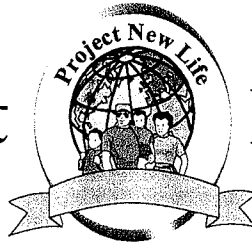


Project New Life



"Empowering Children and Families to Excel in Life"

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February 5, 2009

Honorable Thomas Friedel
Mayor-City of Racine
730 Washington Avenue
Racine, Wisconsin 53403

Re: CDBG Local Option Fund Request For Summer Employment

Dear Mayor Friedel:

Project New Life Community Development Corporation would like to request funding support from the CDBG Local Option Fund for a 10 week summer youth internship program for high school juniors and seniors ages 16-19. This program is a model of an existing program in Milwaukee, Wisconsin that has been successfully operating since 2005.

Mission

The program's mission will be to provide summer employment opportunities in the city for high school youth and young adults, exposing them to the working world and improving workforce preparedness.

Applicants

20 high school summer interns(juniors and seniors ages 16-19) would be recruited to fill a ten week internship in the areas of City Government, Private Sector, Community-Based or Faith-Based Agencies. Jobs are expected to begin June 15th 2009 and end August 21, 2009. Applicants must live in the designated Community Development Block Grant area and must meet specific school attendance requirements to be considered for a position.

Program Overview

Interns will be paid an hourly wage of \$7.50/hr and all students will be expected to devote twenty hours a week(Monday through Thursday) to assigned tasks. Every Friday, summer interns will attend Education Days, with guest speakers and presentations on resume writing and building, interviewing techniques, teamwork strategies, appropriate workplace behavior, job shadowing, financial planning, entrepreneurship, college admission and public speaking.

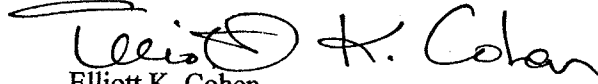
Program Cost

The cost for each summer intern would be \$1,500.00 per client for the ten weeks. 20 clients would be paid for by the City of Racine(\$30,000). The payroll taxes, insurance, transportation expense and other program operational expenses will be paid by Project New Life Community Development Corporation.

Community Collaboration

The community partners that will participate in this program are: Project New Life(program coordination/mentoring supportive services), OIC of Racine County(Skill Assessments), Workforce Development Center(Employment Training/Career Development), Gateway Technical College(College Admission/Placement), YMCA(Recreation/Community Outreach).

Sincerely,

A handwritten signature in black ink, appearing to read "Elliott K. Cohen". The signature is written in a cursive style with a large, stylized "E" at the beginning.

Elliott K. Cohen

Executive Director-Project New Life, CDC

Racine Summer Youth Internship Program(SYIP)

Program Coordinator – Job Description

The Program Coordinator oversees the development and implementation of the summer youth internship program. The coordinator ensures program quality and performance related to recruiting potential employers, candidates, screening, providing mentoring matches, working with partnering agencies, working with the Racine Unified School District, conducting employment evaluations and coordinating education day activities.

Reporting to the executive director, the Program Coordinator is responsible for overseeing all aspects of the summer youth employment program, and will carry out the responsibilities of the position as defined below:

Duties

- Have expert knowledge of employment program policies and procedures
- Maintain and update Policy and Procedures Manual as needed
- Develop and manage relationships with schools, training centers, community-based organizations and private sector businesses
- Oversee orientation process for interns and employers
- Plan and implement recognition activities for program participants
- Oversee program evaluation activities
- Oversee mentoring staff and volunteers
- Complete other duties as needed

Qualifications

- Bachelor's degree preferred with an emphasis in human resources, social work, psychology, and/or education
- Two or more years experience in mentoring and youth development, working within community organizations and/or schools preferred
- Extremely strong organizational, writing, verbal and interpersonal skills
- Creativity and flexibility are essential in assuming significant responsibility
- Experience working in racially, ethnically, and socioeconomically diverse urban communities preferred

Summer Youth Internship Program(SYIP) In-Kind Gift

Program Coordinator	\$3600.00 (12/hr@30hrs/wk x 10wks)
Payroll Taxes for Interns	\$2,295.00
Supplies	\$500.00
Transportation Expenses	\$625.00
Liability Insurance	\$425.00
Office Space	\$2,400.00
Education Days/Recreation	\$500.00
Total In-Kind Gift	\$10,345.00

Racine's Summer Youth Internship Program Employers

Company	Number of Interns
CEDCO	1
American Family Insurance	1
General Rental	2
Insider News	1
NAACP Youth Council	2
Granberry Construction	2
Printmasters	1
Next Generation Now	2
West Haven Adult Family	2
Wisconsin State Fair	1
Racine Marriott	1
Racine Mirror	1
Salon Imon	1
CAR-25	1
Kingdom Catering Services	1

PROPOSAL # _____

DATE RECEIVED _____

PROPOSAL FOR 2009 CDBG LOCAL OPTION FUNDING
SUMMARY SHEET

NAME OF PROGRAM: **Racine Summer Youth Internship Program (SYIP)**
NAME OF ORGANIZATION: **Project New Life Community Development Corporation**
ADDRESS: **1809 Douglas Avenue Suite # 306** CITY: **Racine** STATE: **WI**
PHONE NUMBER: **(262) 898-3268** FAX NUMBER: **(262) 898-3269**
E-MAIL ADDRESS: **abundantlife@wi.twcbc.com** NAME OF CONTACT: **Elliott K. Cohen**
NAME OF DIRECTOR: **Elliott K. Cohen**
FINANCIAL REPORTING TO BE DONE BY(NAME): **Whitfield & Associates, LLC**
PROGRAM REPORTING TO BE DONE BY(NAME): **Danielle J. Adams**

FUNDING SUMMARY

CDBG FUNDS REQUESTED: \$30,000.00

- 1) Will the proposed activity need CDBG funds for more than one year? Yes No _____. If yes, explain why. **The City of Racine's unemployment rate has been a major issue of concern for more than a decade. The solution to this program will require a sustainable investment into job-creative initiatives like the Summer Youth Internship Program (SYIP) to stimulate economic growth back into the Racine community.**
- 2) Has your organization received CDBG funding for this program in the past five years? Yes _____. No
- 3) Do you have a signed agreement to use CDBG funds allocated to you in prior years? Yes _____. No
- 4) Has your organization secured other funding to assist in this program? Yes No _____. If "yes" indicate the funding source and corresponding amount(s). **Project New Life, CDC \$10,345.00**

TOTAL PROGRAM COST (FROM ALL FUNDING SOURCES): **\$40,345.00** Percent of CDBG to TOTAL cost **74%**

SUMMARY

Provide a VERY brief summary of the program. **Project New Life, CDC proposes to provide summer youth employment opportunities for 20 high school juniors and seniors ages 16-19 that live in the designated Community Development Block Grant (CDBG) area and meet specific attendance requirements to be considered for the program. The design of the program is derived from a successful model(Earn & Learn Program) initiated by Mayor Tom Barrett in Milwaukee that provided 200 jobs in 2005 and 1500 jobs in 2008 for eligible youth. The program will provide youth with employment and life skills while helping them to meet educational, job-readiness and career goals. Employment partners for the internship program will include City Government, Private Sector Businesses, Community-Based and Faith-Based Agencies.**

- 1) Total number of clients to be served **20**.
- 2) Age group of the people served. Youth (0 – 18) Adult (18 – 62) Senior (over 62) _____
- 3) What percentage of the activities will take place in the City of Racine? **100** percent
- 4) What percentage of the activities will take place in areas defined by HUD as being low and moderate income? **100** percent
- 5) What percentage of the people served will be City of Racine residents? **100** percent
- 6) What percentage of people served will be low or moderate income persons as defined by HUD? **90** percent
- 7) Which category of community needs best fits your program? (check all those that apply)
Improved Neighborhoods _____ Job creation Youth Activities Shelter _____ Other (list) _____

SECTION 1: NEEDS STATEMENTS - Limit your response to the space provided.

- 1) Describe the need in the City that this activity will address.
- 2) Describe the basis on which you determined the need exists.
- 3) Identify the extent of the need.

The City of Racine continues to struggle with having the highest unemployment rate in the State of Wisconsin. The central city is estimated to have more than 11.5% unemployed residents with this number growing every month as the economy falters. A recent study has also revealed that American teenagers are mired among the jobless workers seeking opportunities in the global recession. Nationwide, the employment rate for 16-to-19 year olds has never been lower in 60 years of monitoring by the Bureau of Labor Statistics. The teen unemployment rate now stands at 20% nationally compared to 13% a decade ago. During the summer months, an increase in youthful criminal activity and deviant behavior often results from youth having idle and non-constructive time on hand. Our program offers a proactive approach to address the need for the City of Racine to assist young making the transition to adulthood by providing the opportunity for the youth to gain work experience, income and a constructive alternative to getting in trouble.

SECTION 2: PROGRAM OVERVIEW Limit your response to the space provided.

Include in the description what activities will take place, how you notify the public of your activity, who will provide services, where activities will take place, when and how often activities will take place, and why your organization should provide and oversee the activity.

Racine's Summer Youth Internship Program (SYIP) is not a new concept to Project New Life Community Development Corporation. Since the incorporation of our agency in May 1999, we have been committed to empowering individuals to achieving a better quality of life. The Summer Youth Internship Program evolved from an employment partnership with Six Flags Great America that has led to the assistance of over 120 summer jobs in 3 years for youth at the theme park in Gurnee, Illinois. Racine's Summer Youth Internship Program(SYIP) would connect youth with employers in City Government, Private Sector Businesses, Community-Based and Faith-Based Agencies. Summer employment opportunities would be created by the employers for 20 high school juniors and seniors ages 16-to-19 year old that are recruited to fill a ten week paid internship. Applicants must live in the Community Development Block Grant(CDBG) area and meet specific school attendance requirements to be considered for a position. The interns would be paid an hourly wage of \$7.50/hr and all students are expected to devote twenty hours a week(Monday through Thursday) to assigned tasks. Every Friday, summer interns will attend Education Days, with guest speakers and presentations on resume writing and building, interviewing techniques, teamwork strategies, appropriate workplace behavior, job shadowing, financial planning, entrepreneurship, college admission and public speaking. Jobs are expected to begin June 15th 2009 and end August 21, 2009. All training sessions and Education Days workshops will be held at 3433 Douglas Avenue., Racine, Wisconsin 53402. This is the administrative office for the Summer Youth Internship Program. Our agency will notify the Racine Unified School District, Community Centers, Other Youth Servicing Agencies as well as post information on the Project New Life website about the application process for the internship openings.

SECTION 3: OBJECTIVES OF THE PROGRAM

1) List in as quantitative and qualitative a manner as possible, the objective(s) to be accomplished by implementing this program and how success in meeting the objectives will be measured. Information such as the number of loans provided, diplomas attained, jobs acquired, clients to be housed, or other unique project characteristics or subgroup information should be provided.

A quality future labor force is one of the most critical issues facing the Racine and southeastern Wisconsin economies. Racine's Summer Youth Internship Program (SYIP) for young people age 16 to 21 is a community-wide effort to create a future workforce of young people who are life-long learners, productive workers and self-sufficient citizens. Our objectives are to provide youth with employment and life skills and help them meet educational, job readiness and career goals while they earn wages working in government, community-based and faith-based organizations and private sector businesses. Our quantitative measurement of the program will include: 1) Summer employment for 20 high school juniors and seniors ages 16-to-19 2) To provide job training skills necessary for the youth to compete in a global market 3) To provide job mentors for the interns 4) To reduce crime and violence over the summer months 5) To increase the high school graduation rate We will determine the success of the program by the number of interns that successfully complete the 10 week internship, the evaluations completed by the students during the Education Day sessions on Fridays to measure learning experience, evaluations from the employers on the satisfaction of the interns and the crime statistics for the summer months involving youthful offenders.

SECTION 4: INNOVATION

Is this a new program or approach to providing for a need in the Racine community?

This is not a new program or a new approach to providing for a need in the Racine community. Our program is an expansion of an existing program through Six Flags Great America that will allow us to assist a greater number of youth given our current economic conditions. We are expanding the number of employer partnerships to include government, community-based, faith-based and private sector businesses.

SECTION 5: COLLABORATION

Collaboration is defined as "a formal agreement among agencies or organizations engaged in similar activities to work together to reach a common, mutually agreeable goal". Applications representing collaborative efforts must identify each partner and their role in the collaboration.

1) Identify any other agencies that are presently providing services or activities similar or identical to those being proposed. Our program is unique by providing a service to a need for youth employment that is not being addressed by another agency.

2) If there are other agencies providing similar or identical services or activities, explain the necessity for the additional services being proposed for funding. There are other youth servicing agencies that assist youth with securing summer employment. Many organizations recognize that youth that are active in a work environment are less likely to be involved in inappropriate activity. Many agencies that serve youth have programs that assist them with employment, but do not have a comprehensive and holistic approach to providing internship opportunities that expose them to working world in a similar manner as our program.

3) How has your agency collaborated to avoid duplication of services? You must identify the collaborating agencies. Our program has partnered with OIC of Racine County to provide (Skill Assessments), Workforce Development Center to provide (Employment Training/Career Development), Gateway Technical College to provide (College Admission/Placement), YMCA to provide (Recreation/Outreach).

SECTION 6: BUDGET (PAGE ONE OF TWO PAGES)

Show all revenues and expenses for the Activity in whole dollars.

REVENUES:		
FUNDS REQUESTED FROM C.D.B.G. PROGRAM		\$ _____
FUNDS FROM OTHER SOURCES:		
1. Project New Life, CDC		\$10,345.00
2. _____		\$ _____
3. _____		\$ _____
	TOTAL REVENUE	\$10,345.00

EXPENSES:				C.D. FUNDS	OTHER FUNDS	TOTAL
SALARIES:	Position	#Hours	Rate	\$ _____	\$ _____	\$ _____
	20 Summer Interns	20/wk	7.50/hr	\$ 30,000.00	\$ 0	\$ 30,000.00
	Program Coordinator	30/wk	12.00/hr	\$ _____	\$ _____	\$ _____
				\$ _____	\$ 3600.00	\$ 3600.00
EMPLOYEE BENEFITS (List Benefits)				\$ _____	\$ _____	\$ _____
_____				\$ _____	\$ _____	\$ _____
PAYROLL TAXES				\$ _____	\$ 2295.00	\$ 2295.00
LICENSES, PERMITS, MEMBERSHIPS				\$ _____	\$ _____	\$ _____
PROFESSIONAL FEES (accounting, attorney, etc.)				\$ _____	\$ _____	\$ _____
AUDIT COMPLIANCE FEES				\$ _____	\$ _____	\$ _____
INSURANCE				\$ _____	\$ 425.00	\$ 425.00
EMPLOYEE TRAINING				\$ _____	\$ 500.00	\$ 500.00
RENT or OCCUPANCY				\$ _____	\$ 2400.00	\$ 2400.00
UTILITIES				\$ _____	\$ _____	\$ _____
TELEPHONE				\$ _____	\$ _____	\$ _____
OFFICE SUPPLIES				\$ _____	\$ 500.00	\$ 500.00
POSTAGE				\$ _____	\$ _____	\$ _____
EQUIPMENT PURCHASE *				\$ _____	\$ _____	\$ _____
EQUIPMENT RENTAL (List)				\$ _____	\$ _____	\$ _____
_____				\$ _____	\$ _____	\$ _____
EQUIPMENT MAINTENANCE				\$ _____	\$ _____	\$ _____
WORK OR PROGRAM SUPPLIES				\$ _____	\$ _____	\$ _____
PRINTING AND PUBLICATIONS				\$ _____	\$ _____	\$ _____
TRAVEL *				\$ _____	\$ 625.00	\$ 625.00
MEETING EXPENSES *				\$ _____	\$ _____	\$ _____
LIST ANY OTHER EXPENSES BELOW * :				\$ _____	\$ _____	\$ _____
_____				\$ _____	\$ _____	\$ _____
_____				\$ _____	\$ _____	\$ _____
_____				\$ _____	\$ _____	\$ _____
_____				\$ _____	\$ _____	\$ _____
TOTAL EXPENSES				\$ 30,000.00	\$ 10,345.00	\$ 40,345.00

* Provide detail on next page as indicated.

SECTION 6: BUDGET (CONTINUED)

- Identify and explain the necessity for any equipment proposed to be purchased.

N/A

- Explain the purpose(s) for which travel funds will be used. Identify the purpose(s) of out of town travel.

Transportation for the interns to work sites, workshops and recreational events

- Identify the meetings and what items will be paid for under Meeting Expenses. Identify out of town meetings, location(s) and purpose(s).

N/A

- Identify what contract services will be purchased and how the contractor(s) will be selected.

N/A

- Explain all items listed under "Other Expenses".

Note: Line items such as Miscellaneous Expenses, Overhead, Indirect costs and similar listings are not permitted.

N/A

SECTION 7: ATTACHMENTS

Please provide one copy only of the following

- A description of all jobs shown in the budget.
- A copy of applicant's (agency) 2008 budget.
- A copy of the applicant's most recent financial audit or compilation.

PLEASE, LIMIT YOUR ATTACHMENTS TO ONLY THOSE REQUESTED!!!

SECTION 8: STATEMENT OF APPROVAL

Non-profit and For Profit Organizations.

This proposal for CDBG funds was considered and approved by our Board of Directors at a meeting at which a quorum was present on **02/04/2009** and all information contained in the proposal is true and correct to the best of our knowledge:

Stephen Ogungbe 2/4/09
Board President's Signature Date
Stephen Ogungbe
Print Name

Eddie Lockridge 2/4/09
Board Treasurer's Signature Date
Eddie Lockridge
Print Name

Government Agencies and Individuals.

This proposal for CDBG funds has been reviewed and approved for submission and all information contained in the proposal is true and correct to the best of my knowledge:

Signature _____
Date

Print Name

Title _____
Date

SECTION 9: NATIONAL OBJECTIVE CERTIFICATION

PLEASE HAVE THE PRESIDENT OF THE BOARD OF DIRECTORS, THE CITY AGENCY DEPARTMENT HEAD, OR, IF THE APPLICANT IS AN INDIVIDUAL, THE INDIVIDUAL, SIGN THE APPROPRIATE CERTIFICATION. If you have questions regarding which of the certifications is appropriate for your application, please contact the Department of City Development at 636-9151.

FOR ACTIVITIES DESIGNED TO BENEFIT LOW AND MODERATE INCOME PERSONS IN ACCORDANCE WITH HUD CDBG INCOME GUIDELINES:

To benefit persons...

I hereby certify that the proposed activity will benefit low and moderate income persons as defined by the U.S. Department of Housing and Urban Development; and that no less than 90 % of the clients to be assisted will be low and moderate income persons residing in the City of Racine, Wisconsin.

Stephen Ogungbe 2/4/09
Signature Date
Stephen Ogungbe
Print Name
Board President
Title

To benefit an area...

I hereby certify that the proposed activity is designed to benefit a general area of the City and not individually identified low and moderate income persons; and that the proposed activity will provide improvements to areas in which no less than 51% of the residents are low and moderate income as defined by the U.S. Department of Housing and Urban Development.

Stephen Ogungbe 2/4/09
Signature Date
Stephen Ogungbe
Print Name
Board President
Title

FOR ACTIVITIES DESIGNED TO ELIMINATE SLUMS AND BLIGHT

To eliminate slums and blight...

I hereby certify that the proposed activity is designed to aid in the prevention and elimination of slums and blight, as defined by the U.S. Department of Housing and Urban Development rules governing the CDBG Program.

Signature Date

Print Name

Title

Racine Summer Youth Internship Program(SYIP)

Program Coordinator – Job Description

The Program Coordinator oversees the development and implementation of the summer youth internship program. The coordinator ensures program quality and performance related to recruiting potential employers, candidates, screening, providing mentoring matches, working with partnering agencies, working with the Racine Unified School District, conducting employment evaluations and coordinating education day activities.

Reporting to the executive director, the Program Coordinator is responsible for overseeing all aspects of the summer youth employment program, and will carry out the responsibilities of the position as defined below:

Duties

- Have expert knowledge of employment program policies and procedures
- Maintain and update Policy and Procedures Manual as needed
- Develop and manage relationships with schools, training centers, community-based organizations and private sector businesses
- Oversee orientation process for interns and employers
- Plan and implement recognition activities for program participants
- Oversee program evaluation activities
- Oversee mentoring staff and volunteers
- Complete other duties as needed

Qualifications

- Bachelor's degree preferred with an emphasis in human resources, social work, psychology, and/or education
- Two or more years experience in mentoring and youth development, working within community organizations and/or schools preferred
- Extremely strong organizational, writing, verbal and interpersonal skills
- Creativity and flexibility are essential in assuming significant responsibility
- Experience working in racially, ethnically, and socioeconomically diverse urban communities preferred

Project New Life Annual Operation Budget for 2009

Revenue

Contributions	\$31,560
Grants	\$101,500
Nehemiah Place	\$190,000
Investment Income	\$26,000
Program Fees	\$21,593
In-Kind Support	\$35,270
Total Revenue	\$405,923

Operational Expenses

Salaries	\$61,348
Professional Fees	\$31,440
Supplies	\$7,875
Telephone Expense	\$3,350
Postage	\$2,312
Occupancy	\$149,958
Professional Liability Insurance	\$2,480
Printing and Publication	\$2,500
Evening of Excellence Fundraiser	\$20,760
Utilities	\$19,853
Teen Images Youth Program	\$1,500
Repairs and Maintenance	\$9,303
Clothing and Distribution	\$1,500
Employment Internship Program	\$22,020
Emergency Shelter Program	\$10,000
Building Insurance	\$2,000
Auto Expense	\$4,798
Equipment Rental	\$2,000
Nehemiah Place Food	\$22,987
Nehemiah Place Clothing	\$700
Nehemiah Place Furnishings	\$2,579
Benevolence	\$5,000
Advertising	\$4,000
Circle of Hope Mentoring Program	\$10,000
Lighted School Afterschool Program	\$6,000
Total Operational Expenses	\$406,263