

Application: 0000000066

Elsa Caetano - director@khcommunitycenter.org
Funding for Community Response and Preparedness

Summary

ID: 0000000066
Last submitted: Apr 19 2024 10:31 AM (CDT)

Application: Funding for Community Response and Preparedness

Completed - Apr 19 2024

Application: Funding for Community Response and Preparedness

SECTION 1: GENERAL INFORMATION

Lead Name of Organization:

Kennedy Heights Community Center

Fiscal Agent (If Applicable):

(No response)

Contact Name:

Elsa Caetano

Address:

199 Kennedy Heights Road

City, State, Zip Code:

Madison, WI, 53704

Email Address:

Elsa@khcommunitycenter.org

Phone Number:

608-244-0767

SECTION 2: APPLICATION DETAILS

Name of Project/Program/Initiative:

Enhancing Community Resilience to Natural Disasters and Emergencies

Amount requested:

Request Limit: \$14,000

\$ 14,000

Project Start Date:

05/01/2024

Project End Date:

08/01/2024

Brief Summary of your Program:

100 Words Limit

Kennedy Heights is glad to provide this grant proposal to help communities get ready for and respond to emergencies, crises, and natural disasters including air quality emergencies and extreme heat mitigation. In addition to provide prompt assistance in times of need, we understand how critical it is to give communities the tools and information they need to proactively reduce risks and build resilience. This proposal describes an all-inclusive strategy for allocating resources to meet our communities' needs for preparedness and response.

1. Please provide a full description of your project including the activities, with a specific focus of how it is responsive to the priorities of the RFP and addresses one or more of the HVA priorities.

By addressing response and readiness needs across a number of high-priority areas highlighted in the 2024 Hazard Vulnerability/Risk Assessment (HVA), our project seeks to improve community resilience. We aim to make our communal spaces more responsive and robust by direct investments, so that we can successfully tend to the needs of our residents in times of emergencies.

Program Initiatives:

Installation of Backup Generators: at order to guarantee a continuous power supply during protracted power outages, such as those brought on by strong storms or cyber attacks, we suggest installing backup generators at the community center. Residents would benefit greatly from these generators, which will make it possible for them to access resources and services in an emergency.

Provision of Emergency Resources:

In order to assist people during ice storms, intense heat waves, air quality events and other weather-related situations, we will have accumulate emergency supplies including N95 masks, blankets, water, and non-perishable food items. In addition, we'll get support from our property management team on updating the air filters to raise the building's interior air quality and to be the hub for folks to come to if needed during emergencies.

Initiatives for Preparedness:

Community Outreach and Education: To reduce the dangers connected with bad weather, we will run programs aimed at educating the community about the dangers of heat waves and poor air quality with the help of expert community partners. Through these programs, our residents will obtain the information and abilities necessary to protect their families and homes during these incidents.

Promotion of Preparedness Kits: We're going to start a campaign to help residents to put together kits with all the materials and tools they need in case of emergency. Through informational materials and workshops, we will impart knowledge.

Alignment with HVA Priorities:

The high-level priorities listed in the 2024 Hazard Vulnerability/Risk Assessment, such as cyber attacks, pandemics, extended power outages, emergencies involving air quality, and extreme weather, are strongly aligned with our project. Our goal is to reduce the impact of emergencies on our community's lives and to increase community resilience by addressing these priorities through focused response and preparedness programmes.

2. Please describe what information, research, and/or best practices are being utilized to inform the design of your program.

The research indicates that engaging communities in preparedness activities leads to improved disaster response and resilience. Norris et al. (2008) found that communities with active participation in preparedness programs had better outcomes during disasters. Social networks and community connections are crucial in disaster preparedness and response, facilitating information exchange, resource sharing, and mutual support. Aldrich and Meyer (2015) highlighted the importance of strong social ties in this process. Effective communication and education are essential in community preparedness, with clear and accessible channels needed to disseminate information. Lemyre et al. (2008) emphasised the importance of this. Community-based training programs have been shown to enhance disaster preparedness and response capabilities. Uscher-Pines et al. (2009) found that participants in such programs reported increased knowledge, skills, and confidence in responding to emergencies. In the realm of Community Resilience Building, it is crucial to not only prepare for specific hazards but also to tackle underlying vulnerabilities and bolster adaptive capacity. Paton et al. (2008) emphasised the significance of fostering resilience through community-centered strategies that enhance social cohesion, resourcefulness, and adaptive capacity.

3. Please describe the target population of your program, including how your program is designed to address the specific needs of the communities you're attempting to impact with the program.

The Kennedy Heights is entirely focused on reaching black and brown historically marginalised communities located on the Northside of Madison. 97 out of 104 households at Kennedy Heights receive a housing subsidy; as of this year, only 7 units are at market-rate rent. We have a large number of single-parent households, often Woman-led. We estimate that 40% of the households at Kennedy Heights are Black/African American and 30% are Asian, including Hmong, Cambodian and Laotian household and 30% of between Latino and Caucasian household.

Socioeconomic factors, including income level, education, and access to resources, play a critical role in shaping community preparedness. Peek and Fothergill (2009) found significant disparities in preparedness levels between different socioeconomic groups, underscoring the need to address these inequalities.

4. Using the table below, describe the implementation plan and timeline for the program (Complete at least 2).

	Estimated Benchmark Date (Month, Year)	Key Staff (Name and Title)	Milestone (Program development phase completed)
A.	June 2024	Ricky Vang - Adult Outreach Coordinator	Begin Community Outreach and Education
B.	July 2024	Elsa Caetano and Ricky Vang Executive Director and Adult Outreach Coordinator	Promotion of Preparedness Kits
C.	August 2024	Elsa Caetano and Ricky Vang Executive Director and Adult Outreach Coordinator	Provision of Emergency Resources
D.			
E.			

5. Provide 1-2 objectives for your program that connect to measuring the success of project activities.

Objectives should use the SMART approach:

- **Specific:** includes the “who”, “what”, and “where”
- **Measurable:** focuses on “how much” change is expected
- **Achievable:** realistic given program resources and planned implementation
- **Relevant:** relates directly to program/activity goals
- **Time-bound:** focuses on “when” the objective will be achieved

	Describe Objective	Evaluation Tool (i.e. client surveys, program hours or number of individuals reached)	Outcome (i.e. # of individuals reached, % of positive feedback from surveys)
Objective 1	Increase Access to Essential Resources during Emergencies: Ensure that our community space is equipped with backup generators to provide uninterrupted power during sustained outages, thereby increasing residents' access to essential services during emergencies.	End of of program survey and number of residents reached.	Evaluations of backup generators in public areas both before and after installation. Calculate the percentage growth in the quantity of community areas with backup generators installed. Before and after generator installation, conduct surveys or interviews with locals to determine how easy it is for them to get basic services during blackouts.
Objective 2	Stockpile emergency resources, such as N95 masks, blankets, water, and non-perishable food items, at the community center to support individuals during ice storms, extreme heat waves, and other weather-related emergencies.	End of of program survey and number of residents reached.	surveys conducted before and after the program to gauge how homeowners' awareness of and behaviour around home upgrades and cyber security has changed. Track the rise in the number of locals adopting suggested readiness steps. Monitor participation and attendance rates for outreach and education

			initiatives in the community.
Objective 3	Conduct 2-4 community outreach activities and Develop and distribute educational toolkits addressing emerging issues such as pandemics and epidemics, reaching all of KH households.	End of of program survey and number of residents reached.	Residents will be given surveys or questionnaires to evaluate the uptake and application of preparedness kits. Calculate the proportion of inhabitants who say they have put together a preparation kit and what is in those kits. Organise interviews or focus groups to investigate the factors that encourage and hinder kit assembly.

6. Provide information on any integration or collaboration with other organizations in Madison and Dane County.

Collaborations:

We will also collaborate with our property management team on updating the air filters to raise the building's interior air quality and reassuring that we are the hub for folks to come to if needed during emergencies.

We will continue to work closely with Be Well Madison through their health care practitioners

We will continue our collaboration with the North side Wellness Partnership which is funded by the University of Wisconsin Madison and work together to foster resilience through community-centered strategies that enhance social cohesion.

SECTION 3: BUDGET

Project Budget

Please complete and attach your proposed budget using the following template:

[Budget Template](#)

[Budget Funding for Community Response and Preparedness Budget.xlsx](#)

Filename: Budget Funding for Community Response and Preparedness Budget.xlsx **Size:** 18.6 kB

SECTION 4: REQUIRED ATTACHMENTS

IRS Determination Letter

Document confirming your agency's non-profit status

[IRS-Determination-2-66ef6dff6ec9c0195c52935512252b45.pdf](#)

Filename: IRS-Determination-2-66ef6dff6ec9c0195c52935512252b45.pdf **Size:** 32.2 kB

Organizational Budget

Agency budget for the most recent year

[KHCC 2024 Budget.pdf](#)

Filename: KHCC 2024 Budget.pdf **Size:** 47.6 kB

Collaborative Agreement or Memorandum of Understands

Fiscal Agent Form

[Fiscal Agent Template](#)

Kennedy Heights Neighborhood Association, Inc

2024 Budget P&L

January - December 2024

	ADMIN	ADULT	ASIAN	ELEM	FUNDRAISING	KIDS' CAFE	MIDDLE	TOTAL
Revenue								
4000 Direct contributions	0.00							\$0.00
4005 Fundraising events - contribution portion	5,000.00							\$5,000.00
4010 Individual contributions	1,500.00							\$1,500.00
4016 WHPC/Meridian	33,000.00							\$33,000.00
Total 4000 Direct contributions	39,500.00							\$39,500.00
4200 Revenue from non-government grants	0.00			0.00				\$0.00
4210 Corporate/business grants				25,000.00				\$25,000.00
4211 Grants - MGE				5,000.00				\$5,000.00
4212 Grants - Alliant Energy				5,000.00				\$5,000.00
4213 Grants - American Family		5,000.00						\$5,000.00
4240 Foundation/trust grants								\$0.00
4241 Grants - Madison Community Foundation	24,000.00	11,000.00		1,256.00			1,000.00	\$37,256.00
4242 Grants - Evjue Foundation	6,700.00							\$6,700.00
4243 Grants - Cap Times Kids Fund				3,000.00				\$3,000.00
Total 4240 Foundation/trust grants	30,700.00	11,000.00		4,256.00			1,000.00	\$46,956.00
4260 Nonprofit organization grants				0.00				\$0.00
4261 Grants - Second Harvest - Predolin, 4261.5 Kid's Cafe				0.00			11,000.00	\$11,000.00
Total 4261 Grants - Second Harvest - Predolin,				0.00			11,000.00	\$11,000.00
Total 4260 Nonprofit organization grants				0.00			11,000.00	\$11,000.00
Total 4200 Revenue from non-government grants	30,700.00	16,000.00		39,256.00			11,000.00	\$97,956.00
4300 Indirect contributions								\$0.00
4310 United Way or CFC contributions	200.00							\$200.00
Total 4300 Indirect contributions	200.00							\$200.00
4500 Government contract & fee revenue								\$0.00
4540 County contracts	4,056.50	2,028.25	2,028.25					\$8,113.00
4550 City contracts	96,716.00	12,000.00	35,000.00	63,315.00			32,566.00	\$239,597.00
Total 4500 Government contract & fee revenue	100,772.50	14,028.25	37,028.25	63,315.00			32,566.00	\$247,710.00
4700 Revenue from other sources	0.00							\$0.00

Kennedy Heights Neighborhood Association, Inc

2024 Budget P&L

January - December 2024

	ADMIN	ADULT	ASIAN	ELEM	FUNDRAISING	KIDS' CAFE	MIDDLE	TOTAL
4780 Fiscal Sponsorship Revenue	1,500.00							\$1,500.00
Total 4700 Revenue from other sources	1,500.00							\$1,500.00
4800 Special events	0.00							\$0.00
Total Revenue	\$172,672.50	\$30,028.25	\$37,028.25	\$102,571.00	\$0.00	\$11,000.00	\$33,566.00	\$386,866.00
GROSS PROFIT	\$172,672.50	\$30,028.25	\$37,028.25	\$102,571.00	\$0.00	\$11,000.00	\$33,566.00	\$386,866.00
Expenditures								
5100 Salaries & benefits		0.00	0.00	0.00	0.00	0.00	0.00	\$0.00
5115 Executive Director	38,781.60	16,746.60	1,762.80	8,814.00	881.40		3,525.60	\$70,512.00
5117 Office Manager	25,168.00			18,304.00	2,288.00			\$45,760.00
5118 Elementary Coordinator	0.00			34,070.40			11,356.80	\$45,427.20
5119 Middle School Coordinator	2,167.36			1,083.68			18,422.56	\$21,673.60
5120 Asian Outreach Coordinator		10,867.52	21,767.68					\$32,635.20
5122 Food Equity Coordinator	5,396.73			16,255.50		5,429.24	5,429.24	\$32,510.71
5123 Food Pantry Coordinator		6,240.00						\$6,240.00
5124 Custodian				3,640.00			1,560.00	\$5,200.00
5125 Graphic Designer					0.00			\$0.00
5142 Health - GHC	4,000.00		15,652.10	3,000.00			5,400.60	\$28,052.70
5144 Dental - Delta	162.03		1,976.56	821.67			402.94	\$3,363.20
5150 Payroll Taxes	8,653.16	4,096.35	2,847.19	9,942.24	383.50	656.94	4,875.60	\$31,454.98
5170 Gusto Payroll Fees	3,830.89							\$3,830.89
Total 5100 Salaries & benefits	88,159.77	37,950.47	44,006.33	95,931.49	3,552.90	6,086.18	50,973.34	\$326,660.48
5350 Program Expenses	0.00	0.00	0.00			0.00	0.00	\$0.00
5352 Program Supplies	1,000.00	600.00		2,000.00			1,500.00	\$5,100.00
5354 Activity Admission fees	0.00			4,000.00			1,400.00	\$5,400.00
5356 Food Purchases	500.00	780.00		6,500.00			4,300.00	\$12,080.00
5362 Awards and grants to individuals	5,000.00	5,000.00						\$10,000.00
5364 Assistance to Individuals	200.00	500.00	500.00				70.00	\$1,270.00
Total 5350 Program Expenses	6,700.00	6,880.00	500.00	12,500.00		0.00	7,270.00	\$33,850.00
5400 Facility & equipment expenses	0.00							\$0.00
5430 Utilities	140.00							\$140.00

Kennedy Heights Neighborhood Association, Inc

2024 Budget P&L

January - December 2024

	ADMIN	ADULT	ASIAN	ELEM	FUNDRAISING	KIDS' CAFE	MIDDLE	TOTAL
5440 Donated utilities	0.00							\$0.00
5450 BLDG Maintenance	468.00							\$468.00
5460 Office equipment rental copier lease	3,097.00							\$3,097.00
5470 Office equipment maintenance	1,200.00							\$1,200.00
5480 Depreciation expense	5,615.00							\$5,615.00
Total 5400 Facility & equipment expenses	10,520.00							\$10,520.00
5500 Travel Expenses				0.00			0.00	\$0.00
5540 Vehicle Expenses	0.00			0.00			0.00	\$0.00
5541 Gas	320.00			850.00			720.00	\$1,890.00
5542 Vehicle Repair & Towing	3,500.00						400.00	\$3,900.00
5543 Vehicle Maintenance	1,020.00							\$1,020.00
5544 Parking Fees	5.00			20.00			20.00	\$45.00
5545 Vehicle Registration	350.00							\$350.00
Total 5540 Vehicle Expenses	5,195.00			870.00			1,140.00	\$7,205.00
Total 5500 Travel Expenses	5,195.00			870.00			1,140.00	\$7,205.00
5600 Recruitment, Hiring & Onboarding								\$0.00
5610 Job Postings	50.00							\$50.00
5620 New Staff Screenings - Background check, health tests	100.00							\$100.00
5630 Training for New Staff	100.00							\$100.00
Total 5600 Recruitment, Hiring & Onboarding	250.00							\$250.00
5700 Staff Training & Development				0.00				\$0.00
5710 Training	200.00	200.00		300.00			300.00	\$1,000.00
5720 Conference & Convention Fees	200.00							\$200.00
5740 Staff Meals	600.00			100.00		100.00	100.00	\$900.00
Total 5700 Staff Training & Development	1,000.00	200.00		400.00		100.00	400.00	\$2,100.00
5800 Other expenses	0.00							\$0.00
5830 Affiliation Fees	300.00							\$300.00
5840 Technology Subscriptions / Memberships	700.00							\$700.00
5841 Amazon Prime	139.00							\$139.00
5843 QuickBooks Subscription	160.00							\$160.00

Kennedy Heights Neighborhood Association, Inc

2024 Budget P&L

January - December 2024

	ADMIN	ADULT	ASIAN	ELEM	FUNDRAISING	KIDS' CAFE	MIDDLE	TOTAL
5860 Technology/Computer Support	250.00							\$250.00
5870 Advertising & Promotion	400.00							\$400.00
5890 Investment management fees	6,500.00							\$6,500.00
Total 5800 Other expenses	8,449.00							\$8,449.00
5900 Business Expenses	0.00							\$0.00
5940 Taxes - other	10.00							\$10.00
5972 WI DFI Filing	164.00	118.00		191.00				\$473.00
Total 5900 Business Expenses	174.00	118.00		191.00				\$483.00
Advertising & marketing	0.00							\$0.00
Contract & professional fees	0.00							\$0.00
5200 Service/Program Subcontracts	0.00							\$0.00
5210 Fundraising fees	1,000.00							\$1,000.00
5220 Accounting fees	15,000.00							\$15,000.00
5240 Professional Fees	16,000.00							\$16,000.00
5241 Consulting Fees	9,000.00							\$9,000.00
Total 5200 Service/Program Subcontracts	41,000.00							\$41,000.00
Total Contract & professional fees	41,000.00							\$41,000.00
Office expenses	0.00							\$0.00
5300 Supplies & Printing								\$0.00
5311 Premium Waters	30.00	14.00		400.00			171.00	\$615.00
5312 Office Supplies	131.00							\$131.00
5316 Cleaning Supplies	1,500.00			200.00			135.00	\$1,835.00
5320 Printing/Copying	1,400.00	100.00						\$1,500.00
5340 Postage/Shipping	20.00				200.00			\$220.00
Total 5300 Supplies & Printing	3,081.00	114.00		600.00	200.00		306.00	\$4,301.00
Total Office expenses	3,081.00	114.00		600.00	200.00		306.00	\$4,301.00
Total Expenditures	\$164,528.77	\$45,262.47	\$44,506.33	\$110,492.49	\$3,752.90	\$6,186.18	\$60,089.34	\$434,818.48
NET OPERATING REVENUE	\$8,143.73	\$ -15,234.22	\$ -7,478.08	\$ -7,921.49	\$ -3,752.90	\$4,813.82	\$ -26,523.34	\$ -47,952.48
Other Revenue								
4600 Revenue from investments	0.00							\$0.00

Kennedy Heights Neighborhood Association, Inc

2024 Budget P&L

January - December 2024

	ADMIN	ADULT	ASIAN	ELEM	FUNDRAISING	KIDS' CAFE	MIDDLE	TOTAL
Total Other Revenue	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other Expenditures								
Vehicle expenses	0.00							\$0.00
Total Other Expenditures	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
NET OTHER REVENUE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
NET REVENUE	\$8,143.73	\$ -15,234.22	\$ -7,478.08	\$ -7,921.49	\$ -3,752.90	\$4,813.82	\$ -26,523.34	\$ -47,952.48



Department of the Treasury
Internal Revenue Service

P.O. Box 2508
Cincinnati OH 45201

In reply refer to: 0248464840
June 30, 2011 LTR 4168C E0
39-1519846 000000 00

00019134
BODC: TE

KENNEDY HEIGHTS NEIGHBORHOOD
ASSOCIATION INC
199 KENNEDY HTS
MADISON WI 53704-1645

Employer Identification Number: 39-1519846
Person to Contact: Mrs. Dudley
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your June 21, 2011, request for information regarding your tax-exempt status.

Our records indicate that you were recognized as exempt under section 501(c)(03) of the Internal Revenue Code in a determination letter issued in SEPTEMBER 1985.

Our records also indicate that you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section(s) 509(a)(1) and 170(b)(1)(A)(vi).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Please refer to our website www.irs.gov/eo for information regarding filing requirements. Specifically, section 6033(j) of the Code provides that failure to file an annual information return for three consecutive years results in revocation of tax-exempt status as of the filing due date of the third return for organizations required to file. We will publish a list of organizations whose tax-exempt status was revoked under section 6033(j) of the Code on our website beginning in early 2011.

0248464840
June 30, 2011 LTR 4168C E0
39-1519846 000000 00
00019135

KENNEDY HEIGHTS NEIGHBORHOOD
ASSOCIATION INC
199 KENNEDY HTS
MADISON WI 53704-1645

If you have any questions, please call us at the telephone number
shown in the heading of this letter.

Sincerely yours,



S. A. Martin, Operations Manager
Accounts Management Operations