time, MCC provides:

1. transportation services to and from job interviews, job fairs, clothing resources and suburban jobs
2. share information and refer job seekers to partner agencies for non work related issues
3. work place intervention to enhance job retention potential
4. on site human resources of non traditional diversity training for employers

The expected long term outcomes are to continue to acquire employers to connect job seekers to jobs and keep them connected. Train those already in the workforce to assist those entering the workforce to understand responsibility of providing services to the employer for income/wages and build more collaborative relationships/partnerships to ensure resources are available to assist in eliminating barriers to workers that may cause them to lose their jobs.

The goal is to get them to work, while gaining specific skills/education to ensure, the asset verses liability rule, to a company that will keep them working.

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)

MCC has provided a budget for the project using this year's form showing the \$85,000 requested supports three staff that are directly responsible for the job placement program. The funds are allocated \$36,260 for staff wages, \$6,250 for fringe benefits and the balance for the Pay for Performance payments. Time allocations for the MCC staff are 50% for the Executive Director, 50% for the Placement/Transportation Coordinator and 100% for the Placement Specialist. The budget should support the outcomes of 48 full-time and 40 part-time placements with retentions of 30 and 31 respectively.

In addition, CDBG funding helps MCC obtain other resources, such as the Wisconsin Employment Transportation Assistance Program for which \$77,000 was awarded this July. CDBG funds will also leverage funding via the MATC FSET program that started July 1, 2006. The MATC FSET program provides a real pathway to self-sufficiency for families receiving food stamps by providing the opportunity to learn the skills needed to get jobs that pay a living wage.

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)

Milwaukee Careers Cooperative has provided employment services for City of Milwaukee residents since 1987. The average number of job seekers accessing MCC's employment program ranges from 600 to 1300 participants. Milwaukee Careers Cooperative will utilize its successful direct hire and temp-to-perm placement model that has resulted in over achieving the CDBG 2005 job placement goal of 18 full-time hires with 25 hires by the end of July 2005, along with 17 of them meeting the 45 day retention objective and achieving the CDBG 2006 job placement goal of 28 full-time hires with 30 hires by the end of August 2006 along with 20 of them meeting the 45 day retention objective. The average wage for this group was around \$8.75.

MCC has provided transportation to and from interviews, job fairs, drug testing and the jobs located in suburban areas without public transportation.

MCC has long term partnerships with W2 agencies, Milwaukee Area Technical College, the State of Wisconsin, and the City of Milwaukee to provide these services over the years it's been in existence.

MCC has long term relationships with employers in Palmyra, Allenton, Eagle, Menomonee Falls, New Berlin, Waukesha, and in the City of Milwaukee willing to work with job seekers that enter MCC's employment program. We have acquired additional employers each year to continue to assist job seekers in manufacturing, clerical, hospitality, administration, etc. Our efforts have and continue to bring forth results in helping people obtain and retain employment.

DO NOT WRITE BELOW
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Comments:

Score:

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

(5 pts maximum)

Few organizations within the non profit employment service industry could cite the staff and board leadership capabilities or length and depth of experience that MCC has available to direct our programs. A list of current board of directors is included. The Executive Director has been with the agency since 1999. The Fiscal Director who also serves as the Transportation/Placement Coordinator has been with the agency since 1998.

MCC Job Placement Program Experience

1. Specifically, MCC has had CDBG Public Service - Job Placement service experience via performance based contracts for the same services in calendar years 2005 and 2006. MCC has in place a proven job placement program under the leadership of Tanya Henry, MCC Executive Director and John Possell, MCC Fiscal Director both of which have been with the agency for over 7 years. Teresa Emery, MCC Placement Specialist has provided job placement services for MCC for over 2 years. These same staff experts will be responsible for the implementation and achieving the outcomes for the services in this proposal. It is important to note that the profile for 104 recent documented placements is 53% female and 47% male with 2% White, 92% Black and 6% Hispanic. This profile closely matches the profile of the low income job seekers from all the NSP Area residents. MCC has always been able to meet all CDBG contract requirements for insurances and documentation plus meet all contract outcome goals.
2. MCC has an active Board of Directors that provide fiscal over-site and leadership for operation of the agency by its Executive Director, Tanya Henry who is assisted at an executive level by John Possell, MCC Fiscal Director. Ms. Henry is responsible for day to day operation of the job placement and transportation programs. MCC operates within an annual budget approved by the Board and annual audits provided by an external CPA firm copies of which are on file with the Community Development Grants Administration Office. Additional MCC staff resources are: a career consultant, a job placement specialist, two part-time office assistants and eight part-time drivers. MCC utilizes an outside firm to provide all accounting services plus cash flow financing for the agency, a relationship that has been in place for over 18 years.

DO NOT WRITE BELOW
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Comments:

Score:

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

(5 pts maximum)

MCC has an active Board of Directors that provide fiscal over-site and leadership for operation of the agency by its Executive Director, Tanya Henry who is assisted at an executive level by John Possell, MCC Fiscal Director. Ms. Henry is responsible for day to day operation of the job placement and transportation programs. MCC operates within an annual budget approved by the Board and annual audits provided by an external CPA firm copies of which are on file with the Community Development Grant Administration Office. MCC utilizes an outside firm to provide all accounting services plus cash flow financing for the agency, a relationship that has been in place for over 18 years.

DO NOT WRITE BELOW
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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.

MCC has over 15 years of experience in implementing CDBG Job Placement contracts and **has always met or exceeded performance goals** by utilizing a unique no employer fee direct hire or temp-to-perm job placement model coupled with a transportation component to reach the suburban communities where most job openings are located. MCC proposes to use this model for 2007 in providing Job Placement Services Citywide to all NSP Areas job seekers which will result in 48 residents obtaining full-time jobs and 40 residents obtaining part-time jobs which helps in getting to full-time employment along with job retention outcomes of 30 and 31 respectively.

Milwaukee Careers Cooperative for 2005 had goals of 18 full-time and 12 part-time placements with retentions of 12 and 8 respectively. MCC placed 25 low income individual in full-time jobs by the June 30, 2005 and 1 person in a part-time job with retentions of 17 and 1 respectively. MCC focused on full-time job placements because it has a greater impact individual's income and therefore does more to achieve the HUD goals of increasing economic vitality and improving the quality of life in the CDBG neighborhoods. MCC earned all the performance funds on a citywide basis for the 2005 year. MCC believes that crime is reduced when people are working and the housing values increase as more people have the income levels needed to purchase a home.

MCC's CDBG 2006 job placement goal of 28 full-time hires has been exceeded with 30 hires by the end of August 2006. The number of retentions for full-time was 24 with 20 achieved as of July 2006. The part-time job placement goal of 24 has resulted in 9 part-time placements through July 2006 because MCC is focusing on getting people into full-time positions. The number of retention for part-time was 9. Current MCC projections indicate that all of the pay for performance funds will be earned via meeting project outcomes for job placement and retention by October 31, 2006.

DO NOT WRITE BELOW
(For CDGA Use Only)

Comments:

Score:

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

REVIEWER'S SUMMARY

SCORE SECTION I

(60 Points Max) _____

SCORE SECTION II

(40 Points Max) _____

SUBTOTAL

(100 Points Max) _____

DEDUCT FOR WRONG FORMAT

(25 Points) _____

Yes _____ No _____

TOTAL SCORE: _____

MAXIMUM POINTS: 100

ADDITIONAL NOTES:

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

Organization Milwaukee Careers Cooperative

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. Community Development Block Grant	73,199	41,821	55,000
B. WETAP Transportation Program	118,553	196,035	122,576
C. W-2 Agency Contracts	34,240	48,450	34,660
D.			
Subtotal	225,992	286,306	212,236
Foundation Grants (list sources)			
A. Potawatomi Foundation	25,000		
B. Gesu Foundation			8,000
C.			
D.			
Subtotal	25,000	-	8,000
Other Revenue (list sources)			
A. Services Fees	482,776	545,031	381,243
B. Contributions	3,992	1,860	1,540
C. Transportation Reimbursements	18,736	42,386	69,875
D. Other Income	7,380	345	5,205
Subtotal	512,884	589,622	457,863
TOTAL REVENUE	763,876	875,928	678,099

AGENCY BUDGET: EXPENSES

CDBG FUNDS ONLY

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

Organization: Milwaukee Careers Cooperative

Program Name: Job Placement Services Citywide

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	36,260	631,132	
Fringe Benefits	6,250	171,937	
Occupancy/Utilities		53,100	
General Services (training, travel, printing, advertising, memberships)		17,204	
Supplies (office products, postage, computer and cleaning supplies, etc.)		36,998	
Contractual Services (accounting, legal, consulting, insurance)		51,407	
Equipment(Purchase/Rental)		27,480	
Other Costs(Describe)*	42,510	1,950	30,000
TOTAL COSTS	85,020	991,208	30,000

*CDBG Budget Other is Pay For Performance part of contract based on placements and retentions

* Food Share Employment & Training Program developed with W-2 agencies, Milwaukee County & Milwaukee Area Technical College.

* Entire MCC Approved Budget is shown since the agency mission is to help people obtain & retain jobs.

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

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2006 AUG 14 AM 10:04

Organization Name: Milwaukee Careers Cooperative
 Date Completed: August 13, 2006
 Program Year: 2007

NAME & TITLE	RACE	ADDRESS-INCLUDE CITY, STATE & ZIP	TERM EXPIRATION
NAME: Eugene Miller	White	5313 S. Butterfield Way Greenfield, WI 53221	10/06
TITLE: President			
NAME: William Wesolowski	White	3347 S. New York Ave. Milwaukee, WI 53207	10/06
TITLE: Secretary/Treasurer			
NAME: Rick Tank	White	3501 S. Lake Drive Milwaukee, WI 53207	10/06
TITLE: Member			
NAME: Jeff Messerknecht	White	N82 W182325 Independence LN Menomonee Falls, WI 53051	10/07
TITLE: Member			
NAME: James Huston	White	5656 N. Consaul Place Whitefish Bay, WI 53217	10/06
TITLE: Member			
NAME: Richard Buschmann	White	3238 S. Springfield Ave Milwaukee, WI 53207	10/06
TITLE: Member			
NAME: William Clay	African-American	516 Stonegate Pass Colgate, WI 53017	10/08
TITLE: Member			
NAME: Tom Kriofsky	White	1090 Ridgeway Rd Brookfield, WI 53045	10/07
TITLE: Member			
NAME:			
TITLE:			

The Slate of Officers of the Board Shall Commence on Various and End on As Noted.

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