



Holy Cathedral Church of God in Christ, Inc.
Word of Hope Ministries, Inc.

2677 N 40th St Milwaukee, WI 53210 Phone: 414-447-1965 Fax: 414-874-2820

Website: www.holycathedral.org

August 10, 2006

Mr. Steven L. Mahan, Director
Community Block Grant Administration
200 E Wells Street Rm 606
Milwaukee WI 53202

Dear Mr. Mahan:

Word of Hope Ministries is applying to the Community Development Grants Administration for funds to support programs and services provided to individuals and families through its Employment Resource & Technology Center.

Word of Hope is committed to assisting low and no-income individuals in the development of work and life skills essential to self-sufficiency, and we are requesting \$100,000.00, for the 2007 funding cycle, to continue offering much needed employment readiness training, job placement, and retention support services.

Through our activities, Word of Hope encourages program participants to strive to achieve their personal best and to acquire skills that will help to increase their employability; and to become productive and positive, which in turn helps to stabilize families and the community as a whole.

Word of Hope programs are out-come based and effectively promote responsibility and enlightened self-determination. We hope that you will consider our funding request so that we can continue our efforts to provide vocational, educational and economic opportunities for individuals and families in our community.

Sincerely,

Dr. C. H. McClelland
President

2006 AUG 11 PM 1:29
CDGA

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) \$ 100,000 (HOME FUNDS) \$ _____
(HOPWA FUNDS) \$ _____

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

RFP Page # 9

Applicant Organization Name: <u>Word of Hope Ministries, Inc.</u>
Organization Address: <u>2677 N. 40th Street</u> City <u>Milwaukee</u> Zip <u>53210</u>
Contact Person: <u>Earest G. Mitchell</u> Title <u>Employment Specialist</u>
Contact Person's Telephone Number: <u>414/447-1965x230</u> Fax Number: <u>414/874-2820</u>
E-Mail Address: <u>wohmemploy@sbcglobal.net</u>
Is applicant a 501 (C)(3) organization? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Is applicant a faith-based organization? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Federal Employer Identification Number <u>39-1857844</u>
Executive Director: <u>N/A</u> Phone Number _____
Board President: <u>C.H. McClelland, President</u> Phone Number <u>414/4471967</u>

2006 AUG 11 PM 1:29

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: C.H. McClelland, President

Signature of Board Official: *Charles H. McClelland*

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)

Word Of Hope Family Resource Center (WOHM) primarily services individuals and families who live in the immediate areas of Sherman Park and Metcalf Park. The populations that are targeted to receive these programs are often disadvantaged, low-income, and/or formerly incarcerated community members who lack adequate job or educational skills to improve the quality of life for themselves and/or their families. According to the 2000 Census and Nonprofit Center of Milwaukee Reports, over 21% of the population are living below poverty level. Nearly 37% of Sherman Park residents are 17 years old or younger compared to 29% of the City's population in this age group; 23.5% of residents are between the ages of 18-34 years old; 33.6 % are 35-64 years old; and 6.2% are over the age of 65. 37.3% of residents living below the poverty level are between the ages of 6-17, and 44.4% between the ages 18-64.

In an effort to enhance their lives the Word of Hope Family Resource Center (WOHFRC) developed seven (7) areas of programming. Programs are offered in the following areas: 1) Employment 2) ATODA 3) Health Care 4) Mentoring 5) Social Services 6) Computer Training and GED Preparation and 7) Children's Academic Enrichment. For 2007, we plan to provide services to 175 clients.

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)

Word of Hope has several established means for the dissemination of information regarding its programs and outreaches to the community, which include but are not limited to: radio, television, posters, printed media, door to door, and referrals. Additionally, we will create flyers that volunteers will circulate throughout the community. We have also found word of mouth from satisfied clients has proved to be a valuable source of information distribution.

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 point maximum)

The goal of this program is to assist individuals in obtaining successful employment. The objectives are to identify and assess individual's job readiness, to recruit employers and training providers, and develop the Job Net Connection Program. The methodology employed in this program will be a comprehensive "case management" approach offered in a culturally appropriate manner. The implementation is outlined in 6 steps:

- 1). Recruit employers and develop Job Net Connection Program.
- 2). Identify customer and assess job readiness.
- 3). Provide 2 or more jobs leads to customers.
- 4). Contact each referral to schedule interview.
- 5). Verify employment status.
- 6). Issue bus ticket.

Emphasis is placed upon job skills development and training, personal responsibility, empowerment and placement.

The timetable is January 1, 2007 through December 31, 2007.

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)

WOHM's success can be attributed to our employment services staff which has developed strong relationships with various employers and we continue to work hard at developing new relationships with both large and small businesses. Our goal is to develop one to two new employers per month.

Staff regularly participates in local Job Fairs to share resumes of clients with employers as well as for job development purposes. WOHM has had a CDBG contract since 1999 and we have met and exceeded our goals consistently. For 2006, we already have thirteen (13) CDBG placements. In addition, we have twenty four (24) General Placements for a total of thirty seven (37) placements to date. Our Mid-Term Outcomes Report reflects that we have met all of our benchmarks in Job placements, Job Retentions, Job Readiness Training, and Identifying and Partnering with Employers.

During 2006, placement sites have grown and we've been successful in placing clients at some of the following companies: Spherion/ JC Penney, QPS, Patrick Cudahy, Maynard Steel, Home Depot, and Azic Bakery, Washington Inventory, Lena's Foods, Al's Window Cleaning, Quad Graphics, U-Line, Visual Systems and Buffalo Wings.

WOHM staff is actively involved in working directly with employers and clients to ensure a good match between the employer's needs and the client's qualifications. In addition, soft skills programming is available to individuals in need of this service covering topics such as application and resume preparation, interviewing skills, dressing for success, conflict resolution, employer expectations, and how to keep your job. Clients are also informed about WOHM other supportive services that are available to them including literacy assessments, GED preparation classes, computer skills classes, health screenings for glaucoma, diabetes, and high blood pressure, and AODA prevention and treatment services.

The Center will provide a forty-five (45) day follow up after each placement to ensure that the client maintains the job placement.

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)

Short Term, Word of Hope Ministries will provide direct placement services to 30 customers and identify 30 employers utilizing local Job Fairs, Job Development outreach, and the Job Net Connection Program. Our Mid Term Placement goal is to place 15 job ready customers into full/part-time positions with wages of \$7.50 and higher. The Center will provide a forty-five (45) day follow up after each placement to ensure that the client retains the job and to provide any additional services that might help with adjustments on the job. Additionally, Word of Hope will continue to work with the Private Industry Council-Workforce Development Board, New Hope Project, Wisconsin Regional Training Partnership, and our local Job Centers to refer clients to various training programs that lead to employment. Successful placement will increase stability in neighborhoods, decrease crime, increase property values, increase economic vitality, and improve neighborhood quality of life.

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.

program
HOPWA budget is

(5 points
maximum)

See Attachment

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)

Since its inception in 1996, Word of Hope Ministries has had a Job Development and Placement component. Over the years we have broadened the program to include a Soft Skills/Employment Readiness component. We currently have Soft Skills classes weekly beginning at 9:00 A.M. from Monday through Friday. The average class size is approximately twenty (20) individuals. Word of Hope continues to have access to the World Wide Web via the internet. This vehicle maximizes employment opportunities for our clients. Participants are assisted in their employment search by WOHM staff in soliciting the employment market for available job opportunities.

WOHM Technology Center is also available for those individuals who want to enhance their computer skills, enroll in GED Preparatory classes, or provide their children Academic Enrichment tutoring to strengthen their skills in any area of deficiency. Our Technology Center is dedicated to the training, development, via state-of-the art computers, of our community residents who have limited resources or access to computers. All courses and programs are offered to the community free of charge. ATODA Counseling is also offered to those individuals experiencing alcohol or drug abuse problems. WOHM employs state certified counselors whose sole purpose is to assist individuals to live lives free from alcohol and drug dependency.

Our case management and holistic approach of assessing program participants helps us to refer internally and externally to make sure they have access to the services needed. WOHM is located in the heart of the community and serves a population that is majority low-income and diverse, and as a result, our entire staff must be culturally sensitive. The staff is adept at working with many different racial and economic groups. WOHM staff is professionally trained and bring many years of on-the-job experience providing employment, education, health, and social services to the community. Our 2005 Job Placement outcomes were: 154 job placements, and 350 participants were assisted in preparing resumes.

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)

WOHM's Employment Services staff are professionally trained and have specific skills and experience in job development, job placement, job interviewing techniques, resume preparation, employment soft skills training, and assist clients as well on computer job searches and e-mailing resumes. The Employment Services department uses a three person team: an Employment Coordinator, an Employment Specialist and a Job Developer to provide services to individuals seeking employment. In addition, clients may avail themselves to a host of other services which are free and offered through the WOHM Family Resource Center. The Center's staff is made up of dedicated and caring individuals who are trained professionals working in the fields of education, social work, counseling and health care. The following services are also offered to individuals seeking employment:

Social Services-Director, Ella Mahaley, BSW, MPA (24years experience)
Social Service Assessment, Protective Service Issues, Informal Counseling, Emergency Housing Referrals

Health Care-Director, Dr. Linda Fikes, M.D. Internal Medicine (18 years experience)
Blood Pressure Screening, Diabetic Screening, Glaucoma Screening, Medical Referrals

A.T.O.D.A (Certified Counselors)
Counseling, Intervention & Prevention Programs, Seminars and Workshops

Technology Center-Manager, Sheilah Elam (6 years experience)
Adult Computer Lab
Adult GED Preparation
Multi-media Training Software
Children's Academic Enrichment

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)

Word of Hope's financial, organizational, and administrative management is excellent for a non-profit. The President/Founder, Dr. C.H. McClelland, has the education and work experience with the Department of Human Services to adequately manage this organization. His vision and managerial skills coupled with the skilled staff provides the resources necessary to properly perform the services we are committed to and to be extremely successful.

Word of Hope also has an Advisory Board made of individuals with diverse backgrounds including: a bank president, agency administrator, business owners, other social-community organizations and a member of the criminal justice system.

DO NOT WRITE BELOW
(For CDGA Use Only)

Comments:

Score:

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

Organization Word of Hope Ministries, Inc.

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. Ready for Work	175,000	281,620	325,000
B. City of Milwaukee	42,510	30,000	44,000
C. PRI	0	0	660,000
D.			
Subtotal	217,510	311,620	1,029,000
Foundation Grants (list sources)			
A. Bradley	40,000	40,000	40,000
B. Pettit	10,000	0	0
C. M&I Foundation	10,000	15,000	15,000
D. Greater Milwaukee Foundation	0	0	22,500
Subtotal	60,000	55,000	77,500
Other Revenue (list sources)			
A. Metavante	10,000	10,000	0
B. Dept. of Corrections	0	0	50,000
C. WI Well Women	15,000	12,000	0
D.			
Subtotal	25,000	22,000	50,000
TOTAL REVENUE	302,510	888,620	1,156,500

AGENCY BUDGET: EXPENSES CDBG FUNDS ONLY

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

Organization: Word of Hope Ministries, Inc.

Program Name: Job 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	70,000	Bradley Foundation	Anonymous
Fringe Benefits	4,500	M&I Foundation	UMOS
Occupancy/Utilities	8,226	DeRosa	Pettit
General Services (training, travel, printing, advertising, memberships)	5,500	Umos	Greater Milwaukee Foundation
Supplies (office products, postage, computer and cleaning supplies, etc.)	5,819	Thousand Hills Foundation	WE Energy Foundation
Contractual Services (accounting, legal, consulting, insurance)	1,500	Bader	State Dept. of Corrections
Equipment(Purchase/Rental)	4,455	PRI	M&I Foundation
Other Costs(Describe)	0	Metavante Foundation	Holy Cathedral
TOTAL COSTS	100,000	382,927	155,091

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

Organization Name: Word of Hope Ministries, Inc.

Date Completed: August 9, 2006

Program Year: 2007

NAME & TITLE	RACE	ADDRESS-INCLUDE CITY, STATE & ZIP	TERM EXPIRATION
NAME: Dr. C.H. McClelland	B	1050 Golden Meadow Glen Brookfield, WI 53045	5 Yrs.
TITLE: Founder/President			
NAME: Prentiss McClelland	B	Same	5 Yrs.
TITLE: Vice President			
NAME: Dr. Hazel Moore	B	6147 W. Calumet Rd. Milwaukee, WI 53223	3 Yrs.
TITLE: Secretary			
NAME: William Pugh	B	2221 W. Hampton Avenue Milwaukee, WI 53209	3 Yrs.
TITLE: Board Member			
Name: David Brown	B	4844 N. 47 th Street Milwaukee, WI 53218	3 Yrs.
TITLE: Board Member			
NAME: Robert Johnson	B	8611 W. Kildeer Brown Deer, WI 53223	3 Yrs.
TITLE: Board Member			
NAME: Dr. Rose Coppins	B	3861 N. 61 st Street Milwaukee, WI 53216	3 Yrs.
TITLE: Board Member			
NAME: Gregory Moore	B	7725 N. 80 th Street Milwaukee, WI 53223	3 Yrs.
TITLE: Board Member			
NAME:			
TITLE:			

The Slate of Officers of the Board Shall Commence on 5/1/96 and End on 5/1/07

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