

## Community Development

### Agency Budget by Fund

Fund	2021 Actual	2022 Adopted	2022 Actual	2023 Adopted	2024 C2C	2024 Request
Community Development Grants	9,760,881	5,134,341	6,511,531	9,098,745	8,799,817	8,506,336
General	14,400,409	14,532,182	13,852,413	18,850,950	14,963,445	14,963,445
Other Grants	18,277,287	5,621,042	49,151,907	31,160,920	179,926	179,926
Other Restricted	-	-	4,414,401	-	-	-
<b>Total</b>	<b>42,438,578</b>	<b>25,287,565</b>	<b>73,930,252</b>	<b>59,110,616</b>	<b>23,943,188</b>	<b>23,649,707</b>

### Agency Budget by Service

Service	2021 Actual	2022 Adopted	2022 Actual	2023 Adopted	2024 C2C	2024 Request
Affordable Housing	27,835,455	10,231,946	59,643,947	44,575,622	9,324,199	9,254,488
Community Support Services	7,885,087	8,544,511	8,532,491	8,258,097	8,303,578	8,304,578
Econ Dev And Emp Opportunities	2,371,505	3,407,875	3,047,410	3,027,538	2,948,431	2,948,431
Overall Program Administration	2,580,086	1,112,846	1,131,954	1,122,249	1,231,608	1,227,753
Strong Healthy Neighborhoods	1,766,446	1,990,387	1,574,451	2,127,110	2,135,371	1,914,456
<b>Total</b>	<b>42,438,578</b>	<b>25,287,565</b>	<b>73,930,252</b>	<b>59,110,616</b>	<b>23,943,188</b>	<b>23,649,707</b>

### Agency Budget by Major-Revenue

Major Revenue	2021 Actual	2022 Adopted	2022 Actual	2023 Adopted	2024 C2C	2024 Request
Intergov Revenues	-	(80,131)	(233,103)	(84,643)	(84,643)	(84,643)
Charges For Services	(10,088)	(21,000)	(11,100)	(21,000)	(21,000)	(21,000)
Invest Other Contrib	(80,729)	(74,030)	(163,478)	(196,280)	(110,030)	(98,480)
Misc Revenue	(77,804)	(79,000)	(94,746)	(113,000)	(113,000)	(113,000)
Transfer In	-	-	(1,502)	(100,000)	(100,000)	(100,000)
<b>Total</b>	<b>(168,621)</b>	<b>(254,161)</b>	<b>(503,928)</b>	<b>(514,923)</b>	<b>(428,673)</b>	<b>(417,123)</b>

Agency Budget by Major-Expense

<b>Major Expense</b>	<b>2021 Actual</b>	<b>2022 Adopted</b>	<b>2022 Actual</b>	<b>2023 Adopted</b>	<b>2024 C2C</b>	<b>2024 Request</b>
Salaries	2,870,551	3,175,076	2,974,500	3,488,102	3,571,902	3,571,902
Benefits	894,201	965,198	985,362	1,069,094	1,072,896	1,072,896
Supplies	556,730	43,391	(2,774)	40,400	40,400	55,950
Purchased Services	37,501,330	21,273,000	69,820,297	54,937,840	19,594,230	19,273,650
Debt Othr Financing	681,746	45,000	15,184	48,286	48,286	48,286
Inter Depart Charges	243,353	265,782	545,467	291,142	305,472	441,384
Inter Depart Billing	(177,448)	(238,127)	(527,557)	(279,732)	(279,732)	(415,644)
Transfer Out	36,736	12,406	623,702	30,406	18,406	18,406
<b>Total</b>	<b>42,607,199</b>	<b>25,541,726</b>	<b>74,434,181</b>	<b>59,625,539</b>	<b>24,371,861</b>	<b>24,066,830</b>



Department of Planning and Community & Economic Development

## Community Development Division

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Child Care  
Community Resources  
Community Development Block Grant  
Madison Senior Center

# MEMO

**To:** Mayor Satya Rhodes-Conway  
**From:** Jim O'Keefe, Community Development Division Director  
**Date:** July 21, 2023  
**Subject:** 2024 Operating Budget Transmittal Memo

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### *Goals of CDD's Operating Budget*

The Community Development Division's 2024 Operating Budget maintains funding used to support programs and services that address basic community needs affecting housing and household stability, early childhood care and positive youth development, employment training and career development, successful aging, crisis intervention and prevention, access to neighborhood-focused resources and more. Funding for this support is organized around five established services in the Division's budget – Affordable Housing, Economic Development & Employment, Strong & Healthy Neighborhoods, Community Support Services and Program Administration – which are, in turn, closely aligned with the City's *Imagine Madison* framework and, in particular, priorities laid out in two of its Elements of a Great City - Neighborhoods and Housing, and Economy & Opportunity.

With but a few exceptions, the programs and services supported by CDD's operating budget are delivered not by City staff but, rather, through a broad network of community partners that, in turn, provide specific services and programs to targeted households and neighborhoods. In most cases, City funds awarded to specific programs and services, and the agencies that provide them, represent a small, albeit critical, portion of a funding mosaic that might also include some combination of County, United Way, and targeted State or Federal grants, as well as private donations. Within every program area CDD supports, requests for City funding, and the corresponding needs for particular services that they reflect, far exceed the resources we have available.

CDD allocates City funds within specific program areas through a series of competitive funding processes. Program funds are put out to bid on a revolving 4-5 year basis; in any given year, 3-5 RFP processes occur. Those processes are guided by detailed Request for Proposals documents that articulate the City's goals and objectives and set forth program and agency performance expectations. Those expectations are codified in purchase of service contracts with each funded agency, as are ongoing reporting requirements.

That said, it is often difficult to measure with any real precision the impact that City funds have on program outcomes. As previously noted, City funds typically constitute but one portion of an agency's, or a program's, total funding. Moreover, identified program outcomes, e.g., educational attainment or housing stability, are frequently a function of numerous influences, some, but not all, of which might be addressed by a funded program. Thus, CDD strives to ensure positive outcomes around the use of City dollars by promoting, adopting and supporting recognized best practices and evidence-based program models.

### *99% Budget for General Fund Agencies*

A 1% budget savings is within the normal range of under-spending within CDD's budget. We do not anticipate needing extraordinary measures to meet that target.

### *Reallocations in the Base Budget Proposal $\geq$ \$10,000*

No General Fund reallocations that meet the above threshold are proposed for 2024.

### *Supplemental Request*

CDD seeks additional spending authority in 2024 of \$295,000 to \$400,000, as detailed below.

As previously noted, CDD conducts competitive funding processes across 3-5 program areas each year. Traditionally, those processes have provided the means and the opportunity to boost funding in those program areas – to expand program capacity, to recognize cost of living increases, or both.

In 2023, RFP processes are scheduled in three program areas – school-age youth, early childhood care and older adult services programming. The school-age youth process is nearing completion. The Common Council is scheduled to consider the Community Services Committee's recommendations on July 25th. The early childhood care process is underway. And while the older adult services process has been delayed, pending the outcome of a consultant's review, a cost of living adjustment is deemed appropriate because this program area has gone longer than any other without one.

The requested increase, to be allocated among the three program areas, would support a 10% increase for purchase of service contracts in each. Importantly, while the \$295,000 request would be sufficient to fulfill the recommendations of the Community Services Committee to provide a cost of living adjustment for school-age youth programs, it is **not** enough to meet the Committee's recommendations to also add new, and expand existing, programs by an additional \$105,000. To do so would bring the total request to \$400,000.

It is well established that programs supported through CDD's budget focus their attention primarily on helping Madison residents overcome economic, racial, and cultural barriers that limit their opportunities for success. And while we accept there is always room to improve, centering equity is a theme, and a priority, in almost everything we do.

This request does not look to reallocate funds. It is exceedingly difficult to do that as we currently operate. But it underscores a need to reconsider how we operate, perhaps in the context of longer-range budget planning. The City of Madison deserves much credit for the commitment it makes to programs and services like those administered in this Division. Yet, the gap between what our partners need and what is available continues to widen. The breadth of support we attempt to offer, both in terms of the span of program areas, and the community of agencies that operate within them, is increasingly an obstacle to the depth of that support. As ever more challenging budgets loom, it may be time to rethink our approach – not just how we allocate our resources within program areas, but also how we allocate among them.

cc: Deputy Mayors  
David Schmiedicke, Finance Director  
Budget & Program Evaluation Staff

## Service Changes - Official Request

The table below summarizes the Agency request compared to cost-to-continue. Data is based on the line item budget entered in Munis Central Budget. The table is organized by Fund, Service, and Major Expenditure/ Revenue category.

Projection Number	(Multiple Items)
Segment 3	62 - COMMUNITY DEVELOPMENT

Fund/Service/Major	Cost to Continue	Request	Change: Request v.
	(C2C)		C2C
<b>1100 - GENERAL</b>	<b>\$14,963,445</b>	<b>\$14,963,445</b>	<b>\$0</b>
621 - AFFORDABLE HOUSING	\$2,463,635	\$2,463,635	\$0
42 - INTERGOV REVENUES	-\$84,643	-\$84,643	\$0
43 - CHARGES FOR SERVICES	-\$5,000	-\$5,000	\$0
47 - MISC REVENUE	\$0	\$0	\$0
49 - TRANSFER IN	-\$100,000	-\$100,000	\$0
51 - SALARIES	\$241,177	\$241,177	\$0
52 - BENEFITS	\$74,487	\$74,487	\$0
53 - SUPPLIES	\$0	\$0	\$0
54 - PURCHASED SERVICES	\$2,337,614	\$2,337,614	\$0
<b>624 - COMMUNITY SUPPORT SERVICES</b>	<b>\$8,190,536</b>	<b>\$8,191,536</b>	<b>\$1,000</b>
42 - INTERGOV REVENUES	\$0	\$0	\$0
43 - CHARGES FOR SERVICES	-\$16,000	-\$16,000	\$0
46 - INVEST OTHER CONTRIB	-\$49,030	-\$37,480	\$11,550
47 - MISC REVENUE	-\$73,000	-\$73,000	\$0
49 - TRANSFER IN	\$0	\$0	\$0
51 - SALARIES	\$1,571,140	\$1,571,140	\$0
52 - BENEFITS	\$485,702	\$485,702	\$0
53 - SUPPLIES	\$12,450	\$28,350	\$15,900
54 - PURCHASED SERVICES	\$6,251,397	\$6,224,947	-\$26,450
57 - INTER DEPART CHARGES	\$7,877	\$7,877	\$0
58 - INTER DEPART BILLING	\$0	\$0	\$0

<b>Fund/Service/Major</b>	<b>Cost to Continue (C2C)</b>	<b>Request</b>	<b>Change: Request v. C2C</b>
<b>622 - ECON DEV AND EMP OPPORTUNITIES</b>	<b>\$2,137,017</b>	<b>\$2,137,017</b>	<b>\$0</b>
46 - INVEST OTHER CONTRIB	-\$40,000	-\$40,000	\$0
47 - MISC REVENUE	-\$40,000	-\$40,000	\$0
51 - SALARIES	\$111,133	\$111,133	\$0
52 - BENEFITS	\$36,884	\$36,884	\$0
53 - SUPPLIES	\$0	\$0	\$0
54 - PURCHASED SERVICES	\$2,232,710	\$2,232,710	\$0
58 - INTER DEPART BILLING	-\$163,710	-\$163,710	\$0
<b>625 - OVERALL PROGRAM ADMINISTRATION</b>	<b>\$885,136</b>	<b>\$885,051</b>	<b>-\$85</b>
43 - CHARGES FOR SERVICES	\$0	\$0	\$0
46 - INVEST OTHER CONTRIB	\$0	\$0	\$0
47 - MISC REVENUE	\$0	\$0	\$0
48 - OTHER FINANCE SOURCE	\$0	\$0	\$0
49 - TRANSFER IN	\$0	\$0	\$0
51 - SALARIES	\$521,258	\$521,258	\$0
52 - BENEFITS	\$153,078	\$153,078	\$0
53 - SUPPLIES	\$20,400	\$20,300	-\$100
54 - PURCHASED SERVICES	\$20,079	\$20,094	\$15
56 - DEBT OTHR FINANCING	\$35,248	\$35,248	\$0
57 - INTER DEPART CHARGES	\$135,073	\$135,073	\$0
58 - INTER DEPART BILLING	\$0	\$0	\$0
59 - TRANSFER OUT	\$0	\$0	\$0
<b>623 - STRONG HEALTHY NEIGHBORHOODS</b>	<b>\$1,287,120</b>	<b>\$1,286,205</b>	<b>-\$915</b>
46 - INVEST OTHER CONTRIB	-\$21,000	-\$21,000	\$0
49 - TRANSFER IN	\$0	\$0	\$0
51 - SALARIES	\$191,342	\$191,342	\$0
52 - BENEFITS	\$55,387	\$55,387	\$0
53 - SUPPLIES	\$0	\$0	\$0
54 - PURCHASED SERVICES	\$1,056,391	\$1,055,476	-\$915
56 - DEBT OTHR FINANCING	\$0	\$0	\$0
57 - INTER DEPART CHARGES	\$5,000	\$5,000	\$0

<b>Fund/Service/Major</b>	<b>Cost to Continue (C2C)</b>	<b>Request</b>	<b>Change: Request v. C2C</b>
<b>1210 - COMMUNITY DEVELOPMENT</b>	<b>-\$298,928</b>	<b>\$0</b>	<b>\$298,928</b>
621 - AFFORDABLE HOUSING	-\$282,046	\$431,636	\$713,681
42 - INTERGOV REVENUES	-\$5,647,007	-\$4,830,332	\$816,675
43 - CHARGES FOR SERVICES	-\$1,403,339	-\$1,436,772	-\$33,433
45 - FINE FORFEITURE ASMT	\$0	\$0	\$0
46 - INVEST OTHER CONTRIB	-\$25,380	-\$25,230	\$150
47 - MISC REVENUE	\$0	\$0	\$0
49 - TRANSFER IN	\$0	\$0	\$0
51 - SALARIES	\$507,992	\$507,992	\$0
52 - BENEFITS	\$155,801	\$155,801	\$0
53 - SUPPLIES	\$0	\$0	\$0
54 - PURCHASED SERVICES	\$6,123,887	\$6,054,176	-\$69,711
56 - DEBT OTHR FINANCING	\$0	\$0	\$0
57 - INTER DEPART CHARGES	\$0	\$0	\$0
58 - INTER DEPART BILLING	\$0	\$0	\$0
59 - TRANSFER OUT	\$6,000	\$6,000	\$0
622 - ECON DEV AND EMP OPPORTUNITIES	\$41,691	\$41,691	\$0
42 - INTERGOV REVENUES	-\$249,723	-\$249,723	\$0
43 - CHARGES FOR SERVICES	-\$357,500	-\$357,500	\$0
46 - INVEST OTHER CONTRIB	-\$162,500	-\$162,500	\$0
47 - MISC REVENUE	\$0	\$0	\$0
51 - SALARIES	\$32,448	\$32,448	\$0
52 - BENEFITS	\$9,243	\$9,243	\$0
54 - PURCHASED SERVICES	\$769,723	\$769,723	\$0
625 - OVERALL PROGRAM ADMINISTRATION	\$14,475	-\$200,278	-\$214,753
42 - INTERGOV REVENUES	-\$118,408	-\$329,391	-\$210,983
43 - CHARGES FOR SERVICES	-\$165,700	-\$165,700	\$0
48 - OTHER FINANCE SOURCE	-\$47,888	-\$47,888	\$0
49 - TRANSFER IN	\$0	\$0	\$0
51 - SALARIES	\$213,764	\$213,764	\$0
52 - BENEFITS	\$52,083	\$52,083	\$0
53 - SUPPLIES	\$7,550	\$7,300	-\$250
54 - PURCHASED SERVICES	\$47,630	\$44,110	-\$3,520
56 - DEBT OTHR FINANCING	\$13,038	\$13,038	\$0
57 - INTER DEPART CHARGES	\$116,022	\$251,934	\$135,912
58 - INTER DEPART BILLING	-\$116,022	-\$251,934	-\$135,912
59 - TRANSFER OUT	\$12,406	\$12,406	\$0

<b>Fund/Service/Major</b>	<b>Cost to Continue (C2C)</b>	<b>Request</b>	<b>Change: Request v. C2C</b>
623 - STRONG HEALTHY NEIGHBORHOODS	-\$73,049	-\$273,049	-\$200,000
42 - INTERGOV REVENUES	-\$877,500	-\$857,500	\$20,000
43 - CHARGES FOR SERVICES	-\$43,300	-\$43,300	\$0
46 - INVEST OTHER CONTRIB	-\$500	-\$500	\$0
51 - SALARIES	\$41,529	\$41,529	\$0
52 - BENEFITS	\$10,422	\$10,422	\$0
54 - PURCHASED SERVICES	\$754,800	\$534,800	-\$220,000
57 - INTER DEPART CHARGES	\$41,500	\$41,500	\$0
58 - INTER DEPART BILLING	\$0	\$0	\$0
59 - TRANSFER OUT	\$0	\$0	\$0



<b>Fund/Service/Major</b>	<b>Cost to Continue (C2C)</b>	<b>Request</b>	<b>Change: Request v. C2C</b>
<b>1220 - OTHER GRANTS</b>	<b>\$179,926</b>	<b>\$0</b>	<b>-\$179,926</b>
621 - AFFORDABLE HOUSING	\$66,884	\$0	-\$66,884
42 - INTERGOV REVENUES	\$0	-\$66,884	-\$66,884
51 - SALARIES	\$58,440	\$58,440	\$0
52 - BENEFITS	\$8,445	\$8,445	\$0
53 - SUPPLIES	\$0	\$0	\$0
54 - PURCHASED SERVICES	\$0	\$0	\$0
624 - COMMUNITY SUPPORT SERVICES	\$113,042	\$0	-\$113,042
42 - INTERGOV REVENUES	\$0	-\$113,042	-\$113,042
51 - SALARIES	\$81,679	\$81,679	\$0
52 - BENEFITS	\$31,363	\$31,363	\$0
53 - SUPPLIES	\$0	\$0	\$0
54 - PURCHASED SERVICES	\$0	\$0	\$0
57 - INTER DEPART CHARGES	\$0	\$0	\$0
622 - ECON DEV AND EMP OPPORTUNITIES	\$0	\$0	\$0
42 - INTERGOV REVENUES	\$0	\$0	\$0
53 - SUPPLIES	\$0	\$0	\$0
54 - PURCHASED SERVICES	\$0	\$0	\$0
57 - INTER DEPART CHARGES	\$0	\$0	\$0
625 - OVERALL PROGRAM ADMINISTRATION	\$0	\$0	\$0
42 - INTERGOV REVENUES	\$0	\$0	\$0
54 - PURCHASED SERVICES	\$0	\$0	\$0
<b>1250 - OTHER RESTRICTED</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
621 - AFFORDABLE HOUSING	\$0	\$0	\$0
42 - INTERGOV REVENUES	\$0	\$0	\$0
43 - CHARGES FOR SERVICES	\$0	\$0	\$0
46 - INVEST OTHER CONTRIB	\$0	\$0	\$0
48 - OTHER FINANCE SOURCE	\$0	\$0	\$0
49 - TRANSFER IN	\$0	\$0	\$0
53 - SUPPLIES	\$0	\$0	\$0
54 - PURCHASED SERVICES	\$0	\$0	\$0
59 - TRANSFER OUT	\$0	\$0	\$0

## 2024 Operating Budget Service Budget Proposal Form

Instructions: Complete one form per Service. When saving the file, add the Agency and Service name to the file name. Submit by saving a copy of the proposal form in you F:/Common Drive Folder.

Part 1. Identifying Information	
Select your Agency:	COMMUNITY DEVELOPMENT DIVISION
Enter your Service:	Affordable Housing (621)
Review the "Service Description" in the <a href="#">2023 Adopted Budget</a> . Do you have any updates? <input type="checkbox"/> No – No change to description <input checked="" type="checkbox"/> Yes – Description needs to be updated	
<i>If yes, enter updated Service Description here:</i>  This service supports partnerships between the City and both non-profit and for-profit partners in efforts to preserve, improve, and expand the supply of affordable housing for homeowners and for renters. Funds are made available to support the rehabilitation of existing owner-occupied housing and to develop new owner-occupied and rental housing. Funds are also used to help improve housing stability for homebuyers, renters, persons experiencing homelessness, and special needs populations through homebuyer assistance, homeless services, and other housing resources. The goal of this service is to ensure that decent, safe, sanitary, and affordable housing opportunities are available to low- and moderate-income households; part of a broader strategy to enhance the stability of households, neighborhoods, and communities.	
Review the "Activities Performed by Service" in the <a href="#">2023 Adopted Budget</a> . Do you have any updates? <input type="checkbox"/> No – No change to activities <input checked="" type="checkbox"/> Yes – Activities need to be updated	
<i>If yes, enter updated Activities Performed by Service here:</i>  <ul style="list-style-type: none"> <li><u>Housing Supply</u>: Provide loans to help finance the development of new rental and owner-occupied housing and rehabilitation of existing housing stock.</li> <li><u>Housing Assistance</u>: Offer support for home purchases, homebuyer education, tenant services, fair housing practices, and other services that assist tenants, homeless, and special needs populations.</li> </ul>	

Part 2. Base Budget Proposal: Significant Changes (\$10,000 or more)
Agencies can propose net neutral reallocations within their budget, but must explain changes of \$10,000 or more at the <b>Service and/or Major level</b> .  Examples of changes that <b>do</b> need to be detailed: <ul style="list-style-type: none"> <li>Moving \$10,000+ within a Service from one Major to another Major</li> <li>Moving \$10,000+ within a Major from one Service to another Service</li> </ul>

Examples of changes that **do not** need to be detailed:

- Total changes of less than \$10,000 at the Major and Service level.
- Object level changes do not need additional justification if the net change to the Major is less than \$10,000. For example, if you propose moving \$15,000 from Consulting to Software within the Purchased Services Major, you do not need to detail the change if it is within the same Service.

If your proposed changes are a technical correction to your base budget, you can simply state that the change is a correction/ adjustment in the narrative questions below.

### Summary Table of *Service and/or Major* Changes of \$10,000 or More

Complete the table below to detail changes at the Service and/or Major level and answer the narrative questions to describe your changes. **If you have no significant changes, skip this section**

Fund	Major	\$ Change	Description
Select	Select	Enter \$.	Click or tap here to enter text.
Select	Select	Enter \$.	Click or tap here to enter text.
Select	Select	Enter \$.	Click or tap here to enter text.

Explain the impact of your proposed change(s). Will there be a change to current activities or service levels? Why is this change needed in the 2024 budget?

Click or tap here to enter text.

Explain how your proposed change(s) will align with your draft 2023-2024 Department Equity Action Plan. Will the change(s) address specific inequities or advance other equity goals? Is the change related to a Neighborhood Resource Team (NRT) recommendation? Be as specific as possible.

Click or tap here to enter text.

### Part 3. Supplemental Requests

Agencies may submit up to one (1) supplemental request to address citywide priorities or urgent needs. Before submitting a supplemental request, agencies should first examine whether they can address their needs through reallocations within the base budget or by implementing operational efficiencies.

**If you are not submitting a supplemental request, skip this section.**

Describe your supplemental proposal. What citywide priority or urgent need does the proposal address? What data informed your proposal?

Click or tap here to enter text.

Estimated Costs:

- Personnel: \$Click or tap here to enter text.
- Non-Personnel: \$Click or tap here to enter text.
- Explain the assumptions you used to estimate costs: Click or tap here to enter text.

What efforts have you taken to reallocate resources, identify process improvements, or implement other operational efficiencies prior to submitting this request?

Click or tap here to enter text.

If funded, what performance measures will you track to determine whether the additional funding is meeting the stated goals?

[Click or tap here to enter text.](#)

Explain how your proposed change(s) will align with your draft 2023-2024 Department Equity Action Plan. Will the change(s) address specific inequities or advance other equity goals? Is the change related to a Neighborhood Resource Team (NRT) recommendation? Be as specific as possible.

[Click or tap here to enter text.](#)

#### Part 4. Personnel Changes

All proposed personnel change must be submitted for review, even if the change is net neutral. Agencies should contact their HR Analyst to discuss proposed changes prior to submitting their request. Any proposal that adds a completely new position (i.e. a position that does not have an existing classification) must include a draft job description.

If the proposed personnel changes require supplemental funding, be sure to complete "Part 3. Supplemental Request" above. **If you are not submitting personnel changes, skip this section.**

**Allocation Changes:** Does your proposal change the position allocations of existing positions?

- No – No allocation changes  
 Yes – Includes proposed allocation changes

*If yes, complete the "Position Allocation Change Form" and submit as part of your proposal.*

**Reclassifications:** Does your proposal reclassify existing positions?

- No – No reclassifications  
 Yes – Includes proposed reclassifications

*If yes, provide the position number and briefly describe the change:*

[Click or tap here to enter text.](#)

**# of FTEs:** Does your proposal change the total number of FTE positions for an existing classification?

- No – No change to # of FTEs  
 Yes – Includes proposed change to # of FTEs

*If yes, provide the position classification and briefly describe the change:*

[Click or tap here to enter text.](#)

**New Positions:** Does your proposal create a new position? (i.e. position with no existing classification)

- No – No new positions  
 Yes – Includes proposed new positions

*If yes, submit a draft position description with your proposal and briefly describe the change here:*

[Click or tap here to enter text.](#)

Explain the impact of your proposed personnel change(s). Will there be a change to current activities or service levels? Why is this change needed in the 2024 budget?

[Click or tap here to enter text.](#)

Explain how your proposed personnel change(s) will align with your draft Department Equity Action Plan. Will the change(s) address specific inequities or advance other equity goals?

[Click or tap here to enter text.](#)

## 2024 Operating Budget Service Budget Proposal Form

Instructions: Complete one form per Service. When saving the file, add the Agency and Service name to the file name. Submit by saving a copy of the proposal form in you F:/Common Drive Folder.

Part 1. Identifying Information	
Select your Agency:	COMMUNITY DEVELOPMENT DIVISION
Enter your Service:	Community Support Services (624)
Review the "Service Description" in the <a href="#">2023 Adopted Budget</a> . Do you have any updates? <input type="checkbox"/> No – No change to description <input checked="" type="checkbox"/> Yes – Description needs to be updated	
<i>If yes, enter updated Service Description here:</i>  This service supports the network of community services providers in Madison and, primarily through them, seeks to improve residents' access to resources and opportunities that can help them reach their full potential. The service includes multiple program areas: (1) Early Childhood Care Services and Support, (2) Child and Youth Programming, (3) Madison Senior Center and Older Adult Services, (4) Crisis Intervention and Prevention Services, and (5) Community Engagement efforts such as those connected to targeted funding, like that awarded by the Department of Justice's Bureau of Justice Assistance (BJA) to support data-driven, comprehensive, and community-oriented strategies to reduce crime. Agencies funded under this service also receive technical assistance, collaborative planning, and consultative support from CDD staff. Through this service, CDD seeks to foster and support a continuum of services that promote positive youth development, enhance individual and household stability, and ensure equitable access to resources.	
Review the "Activities Performed by Service" in the <a href="#">2023 Adopted Budget</a> . Do you have any updates? <input type="checkbox"/> No – No change to activities <input checked="" type="checkbox"/> Yes – Activities need to be updated	
<i>If yes, enter updated Activities Performed by Service here:</i>  <ul style="list-style-type: none"> <li><u>Crisis Intervention &amp; Prevention</u>: Offer financial and other support to community-based organizations that provide services and resources to persons affected by domestic violence, childhood trauma, sexual assault, youth homelessness, chronic impoverishment or past incarceration.</li> <li><u>Child Care</u>: Work with local child care providers to improve the quality and capacity of early childhood care services through on-site accreditation, support and training, and provide financial subsidies to help low-income households pay for quality child care.</li> <li><u>Children and Families</u>: Offer financial and other support to community-based organizations that provide early childhood and elementary school aged programming.</li> <li><u>Youth Services</u>: Administer contracts with community partners to provide out-of-school time programming for middle and high school youth and coordinate the Madison-Area Out-of-School Time (MOST) initiative.</li> <li><u>Older Adults and Aging</u>: Offer financial and other assistance to community-based organizations that provide essential services to older adults.</li> </ul>	

- Madison Senior Center: Operate a facility devoted to supporting activities, events, and services that promote successful aging to Madison’s population of older adults.
- Byrne Criminal Justice Initiative: In partnership with Madison Dane County Public Health, and the Madison Police Department, administer a U.S. Department of Justice grant to develop a multi-stakeholder, cross-sector plan to improve public safety in Downtown Madison and to implement evidence-based programming & activities to achieve project goals.

**Part 2. Base Budget Proposal: Significant Changes (\$10,000 or more)**

Agencies can propose net neutral reallocations within their budget, but must explain changes of \$10,000 or more at the **Service and/or Major level**.

Examples of changes that **do** need to be detailed:

- Moving \$10,000+ within a Service from one Major to another Major
- Moving \$10,000+ within a Major from one Service to another Service

Examples of changes that **do not** need to be detailed:

- Total changes of less than \$10,000 at the Major and Service level.
- Object level changes do not need additional justification if the net change to the Major is less than \$10,000. For example, if you propose moving \$15,000 from Consulting to Software within the Purchased Services Major, you do not need to detail the change if it is within the same Service.

If your proposed changes are a technical correction to your base budget, you can simply state that the change is a correction/ adjustment in the narrative questions below.

**Summary Table of Service and/or Major Changes of \$10,000 or More**

Complete the table below to detail changes at the Service and/or Major level and answer the narrative questions to describe your changes. **If you have no significant changes, skip this section**

Fund	Major	\$ Change	Description
1100 - GENERAL	54 - PURCHASED SERVICES	\$ -27,350	Includes a projected \$27k reduction in MSC Foundation-funded grants for 2024; plus misc. smaller adjustments to other services (memberships, advertising, catering, program svcs, etc.) that, in aggregate, amount to a further reduction in this Major of \$350. Aside from a single adjustment within Org 62440, all changes are within Orgs 62471 (Madison Senior Center) and 62472 (MSC Foundation).
1100 - GENERAL	53 - SUPPLIES	\$ +15,800	Includes an increase of \$16,500 for the anticipated 2024 IT installation of equipment that will help facilitate seamless "hybrid" (live/virtual) programming in Room 1 of the Madison Senior Center; plus misc. small adjustments to other supplies (postage, work/building supplies, etc.) that, in aggregate, amount to a reduction

			of \$700. All changes are within Orgs 62471 (Madison Senior Center) and 62472 (MSC Foundation).
1100 - GENERAL	46 - INVEST OTHER CONTRIB	\$ +11,550	Reflects a reduction in anticipated MSC Foundation contributions (primarily due to the reduction in anticipated MSCF-funded grant activity), in order to net Org 62472 (MSC Foundation) to zero for 2024.
Select	Select	Enter \$.	Click or tap here to enter text.
Select	Select	Enter \$.	Click or tap here to enter text.
Select	Select	Enter \$.	Click or tap here to enter text.
Select	Select	Enter \$.	Click or tap here to enter text.
Select	Select	Enter \$.	Click or tap here to enter text.
Select	Select	Enter \$.	Click or tap here to enter text.
Select	Select	Enter \$.	Click or tap here to enter text.

Explain the impact of your proposed change(s). Will there be a change to current activities or service levels? Why is this change needed in the 2024 budget?

These changes mostly live within Org 62472 (Madison Senior Center Foundation). The MSCF Board, in consultation with Karen Cator (Madison Senior Center), develops a "self-contained" (i.e., Org 62472 always nets to zero) budget for the following year, which is incorporated into CDD's Operating Budget development. For 2024, the Board anticipates funding fewer grants (based on past actual grant activity), and plans to use a portion of that funding to instead support IT's installation of much-needed equipment that will enable the Senior Center to offer "hybrid" (live/virtual) programming.

The remaining other minor adjustments will have no significant impact.

Explain how your proposed change(s) will align with your draft 2023-2024 Department Equity Action Plan. Will the change(s) address specific inequities or advance other equity goals? Is the change related to a Neighborhood Resource Team (NRT) recommendation? Be as specific as possible.

The installation (by City IT) of special equipment in Room 1 of the Madison Senior Center will help facilitate the participation of homebound older adults in some of the programming offered by the MSC.

None of the entered changes/adjustments are related to NRT recommendations.

**Part 3. Supplemental Requests**

Agencies may submit up to one (1) supplemental request to address citywide priorities or urgent needs. Before submitting a supplemental request, agencies should first examine whether they can address their needs through reallocations within the base budget or by implementing operational efficiencies. **If you are not submitting a supplemental request, skip this section.**

Describe your supplemental proposal. What citywide priority or urgent need does the proposal address? What data informed your proposal?

The supplemental proposal seeks \$295,000 to provide cost of living adjustments across three program areas – early childhood care, school-age youth and older adult services – that are scheduled for funding processes. It represents a 10% increase over base level funding for all three program areas. These agencies will have gone at least 5 years without an adjustment to provide services the City seeks. An additional \$105,000 is needed to fund program expansions recommended by the Community Services Committee in school-age youth programs. Requests for funding routinely exceed available funds by 2-3X.

Estimated Costs:

- Personnel: [Click or tap here to enter text.](#)
- Non-Personnel: \$295,000 - \$400,000
- Explain the assumptions you used to estimate costs: The cost of living adjustment reflects a 10% increase in base funding, for agencies that have not seen increases in 5 years or more. The added cost reflects program expansions recommended by the Community Services Committee and scheduled for Council action later this month.

What efforts have you taken to reallocate resources, identify process improvements, or implement other operational efficiencies prior to submitting this request?

Our focus has been on process improvements, specifically, improving access to our funds, providing greater clarity about program content and City expectations of funded agencies. We believe a meaningful reallocation discussion needs to be part of a longer term budget conversation.

If funded, what performance measures will you track to determine whether the additional funding is meeting the stated goals?

Each Request for Proposals document, which serves as the foundation for a funding process, details performance expectations that accompany City funding – each unique to the specific program area. Outcome and performance measurements, including reporting requirements, are further codified by contract for each funded agency.

Explain how your proposed change(s) will align with your draft 2023-2024 Department Equity Action Plan. Will the change(s) address specific inequities or advance other equity goals? Is the change related to a Neighborhood Resource Team (NRT) recommendation? Be as specific as possible.

CDD's draft Plan speaks less to funding levels across specific program areas and more to such things as continuing to improve process (including agency contracts), better communicate outcomes of CDD-funded programs and undertake longer-range planning. These are changes designed to continue CDD's progress in making funds more accessible to community partners, and more responsive to the agencies, and the residents, we serve.



## Part 4. Personnel Changes

All proposed personnel change must be submitted for review, even if the change is net neutral. Agencies should contact their HR Analyst to discuss proposed changes prior to submitting their request. Any proposal that adds a completely new position (i.e. a position that does not have an existing classification) must include a draft job description.

If the proposed personnel changes require supplemental funding, be sure to complete “Part 3. Supplemental Request” above. **If you are not submitting personnel changes, skip this section.**

**Allocation Changes:** Does your proposal change the position allocations of existing positions?

- No – No allocation changes  
 Yes – Includes proposed allocation changes

*If yes, complete the “Position Allocation Change Form” and submit as part of your proposal.*

**Reclassifications:** Does your proposal reclassify existing positions?

- No – No reclassifications  
 Yes – Includes proposed reclassifications

*If yes, provide the position number and briefly describe the change:*  
Click or tap here to enter text.

**# of FTEs:** Does your proposal change the total number of FTE positions for an existing classification?

- No – No change to # of FTEs  
 Yes – Includes proposed change to # of FTEs

*If yes, provide the position classification and briefly describe the change:*  
Click or tap here to enter text.

**New Positions:** Does your proposal create a new position? (i.e. position with no existing classification)

- No – No new positions  
 Yes – Includes proposed new positions

*If yes, submit a draft position description with your proposal and briefly describe the change here:*  
Click or tap here to enter text.

Explain the impact of your proposed personnel change(s). Will there be a change to current activities or service levels? Why is this change needed in the 2024 budget?

Click or tap here to enter text.

Explain how your proposed personnel change(s) will align with your draft Department Equity Action Plan. Will the change(s) address specific inequities or advance other equity goals?

Click or tap here to enter text.

## 2024 Operating Budget Service Budget Proposal Form

Instructions: Complete one form per Service. When saving the file, add the Agency and Service name to the file name. Submit by saving a copy of the proposal form in you F:/Common Drive Folder.

Part 1. Identifying Information	
Select your Agency:	COMMUNITY DEVELOPMENT DIVISION
Enter your Service:	Economic Development & Employment (622)
Review the "Service Description" in the <a href="#">2023 Adopted Budget</a> . Do you have any updates? <input type="checkbox"/> No – No change to description <input checked="" type="checkbox"/> Yes – Description needs to be updated	
<i>If yes, enter updated Service Description here:</i>  This service offers financial and technical assistance to small businesses and entrepreneurs. It also assists youth and adults who face barriers to employment by supporting a network of local agencies that offer job and career training, skill development, and other related services. The goal of this service is to improve economic opportunities for job seekers, entrepreneurs, and small business owners.	
Review the "Activities Performed by Service" in the <a href="#">2023 Adopted Budget</a> . Do you have any updates? <input type="checkbox"/> No – No change to activities <input checked="" type="checkbox"/> Yes – Activities need to be updated	
<i>If yes, enter updated Activities Performed by Service here:</i>  <ul style="list-style-type: none"> <li>• <u>Job Creation and Community Business Development</u>: Offer loans to small businesses to help finance projects that create new jobs.</li> <li>• <u>Small Business (Micro-enterprise) Development</u>: Provide technical assistance and small loans to entrepreneurs seeking to start new businesses.</li> <li>• <u>Adult Employment &amp; Training</u>: Support community partners that offer a range of employment training, job readiness and career development services to adults who face obstacles to gainful employment.</li> <li>• <u>Young Adult Employment &amp; Training</u>: Support community partners that provide young adults (ages 18-26) with age-appropriate employment, employment training, and job coaching opportunities.</li> <li>• <u>Youth Employment &amp; Training</u>: Support community partners that provide youth (ages 14-21) with age-appropriate employment, employment training, and job coaching opportunities.</li> </ul>	

Part 2. Base Budget Proposal: Significant Changes (\$10,000 or more)
Agencies can propose net neutral reallocations within their budget, but must explain changes of \$10,000 or more at the <b>Service and/or Major level</b> .

Examples of changes that **do** need to be detailed:

- Moving \$10,000+ within a Service from one Major to another Major
- Moving \$10,000+ within a Major from one Service to another Service

Examples of changes that **do not** need to be detailed:

- Total changes of less than \$10,000 at the Major and Service level.
- Object level changes do not need additional justification if the net change to the Major is less than \$10,000. For example, if you propose moving \$15,000 from Consulting to Software within the Purchased Services Major, you do not need to detail the change if it is within the same Service.

If your proposed changes are a technical correction to your base budget, you can simply state that the change is a correction/ adjustment in the narrative questions below.

### Summary Table of *Service and/or Major* Changes of \$10,000 or More

Complete the table below to detail changes at the Service and/or Major level and answer the narrative questions to describe your changes. **If you have no significant changes, skip this section**

Fund	Major	\$ Change	Description
Select	Select	Enter \$.	Click or tap here to enter text.
Select	Select	Enter \$.	Click or tap here to enter text.
Select	Select	Enter \$.	Click or tap here to enter text.

Explain the impact of your proposed change(s). Will there be a change to current activities or service levels? Why is this change needed in the 2024 budget?

Click or tap here to enter text.

Explain how your proposed change(s) will align with your draft 2023-2024 Department Equity Action Plan. Will the change(s) address specific inequities or advance other equity goals? Is the change related to a Neighborhood Resource Team (NRT) recommendation? Be as specific as possible.

Click or tap here to enter text.

### Part 3. Supplemental Requests

Agencies may submit up to one (1) supplemental request to address citywide priorities or urgent needs. Before submitting a supplemental request, agencies should first examine whether they can address their needs through reallocations within the base budget or by implementing operational efficiencies.

**If you are not submitting a supplemental request, skip this section.**

Describe your supplemental proposal. What citywide priority or urgent need does the proposal address? What data informed your proposal?

Click or tap here to enter text.

Estimated Costs:

- Personnel: \$Click or tap here to enter text.
- Non-Personnel: \$Click or tap here to enter text.
- Explain the assumptions you used to estimate costs: Click or tap here to enter text.

What efforts have you taken to reallocate resources, identify process improvements, or implement other operational efficiencies prior to submitting this request?

Click or tap here to enter text.

If funded, what performance measures will you track to determine whether the additional funding is meeting the stated goals?

[Click or tap here to enter text.](#)

Explain how your proposed change(s) will align with your draft 2023-2024 Department Equity Action Plan. Will the change(s) address specific inequities or advance other equity goals? Is the change related to a Neighborhood Resource Team (NRT) recommendation? Be as specific as possible.

[Click or tap here to enter text.](#)

#### Part 4. Personnel Changes

All proposed personnel change must be submitted for review, even if the change is net neutral. Agencies should contact their HR Analyst to discuss proposed changes prior to submitting their request. Any proposal that adds a completely new position (i.e. a position that does not have an existing classification) must include a draft job description.

If the proposed personnel changes require supplemental funding, be sure to complete "Part 3. Supplemental Request" above. **If you are not submitting personnel changes, skip this section.**

**Allocation Changes:** Does your proposal change the position allocations of existing positions?

- No – No allocation changes  
 Yes – Includes proposed allocation changes

*If yes, complete the "Position Allocation Change Form" and submit as part of your proposal.*

**Reclassifications:** Does your proposal reclassify existing positions?

- No – No reclassifications  
 Yes – Includes proposed reclassifications

*If yes, provide the position number and briefly describe the change:*

[Click or tap here to enter text.](#)

**# of FTEs:** Does your proposal change the total number of FTE positions for an existing classification?

- No – No change to # of FTEs  
 Yes – Includes proposed change to # of FTEs

*If yes, provide the position classification and briefly describe the change:*

[Click or tap here to enter text.](#)

**New Positions:** Does your proposal create a new position? (i.e. position with no existing classification)

- No – No new positions  
 Yes – Includes proposed new positions

*If yes, submit a draft position description with your proposal and briefly describe the change here:*

[Click or tap here to enter text.](#)

Explain the impact of your proposed personnel change(s). Will there be a change to current activities or service levels? Why is this change needed in the 2024 budget?

[Click or tap here to enter text.](#)

Explain how your proposed personnel change(s) will align with your draft Department Equity Action Plan. Will the change(s) address specific inequities or advance other equity goals?

[Click or tap here to enter text.](#)

## 2024 Operating Budget Service Budget Proposal Form

Instructions: Complete one form per Service. When saving the file, add the Agency and Service name to the file name. Submit by saving a copy of the proposal form in you F:/Common Drive Folder.

Part 1. Identifying Information	
Select your Agency:	COMMUNITY DEVELOPMENT DIVISION
Enter your Service:	Overall Program Administration (625)
Review the "Service Description" in the <a href="#">2023 Adopted Budget</a> . Do you have any updates? <input type="checkbox"/> No – No change to description <input checked="" type="checkbox"/> Yes – Description needs to be updated	
<i>If yes, enter updated Service Description here:</i>  This service supports general management and administrative functions within the Community Development Division, including staff's participation in citywide efforts and initiatives not specifically tied to one of the other services. The goal of this service is to respond to community needs by strengthening collaboration among community partners and providing effective and efficient coordination of City funding and resources.	
Review the "Activities Performed by Service" in the <a href="#">2023 Adopted Budget</a> . Do you have any updates? <input type="checkbox"/> No – No change to activities <input checked="" type="checkbox"/> Yes – Activities need to be updated	
<i>If yes, enter updated Activities Performed by Service here:</i>  <ul style="list-style-type: none"> <li><u>Direct Administration &amp; Support Services</u>: Provide overall staffing, budgeting, and operational support to the Division within the Community Development Block Grant (CDBG), Child Care, Community Resources, and Administration units.</li> </ul>	

Part 2. Base Budget Proposal: Significant Changes (\$10,000 or more)
Agencies can propose net neutral reallocations within their budget, but must explain changes of \$10,000 or more at the <b>Service and/or Major level</b> .
Examples of changes that <b>do</b> need to be detailed: <ul style="list-style-type: none"> <li>Moving \$10,000+ within a Service from one Major to another Major</li> <li>Moving \$10,000+ within a Major from one Service to another Service</li> </ul>
Examples of changes that <b>do not</b> need to be detailed: <ul style="list-style-type: none"> <li>Total changes of less than \$10,000 at the Major and Service level.</li> <li>Object level changes do not need additional justification if the net change to the Major is less than \$10,000. For example, if you propose moving \$15,000 from Consulting to Software</li> </ul>

within the Purchased Services Major, you do not need to detail the change if it is within the same Service.

If your proposed changes are a technical correction to your base budget, you can simply state that the change is a correction/ adjustment in the narrative questions below.

### Summary Table of *Service and/or Major* Changes of \$10,000 or More

Complete the table below to detail changes at the Service and/or Major level and answer the narrative questions to describe your changes. **If you have no significant changes, skip this section**

Fund	Major	\$ Change	Description
Select	Select	Enter \$.	Click or tap here to enter text.
Select	Select	Enter \$.	Click or tap here to enter text.
Select	Select	Enter \$.	Click or tap here to enter text.

Explain the impact of your proposed change(s). Will there be a change to current activities or service levels? Why is this change needed in the 2024 budget?

Click or tap here to enter text.

Explain how your proposed change(s) will align with your draft 2023-2024 Department Equity Action Plan. Will the change(s) address specific inequities or advance other equity goals? Is the change related to a Neighborhood Resource Team (NRT) recommendation? Be as specific as possible.

Click or tap here to enter text.

### Part 3. Supplemental Requests

Agencies may submit up to one (1) supplemental request to address citywide priorities or urgent needs. Before submitting a supplemental request, agencies should first examine whether they can address their needs through reallocations within the base budget or by implementing operational efficiencies. **If you are not submitting a supplemental request, skip this section.**

Describe your supplemental proposal. What citywide priority or urgent need does the proposal address? What data informed your proposal?

Click or tap here to enter text.

Estimated Costs:

- Personnel: \$Click or tap here to enter text.
- Non-Personnel: \$Click or tap here to enter text.
- Explain the assumptions you used to estimate costs: Click or tap here to enter text.

What efforts have you taken to reallocate resources, identify process improvements, or implement other operational efficiencies prior to submitting this request?

Click or tap here to enter text.

If funded, what performance measures will you track to determine whether the additional funding is meeting the stated goals?

Click or tap here to enter text.

Explain how your proposed change(s) will align with your draft 2023-2024 Department Equity Action Plan. Will the change(s) address specific inequities or advance other equity goals? Is the change related to a Neighborhood Resource Team (NRT) recommendation? Be as specific as possible.

Click or tap here to enter text.

#### Part 4. Personnel Changes

All proposed personnel change must be submitted for review, even if the change is net neutral. Agencies should contact their HR Analyst to discuss proposed changes prior to submitting their request. Any proposal that adds a completely new position (i.e. a position that does not have an existing classification) must include a draft job description.

If the proposed personnel changes require supplemental funding, be sure to complete “Part 3. Supplemental Request” above. **If you are not submitting personnel changes, skip this section.**

**Allocation Changes:** Does your proposal change the position allocations of existing positions?

- No – No allocation changes  
 Yes – Includes proposed allocation changes

*If yes, complete the “Position Allocation Change Form” and submit as part of your proposal.*

**Reclassifications:** Does your proposal reclassify existing positions?

- No – No reclassifications  
 Yes – Includes proposed reclassifications

*If yes, provide the position number and briefly describe the change:*

Click or tap here to enter text.

**# of FTEs:** Does your proposal change the total number of FTE positions for an existing classification?

- No – No change to # of FTEs  
 Yes – Includes proposed change to # of FTEs

*If yes, provide the position classification and briefly describe the change:*

Click or tap here to enter text.

**New Positions:** Does your proposal create a new position? (i.e. position with no existing classification)

- No – No new positions  
 Yes – Includes proposed new positions

*If yes, submit a draft position description with your proposal and briefly describe the change here:*

Click or tap here to enter text.

Explain the impact of your proposed personnel change(s). Will there be a change to current activities or service levels? Why is this change needed in the 2024 budget?

Click or tap here to enter text.

Explain how your proposed personnel change(s) will align with your draft Department Equity Action Plan. Will the change(s) address specific inequities or advance other equity goals?

Click or tap here to enter text.

## 2024 Operating Budget Service Budget Proposal Form

Instructions: Complete one form per Service. When saving the file, add the Agency and Service name to the file name. Submit by saving a copy of the proposal form in you F:/Common Drive Folder.

Part 1. Identifying Information	
Select your Agency:	COMMUNITY DEVELOPMENT DIVISION
Enter your Service:	Strong and Healthy Neighborhoods (623)
Review the "Service Description" in the <a href="#">2023 Adopted Budget</a> . Do you have any updates? <input type="checkbox"/> No – No change to description <input checked="" type="checkbox"/> Yes – Description needs to be updated	
<i>If yes, enter updated Service Description here:</i>  This service focuses on strengthening neighborhoods through strategic investments in physical assets and amenities, including neighborhood centers, and other facilities that provide public benefit. It also supports other neighborhood-based planning and revitalization efforts. The goal of the service is to strengthen neighborhoods and build community by bringing people of diverse backgrounds together.	
Review the "Activities Performed by Service" in the <a href="#">2023 Adopted Budget</a> . Do you have any updates? <input type="checkbox"/> No – No change to activities <input checked="" type="checkbox"/> Yes – Activities need to be updated	
<i>If yes, enter updated Activities Performed by Service here:</i>  <ul style="list-style-type: none"> <li><u>Neighborhood Centers</u>: Provide non-program specific support to neighborhood centers and for other community focal points.</li> <li><u>Capital Improvements for Community Organizations</u>: Offer loans to non-profit community partners to help finance capital projects that create, expand or improve community facilities that benefit public users.</li> <li><u>Neighborhood Revitalization Plans and Projects</u>: Work with neighborhood residents to develop specialized neighborhood plans that contribute to revitalization efforts and/or community improvements.</li> </ul>	

Part 2. Base Budget Proposal: Significant Changes (\$10,000 or more)
Agencies can propose net neutral reallocations within their budget, but must explain changes of \$10,000 or more at the <b>Service and/or Major level</b> .
Examples of changes that <b>do</b> need to be detailed: <ul style="list-style-type: none"> <li>Moving \$10,000+ within a Service from one Major to another Major</li> <li>Moving \$10,000+ within a Major from one Service to another Service</li> </ul>
Examples of changes that <b>do not</b> need to be detailed: <ul style="list-style-type: none"> <li>Total changes of less than \$10,000 at the Major and Service level.</li> </ul>



- Object level changes do not need additional justification if the net change to the Major is less than \$10,000. For example, if you propose moving \$15,000 from Consulting to Software within the Purchased Services Major, you do not need to detail the change if it is within the same Service.

If your proposed changes are a technical correction to your base budget, you can simply state that the change is a correction/ adjustment in the narrative questions below.

**Summary Table of Service and/or Major Changes of \$10,000 or More**

Complete the table below to detail changes at the Service and/or Major level and answer the narrative questions to describe your changes. **If you have no significant changes, skip this section**

Fund	Major	\$ Change	Description
Select	Select	Enter \$.	Click or tap here to enter text.
Select	Select	Enter \$.	Click or tap here to enter text.
Select	Select	Enter \$.	Click or tap here to enter text.

Explain the impact of your proposed change(s). Will there be a change to current activities or service levels? Why is this change needed in the 2024 budget?  
Click or tap here to enter text.

Explain how your proposed change(s) will align with your draft 2023-2024 Department Equity Action Plan. Will the change(s) address specific inequities or advance other equity goals? Is the change related to a Neighborhood Resource Team (NRT) recommendation? Be as specific as possible.  
Click or tap here to enter text.

**Part 3. Supplemental Requests**

Agencies may submit up to one (1) supplemental request to address citywide priorities or urgent needs. Before submitting a supplemental request, agencies should first examine whether they can address their needs through reallocations within the base budget or by implementing operational efficiencies. **If you are not submitting a supplemental request, skip this section.**

Describe your supplemental proposal. What citywide priority or urgent need does the proposal address? What data informed your proposal?  
Click or tap here to enter text.

Estimated Costs:

- Personnel: \$Click or tap here to enter text.
- Non-Personnel: \$Click or tap here to enter text.
- Explain the assumptions you used to estimate costs: Click or tap here to enter text.

What efforts have you taken to reallocate resources, identify process improvements, or implement other operational efficiencies prior to submitting this request?  
Click or tap here to enter text.

If funded, what performance measures will you track to determine whether the additional funding is meeting the stated goals?  
Click or tap here to enter text.

Explain how your proposed change(s) will align with your draft 2023-2024 Department Equity Action Plan. Will the change(s) address specific inequities or advance other equity goals? Is the change related to a Neighborhood Resource Team (NRT) recommendation? Be as specific as possible.  
Click or tap here to enter text.

#### Part 4. Personnel Changes

All proposed personnel change must be submitted for review, even if the change is net neutral. Agencies should contact their HR Analyst to discuss proposed changes prior to submitting their request. Any proposal that adds a completely new position (i.e. a position that does not have an existing classification) must include a draft job description.

If the proposed personnel changes require supplemental funding, be sure to complete "Part 3. Supplemental Request" above. **If you are not submitting personnel changes, skip this section.**

**Allocation Changes:** Does your proposal change the position allocations of existing positions?

- No – No allocation changes  
 Yes – Includes proposed allocation changes

*If yes, complete the "Position Allocation Change Form" and submit as part of your proposal.*

**Reclassifications:** Does your proposal reclassify existing positions?

- No – No reclassifications  
 Yes – Includes proposed reclassifications

*If yes, provide the position number and briefly describe the change:*

Click or tap here to enter text.

**# of FTEs:** Does your proposal change the total number of FTE positions for an existing classification?

- No – No change to # of FTEs  
 Yes – Includes proposed change to # of FTEs

*If yes, provide the position classification and briefly describe the change:*

Click or tap here to enter text.

**New Positions:** Does your proposal create a new position? (i.e. position with no existing classification)

- No – No new positions  
 Yes – Includes proposed new positions

*If yes, submit a draft position description with your proposal and briefly describe the change here:*

Click or tap here to enter text.

Explain the impact of your proposed personnel change(s). Will there be a change to current activities or service levels? Why is this change needed in the 2024 budget?

Click or tap here to enter text.

Explain how your proposed personnel change(s) will align with your draft Department Equity Action Plan. Will the change(s) address specific inequities or advance other equity goals?

Click or tap here to enter text.