

**COMMUNITY DEVELOPMENT GRANTS ADMINISTRATION
APPLICATION EXECUTIVE SUMMARY – FUNDING YEAR 2015**

Milwaukee Youth Council – Youth Services Proposal

Total Funds Available: \$73,960

Total Amount Requested (CDBG FUNDS) \$ \$15,000

(Note: Minimum Allocation is \$10,000)

2015 JUN 12 P 3:08
CDGA

Applicant Organization Name: Social Development Commission

Organization Address: 4041 N. Richards St. City Milwaukee Zip 53212

Contact Person: Abra Fortson Title Executive Support Manager

Contact Person's
Telephone Number: (414) 906-2720 Fax Number: (414) 906-2719

E-Mail Address: afortson@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: George P. Hinton Phone Number (414) 906-2700

Board President: Gerard Randall Phone Number (414) 906-2700

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

Name and title of Board Official: Stephanie Findley, Vice Chair SDC Board of Commissioners

Signature of Board Official: Stephanie Findley

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

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

1) HOUSEHOLDS/CLIENTS SERVED

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

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 2014 Income Limits and Milwaukee County's Median Income.

The unemployment rate for youth ages 16-24 is 27.85% in the City of Milwaukee. This is especially concerning for young people between 20-24 years of age who have an unemployment rate of 17.5%, as compared to the overall unemployment rate for Milwaukee at 6.6%, and 5.9% for the State of Wisconsin. This high rate of unemployment leaves few options for young people that do not have the appropriate certifications, workforce skills or experience to secure jobs that pay living wages.

The Social Development Commission (SDC) proposes a supplementary program to our current Youth Employment Program (YEP) which aims to increase access to employment opportunities for 10 City of Milwaukee youth ages 18-24. Programming will be provided to youth that live within the City of Milwaukee CDBG target areas and whose families are low-income based on the HUD 2014 income Limits (50% or below of the Milwaukee County Median Income).

The YEP provides guidance, goal-setting, and workforce development to youth, and connects them to the local labor market. Through YEP, young men and women gain soft skills training, professional development, and successfully transition to employment in the local labor market in a highly supportive environment. Youth who come into YEP deficient in basic skills must also participate in activities to improve their reading, writing, math, analytical, computer, and communication skills, which leads to the completion of a GED or HSED at our Education and Training Center.

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

The SDC will serve 10 unduplicated participants in the proposed program.

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Comments:

2) OUTREACH:

- 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.

YFDP staff will inform current GED/HSED instructors of the new supplementary program so that they can get the word out to their networks and help foster the referral process for eligible participants. We will also submit postings about the new program to MATC's Listserv for community-based organizations. YFDP staff will inform other departments within SDC about the new program at staff meetings and through presentations. Additionally, YFDP staff will outreach to targeted community organizations and schools in CDBG target areas.

Notably, the SDC receives numerous inquiries about our program services through our website and call-ins. These calls and website inquiries are forwarded to the appropriate staff, and have helped YFDP staff meet or exceed enrollment for each program.

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Comments:

Describe in detail ALL OF THE FOLLOWING:

3) The specific ACTIVITY to be performed:

The specific youth employment services provided by the program include:

- Helping youth set initial and long-term professional and personal goals related to employment and personal development using *WisCareers*.
- Providing classroom instruction and coordinating testing of the GED/HSED Conducting a two-week work readiness curriculum to boost employability and soft skills training, which will impart specific and marketable skills to youth participants including resume writing and interview preparation.
- Providing financial and technical assistance for short-term training that will increase earning potential and result in each youth participant obtaining a training certificate in their interest area (e.g. CNA license).
- Providing job search and placement assistance to youth participants in their area of interest.

Timetable: Within 3 weeks of acceptance into the program, each youth will have met with their Family Advocate and completed a service plan, TABE and WisCareer tests. Then, depending on the needs of each participant, they will either move onto obtaining their GED/HSED certification, or, if they already possess a high school diploma or equivalent certification, they will move directly into the Skills Enhancement/Certification program. We estimate that each youth will have completed their GED/HSED certification within 6 months of the program, and will have completed the Skills Enhancement/Certification portion of the program by the tenth month. The last two months of the program will be dedicated to placing each youth in a job, internship or apprenticeship that fits within their interest area. The YEP Program Coordinator and Family Advocates will support youth during the first 90 days of employment or work experience.

Facilities: The Youth Employment Program is located within the main offices of SDC at 4041 N. Richards Street in Milwaukee. The location is easily accessible to volunteers and staff with adequate office space, meeting space, technology, and supplies. SDC provides centralized support through Facilities, Information Technology, Accounting, Human Resources, Purchasing, and Community Relations.

Collaborations: SDC has a long-standing history with MAWIB including collaborations with Earn & Learn, the Transitional Jobs Program, and the Youth Civic Justice Corps. SDC has participated in Earn & Learn as a worksite since 2001. The chart below shows the placements by year of this program:

SDC Earn & Learn Summer Jobs Placement		
YEAR	SUMMER JOB SLOTS	SDC PROGRAM AREA PLACED
2001	10	Youth Food Service
2003	39	Youth & Family Development Youth Food Service
2004	61	Youth & Family Development Youth Food Service
2005	61	Youth & Family Development Youth Food Service
2006	26	Youth & Family Development Youth Food Service Head Start
2007	19	Youth & Family Development Youth Food Service Head Start
2008	22	Youth & Family Development Youth Food Service Head Start
2009	80	Youth & Family Development Youth Food Service Head Start
2010	60	Youth & Family Development Youth Food Service

		Head Start
2011	20	Youth & Family Development Youth Food Service Executive Office
2012	33	Youth & Family Development Youth Food Service Head Start Executive Office Morse-Marshall Summer Programming
2013	40	Youth & Family Development Food Services Residential Services Executive Office Milwaukee County Parks State Fair Park
2014	43	Youth & Family Development Food Services Adult Services Residential Services Executive Office

4) The GOALS of the program:

The ultimate goal of the program is to place all 10 youth participants in a job, internship or apprenticeship. To get there, the other goals will be for each participant to obtain their GED/HSED Certification, participate in the 2-week-long work readiness training, and boost employability by obtaining a training/skills certification in their job interest area (e.g. CNA license).

5) Outcomes:

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.

We will **Increase the Economic Vitality** of our community by preparing 10 low-income Milwaukee youth to successfully gain employment or relevant job experience through an internship or apprenticeship through the following:

- 10 youth will receive a full orientation to the program, take the Test of Adult Basic Education (TABE) and WisCareer tests, and be assigned to a Family Advocate to develop their ISS plan.
- Youth will begin the process of setting long term professional and personal goals related to employment and personal development.
- Youth that do not already have their high school diploma or equivalent certification will attend GED/HSED prep classes and then take the corresponding test
- Youth will be provided with work-readiness training, including soft-skills training, resume building and interviewing skills
- Youth complete a screening process where they decide the area of training they want to be certified in such as CAN; SDC Family Advocates assist with enrolling participants in the corresponding certification program
- Youth will be provided with wrap around services which include case management, advocacy and assistance with job search and placement.
- Youth will be provided with continuing in house mentoring, guidance, and referral services as they enter the workforce.

Please also see the Program Logic Model on the following page.

Logic Model: Supplementary Youth Employment Program

Month/ Program Goals	Inputs	Processes/ Program Activities	Outputs	Expected Outcomes	Indicators/ Evaluation Metrics
1-2 Program Recruitment/ Orientation	YEP Program Coordinator	Provides intake services and coordinates testing and program orientation; assigns youth to family advocates for preparation of their ISS plan.	10 YEP youth	10 youth will receive a full orientation to the program, take the Test of Adult Basic Education (TABE) and WisCareer tests, and be assigned to a Family Advocate to develop their ISS plan.	Within 3 weeks of acceptance into the program, YEP youth will have met with their Family Advocate and completed an ISS, TABE and WisCareer tests, all of which will be on file.
	YFDP Family Advocates	Develops an initial ISS plan with YEP program youth; sets initial and long term goals.	10 YEP youth	Youth will begin the process of setting long term professional and personal goals related to employment and personal development.	Within 4 weeks of acceptance into the program, YEP youth will have met with their Family Advocate and completed an ISS.
3-6 GED/HSED Certification	GED/HSED Instructors (MATC provides educators for this program)	Provide classroom instruction and coordinate testing in SDC's on-site, state-licensed testing center.	Up to 10 YEP youth	Youth that do not already have their high school diploma or equivalent certification will attend GED/HSED prep classes and then take the corresponding test.	Youth pass the GED/HSED exam.
2-3 Work Readiness Training	YEP Program Educators	Conduct a 2-week work readiness curriculum called BEST (Boosting Employability and Soft Skills Training).	10 YEP youth	Youth will be provided with work-readiness training, including soft-skills training, resume building, interviewing skills, and financial literacy.	Indicators of youth acquisition of knowledge and skills will be based on attendance reports as well as classroom assessments (tests, role playing) that gauge their knowledge and applied skills.
2-10 Skills Enhancement/ Certification	Family Advocates Certification Program Instructors	Provide financial and technical assistance for short-term training that will increase earning potential.	10 YEP youth	Youth complete a screening process where they decide the area of training they want to be certified in such as CNA; SDC Family Advocates assist with enrolling participants in the corresponding certification program.	Youth obtain a certificate in their area of interest.
10-12 Placement in Job, Internship, OR Apprenticeship	YEP Program Coordinator and Family Advocates	Provide job search and placement assistance to youth after they (1) obtain their GED/HSED and (2) obtain a certificate in their area of interest, and provide support to employers. Support youth during the first 90 days of employment or internship or apprenticeship.	10 YEP youth	Youth will be provided with wrap around services which include case management, advocacy, and assistance with job search and placement. Youth will be provided with continuing in house mentoring, guidance, and referral services as they enter the workforce.	YEP Program Coordinator will reach out to each YEP program youth at least once a month via phone, text, or email; documentation will be kept in participant files.

1. AGENCY EXPERIENCE:

Describe your agency's specific experience in providing the service for which funding is requested.

SDC has extensive experience in the provision of youth-centered programs with a focus on providing opportunity to gain soft skills and real life experiences. SDC's prior experience with Youth Programs comes through the Youth & Family Development Program (YFDP). A sampling of our most recent youth employment initiatives includes:

- **Youth Employment Program:** SDC YFDP has provided youth employment programming throughout its operations. The most recent project was funded through the Milwaukee Area Workforce Investment Board (MAWIB) and provided intake, eligibility verification, orientation, development of individualized service strategies (ISS), comprehensive case management, and provision of four Workforce Investment Act (WIA) priority elements including:
 - Education Services including GED/HSED preparation and testing;
 - Paid/Unpaid work experience, in the form of internships and job shadowing;
 - Occupational Skills Training (OST); and
 - Leadership Development Opportunities.

The outcomes of the youth employment programs over the past four years are summarized in the chart below:

SDC YFDP YOUTH EMPLOYMENT PROGRAM OUTCOMES				
Program Year	2009 – 2010	2010 – 2011	2011-12	2012-13
Number of Participants Applied	70+	70+	Youth carried over from previous contract	90+
Number of Participants Enrolled	32	20	51	60
Number of Participants Completing Program	21	16	3	10
Number of Subsidized Job Placements	25	12	18	15
Average Days Retained at Subsidized Job	30 days	90 days	30 days	45 days
Participants Gaining Permanent Employment	5	7	8	6
Number of Participants Receiving Their GED or Other Certification	7	6	6	15 (11 GED/HSED Completion & 4 Completed Certifications)

2. STAFF EXPERTISE:

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

Pamela Biagui

Pamela holds a Master's Degree in Business Management. She has more than 15 years of progressive experience designing and implementing organizational policies, processes and procedures. She has also achieved national certification and designation in Human Resources by earning her SPHR (Senior Professional Human Resources) certification.

Carey Courtney

Carey Courtney is SDC's Manager of Adult Programs. She holds a Master's of Social Work and is a certified Advanced Practice Social Work with twelve (12) years of experience in direct social services and four (4) years of management experience. Pamela Biagui is SDC's Director of Program Services.

Tiffinne Pearson**Family Advocate and Youth Employment Program Coordinator**

Ms. Tiffinne Pearson is SDC's Family Advocate and Youth Employment Program Coordinator. She holds a Master's Degree in Management and a B.S. in Mass Communications. Ms. Pearson has over 15 years of experience working with youth. In her current role, she organizes and facilitates employment workshops; supervises youth during employment and service programming; creates leadership development and workforce development curricula, and provides general case management for the youth in the program.

Terrance Moore

Assistant Instructor Mr. Terrance Moore is SDC's Assistant Instructor. He holds an Associates in Applied Psychology as well as a B.A. in Economics. Mr. Moore has worked in Social Services for 15 years doing the following: training and development, youth programming, tutoring, young adult and older adult education and financial literacy.

Tondalayo Hall**Program Services Coordination Manager**

Ms. Tondalayo Hall is SDC's Youth & Family Development Program Services Coordination Manager. She holds a B.S. in Criminal Justice and an M.S. in Business Management. Ms. Hall has worked for 14 years in the Social Service industry with emphasis in the following areas: case management, parent involvement, volunteer management, youth development, relationship education, and workforce development.

Craig Barnett**Community Justice Initiative Program Coordinator/Case Manager**

Craig Barnett is SDC's Community Justice Initiative Program Coordinator/Case Manager. Mr. Barnett has 24 years of experience working with at-risk youth, and holds a B.A. in Biblical Studies. His role is to provide education, employment, recreation, support and opportunities developed to promote gang prevention, help at-risk youth and stop alcohol and drug abuse among youth. Mr. Barnett is also responsible for identifying community service alternatives to citations, fines, detentions, or jail for youth aged 10-18 as well as identifying referrals from the Milwaukee Municipal Court and the City Attorney's Office.

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Comments:

3. FINANCIAL/ORGANIZATIONAL/BOARD & ADMINISTRATIVE STRUCTURE

Describe all of the following about your agency:

a. Financial structure:

Financial Management of SDC is provided by SDC's Accounting Department under the supervision of Natasha King, Certified Public Accountant (CPA). 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 accounting software. Paychex is also used for employees to maintain timesheets and is used for bi-weekly payroll. SDC uses 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.

SDC is a large organization with multiple federal, state, and local government funding sources. To ensure 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 SDC's Quality Assurance Department, maintaining a highly trained and experienced staff, and 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 and daily reconciliations. SDC has a cost allocation plan approved by the Board of Commissioners and an indirect cost rate approved by the Department of Housing and Urban Development (HUD).

The most recent single audit report (year ending December 2013) 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 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.

b. Organizational & Administrative structure:

Community Relations-Social Development Commission (SDC) is a long-serving Community Action Agency that has provided services to low-income families since its creation in 1964. The purpose of Community Action Agencies (CAAs) is to address poverty through advocacy, research, and the establishment of poverty reduction programs. For over 50 years, SDC has served as a planner, coordinator, and provider of human service programs for low-income individuals and families in Milwaukee County. As an intergovernmental agency, SDC's central purpose is "to study, analyze and recommend solutions for major social, economic and cultural problems which affect people residing or working within" the municipality. As a quasi-government agency, the SDC is accountable to meeting federal guidelines, requirements, policies and procedures through administrative and quality assurance staff that oversee programs and report on outcomes and grant expenditures. SDC coordinates its program and fiscal activities under federal, State and local requirements that include (but not limited to) the OMB Uniform Circular, and Generally Accepted Accounting Practices (GAAP). In addition SDC holds an ISO-9001 Certification and implements best practices in agency conduct.

In Wisconsin, SDC is the largest of the sister Community Action Program (CAP) agencies, providing active leadership and participating in collaborative initiatives. SDC's mission is committed to "Empowering Milwaukee County residents with the resources to move beyond poverty". To do this we operate over 20 supportive services and poverty reduction programs and maintain active partnerships with more than 200 external agencies who also serve Milwaukee County residents. SDC believes that when families and individuals have access to a network of resources and services, they are better able to improve their economic stability. Therefore, the SDC staff operates its programs through an Integrated Service Delivery Network. SDC's implementation of the Wisconsin Home Energy Assistance Program (WHEAP), for example, is integrated into its in-house network of services including free tax preparation, adult education, job training and placement services, and home repair services. Table 1 below is a summary of SDC integrated services opportunities.

SDC's Integrated Service Delivery System	
Core Service Areas	Specific Programs
Education Services	GED/HSED education and testing for high school diploma equivalency. SDC is certified as a Pearson Vu testing site for GED, and a certified Accuplacer Diagnostic Testing site.
Career Enhancement and Employment Services	Education for young adult and youth career development, soft skills training, college readiness and assessments, career orientation, job training and placement.
Residential Services	Weatherization Assistance, Emergency Furnace, Healthy Homes, Lead Hazard Reduction, & Neighborhood Improvement for housing revitalization.
Nutrition Services	SDC contributes to the development of children and youth by helping to satisfy their basic nutritional needs. SDC prepares and delivers nutritious meals and snacks to day care centers and after school programs.
Health Services	AODA/mental health counseling, alternative therapies, Prescription Advocacy Referral Service (PARS), and Senior Companions.
Supportive Services	Financial capability training, access to bank services, credit management, and Volunteer Income Tax Assistance (VITA), Project GAIN to improve financial stability for at risk families, and Energy Assistance to reduce the energy burden for low-income families.
Family Strengthening	Healthy relationships programs for families and peers, teen pregnancy prevention, community service, gang diversion, and deferred prosecution agreements.

The programs SDC implements are the spring board for enhancing quality services and minimizing operational costs, allowing for a larger number of participants to be served per dollar funded. This network of comprehensive programs and services provides a one-stop opportunity for a family's needs and is especially attractive to funding sources as their "dollar investment" has a deeper impact in an agency with a comprehensive network of services such as SDC. This comprehensive network creates the capacity to demonstrate fiscal responsibility in a complex mix of grant sources while exercising economies of scale in staffing and administering related programs.

SDC was created by state statute in 1963 (Wis. Stats. §66.433, revised and currently enumerated as Wis. Stats. §66.0125). Subsequently, the Wisconsin Legislature passed legislation describing the functions of "community action agencies" in Wisconsin. (Wis. Stats. §46.30, revised and currently enumerated as Wis. Stats. §49.265). The City of Milwaukee and Milwaukee County subsequently passed ordinances creating SDC as the community action agency for Milwaukee County. The City and County ordinances were revised most recently in 1997 and are enumerated as Chapter 77 of the Milwaukee County Ordinances and Section 320.23 of the City of Milwaukee Code. The SDC is operated under the direction of a tripartite Board of Commissioners which comprised of 18 members. Of these, one-third of the Commissioners are appointed from the public sector, one-third from the private sector and one-third elected as representatives of low income residents of Milwaukee County.

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.

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Comments:

4. ACCOMPLISHMENTS

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.

The Social Development Commission is currently funded by the City of Milwaukee CDGA for two programs. These are the Neighborhood Improvement Program (NIP) program and the Community Development Funding for Youth Services. The stated goals and actual accomplishments realized to date within these programs are reviewed below:

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 both 2012 and 2013, SDC NIP had a goal of 12 units to be completed, with 12 units actually completed each year.

SDC also received funding for this award in 2014, Community Development Funding for Youth Services. SDC was able to achieve all outcomes, with 10 youth/young adults being served through financial and technical job skills and employment services.

B) 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 THIRD PARTY documentation verifying the stated accomplishments. 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.

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Comments:

REVIEWER'S SUMMARY

NOTES:

AGENCY BUDGET: EXPENSES

Organization: *Community-Relations Social Development Commission*

Program Name: *YFDP Job Skills and Placement 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			
Fringe Benefits			
Occupancy/Utilities			
General Services (training, travel, printing, advertising, memberships)	\$12,000		
Supplies (office products, postage, computer and cleaning supplies, etc.)	\$1,442		
Contractual Services (accounting, legal, consulting, insurance)			
Equipment(Purchase/Rental)			
Other Costs(Describe) 11.59%	\$1,558		
TOTAL COSTS	\$15,000		

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	2012 Actual	2013 Actual	2014 Budget
Government Grants (List Sources)			
A. US Department of Agriculture Child Care Food Program (Pass-Through Wisconsin Department of Public Instruction)	\$3,118,162	\$2,587,472	\$2,939,888
B. US Department of Agriculture Summer Food Service Program for Children (Pass-Through Wisconsin Department of Public Instruction)	\$112,014	\$219,180	\$225,840
C. US Department of Housing and Urban Development NIP Admin (Pass-Through City of Milwaukee Block Grants Administration)	\$119,098	\$112,008	\$119,279
D. US Department of Housing and Urban Development -Lead Hazard Reduction	\$106,191	\$493,903	\$1,500,000
E. US Department of Housing and Urban Development Housing-Neighborhood Improvement Program (NIP) (Pass-Through City of Milwaukee Community Block Grants Administration)	\$233,571	\$354,427	\$288,169
F. US Department of Treasury IRS VITA	\$154,389	\$80,000	\$80,000
G. US Department of Transportation (pass-through Wisconsin Employment Transportation Assistance Program)	\$56,145	\$16,704	\$0
H. US Department of Energy Weatherization (Pass-Through State of Wisconsin Department of Administration)	\$218,036	\$17,712	\$0
I. US Department of Education Basic Skills (Pass-Through Milwaukee Area Technical College)	\$20,277	\$13,060	\$10,408
J. US Department of Health and Human Services Low-Income Energy Assistance (Pass-Through Milwaukee County Department of Health and Human Services)	\$1,965,064	\$1,540,000	\$1,390,167
K. US Department of Health and Human Services Community Service Block Grant (Pass-Through Wisconsin Department of Children and Families)	\$1,644,111	\$1,540,074	\$2,021,802
L. US Department of Health and Human Services Head Start	\$19,959,134	\$11,559,439	0
M. US Department of Health and Human Services Head Start Healthy Marriage	\$378,275	0	0
N. US Department of Justice Edward Byrne Memorial Justice Assistance Grant Program	\$10,070	0	0
O. Corporation for National and Community Service Senior Companion Program	\$293,454	\$330,115	\$292,656
P. State of Wisconsin Department of Public Instruction Wisconsin Head Start	\$1,294,921	\$948,544	0
Q. State of Wis. Office of Justice Assistance Youth Gang Diversion	\$412,556	\$388,257	\$414,100

R.	State of Wisconsin Office of Justice Assistance AODA Treatment/Education Project	\$281,748	\$262,509	\$281,169
S.	State of Wisconsin Department of Children and Families Senior Companion Program	\$83,858	\$78,711	\$83,858
T.	State of Wisconsin Department of Administration Weatherization	\$3,532,518	\$6,252,012	\$5,567,000
U.	US Department of Labor Workforce Investment Act (WIA) (Pass-Through Milwaukee Area Workforce Investment Board)	\$135,921	\$125,000	\$125,000
V.	US Department of Justice WIA Pilots, Demonstrations, and Research Projects (Pass through MAWIB)	\$52,714	0	\$0
W.	State of Wisconsin Department of Administration Skills Enhancement (Pass-Through Wisconsin Community Action Partnership)	\$10,364	\$13,315	\$15,000
X.	US Department of Health and Human Services TANF (Pass-Through Wisconsin Department of Children and Families W-2)	\$11,284,969	\$553,975	\$0
Y.	US Department of Health and Human Services Transitional Jobs (Pass-Through Milwaukee Area Workforce Investment Board)	\$25,079	0	\$88,500
Z.	US Department of Education- Safe Schools, Healthy Students (Pass through Milwaukee Public Schools)	\$9,000	0	\$0
AA.	Refugee Childcare Development Program	0	\$110,445	\$171,100
BB.	Juvenile Offenders Program	0	\$97,390	\$116,965
CC.	City of Milwaukee CDBG Youth Council Award	0	\$9,709	\$12,827
DD.	JBD	0	\$17,848	\$0
EE.	US Environmental Protection Agency Environmental Justice Small Grant Program	\$25,000	0	\$0
FF.	State of Wisconsin Department of Children and Family — Project Gain	\$350,031	\$308,004	\$300,000
GG.	Milwaukee County Department of Health and Human Services—Early intervention	\$4,342	\$8,256	\$0
HH.	Community Intervention Program	\$94,999	0	\$0
II.	Milwaukee County- Families Moving Forward			\$14,000
	SUBTOTAL	\$45,986,011.00	\$28,038,069.00	\$16,057,728.00
FOUNDATION GRANTS (List Sources)				
A.	United Way of Greater Milwaukee	\$6,550	\$15,000	\$0
B.	Greater Milwaukee Foundation	\$110,000	\$80,000	\$100,000
C.	Helen Bader Foundation	\$21,879	\$25,000	\$30,000
D.	Forest County Potawatomi	0	\$30,000	\$20,000
E.	Herb Kohl Charities	\$1,000	\$1,000	\$1,000
F.	Wells Fargo	\$15,000	\$10,000	\$0
G.	Northwestern Mutual Foundation	0	\$500	\$10,000
H.	US Bank	\$2,000	0	\$2,000
I.	Wisconsin Council for the Humanities	\$2,000	0	\$0
J.	Charles Kubly Foundation	\$10,000	\$15,000	\$0
K.	Dollar General	0	0	\$10,000
L.	Retirement Research Foundation	\$25,000	0	\$15,000
M.	M & S Clinical Services	0	0	\$14,100
N.	Associated Bank	0	0	\$10,000
	SUBTOTAL	\$193,429.00	\$166,500.00	\$212,100.00
OTHER REVENUE (List Sources)				
A.	WE Energies LIP	\$250,836	\$225,000	\$225,000
B.	Public Allies Apprenticeship Program	\$2,880	\$1,600	0
C.	Safe & Sound Milwaukee	\$40,000	0	\$40,000

D.	Emergency Furnace Repair	\$221,878	\$449,328	\$415,137
E.	Head Start State Daycare Revenue	\$251,435	\$128,933	\$0
F.	Finish Line Foundation	\$0	0	\$5,000
G.	Excess Meal State Revenue	\$73,675	\$38,872	\$0
H.	GED Testing Revenue	\$13,909	\$12,972	\$0
I.	Silver Spring Center	\$6,550	\$13,600	\$0
J.	Guaranty Bank Funding for VITA services	\$2,000	\$0	\$5,000
SUBTOTAL		\$863,163.00	\$870,305.00	\$690,137.00
TOTAL REVENUE		\$47,042,603	\$29,074,874.00	\$16,959,965

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

Organization Name: Community Relations-Social Development Commission

Organization DUNS Number 0711529120000

Date Completed: June 12, 2015

Program Year: 2015

NAME & TITLE	RACE	ADDRESS-INCLUDE CITY, STATE & ZIP	TERM EXPIRATION
NAME: Gerald Randall	AA	735 W. Wisconsin Avenue, Milwaukee, WI 53233	March 2018
TITLE: Board Chair			
NAME: Stephanie Findley	AA	2821 N. 4 th Street, Milwaukee, WI 53212	March 2018
TITLE: Vice Chair			
NAME: Vi Anna Jordan	AA	3216 N. 7 th Street, Milwaukee WI 53212	April 2016
TITLE: Secretary			
NAME: Jason Fields	AA	5686 N. 60 th Street Milwaukee, WI 53218	March 2017
TITLE: Treasurer			
NAME: Alma Ramirez	H		April 2016
TITLE: Member at large			
NAME: Melanie Cosgrove Holmes	W	1429 N. Humboldt Ave Milwaukee WI 53202	March 2018
TITLE: Commissioner			
NAME: Joe'Mar Hooper	AA	200 E. Wells, Milwaukee WI 53202	March 2018
TITLE: Commissioner			
NAME: Sara Van Winkle	W	1739 N. 49 th Street Milwaukee WI 53208	March 2017
TITLE: Commissioner			
NAME: Erica Steele	W	1021 W. National Ave Milwaukee WI 53217	March 2017
TITLE: Commissioner			

The Slate of Officers of the Board Shall Commence on January 1 and End on December 31.

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

NAME & TITLE	RACE	ADDRESS-INCLUDE CITY, STATE & ZIP	TERM EXPIRATION
NAME: Dr. Gary L. Williams	AA	2400 E Hartford Ave Milwaukee WI 53211	March 2016
TITLE: Commissioner			
NAME: Brian Schupper	W	301 W. Wisconsin Ave Milwaukee WI 53202	March 2018
TITLE: Commissioner			
NAME: Dr. Demond Means	AA	6914 N. 84 th Street Milwaukee WI 53224	April 2016
TITLE: Commissioner			
NAME: Delta Triplett	AA	4657 N. 19 th Street Milwaukee WI 53209	April 2016
TITLE: Commissioner			
NAME: Monique Taylor	AA	2118 N. 27 th Street Milwaukee WI 53208	April 2016
TITLE: Commissioner			
NAME: Vincent Bobot	W	1919 W. Henry Ave Milwaukee, WI 53221	April 2016
TITLE: Commissioner			