**APPLICATION A: HOUSING DEVELOPMENT**

This application form should be used for projects seeking funding from City of Madison Request for Proposals **#2022-11066**; Housing Forward: CDD Financing for Homeownership Development, Programs, and Services and responding to **Subsection A – Development.** Applications must be submitted electronically to the City of Madison Community Development Division by **noon on September 1, 2022.** Email to: [cddapplications@cityofmadison.com](mailto:cddapplications@cityofmadison.com)

**APPLICANT INFORMATION**

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| Proposal Title: |  | | | | | | | | | | | | |
| Amount of Funds Requested: | | | | $ | | | Amount Requested Per Unit: | | | | | $ | |
| Type of Construction: | | New Construction (NC)  Acquisition/Rehabilitation  NC Owl Creek  NC Mosaic Ridge | | | | | | | | | | | |
| Type of Project: | | Single/Multi-Family Homeownership  Lease-Purchase  Condominium  Cohousing | | | | | | | | | | | |
| Total Number of Units: | |  | | | Number of Affordable Units <80% CMI: | | |  | | | Number of Affordable Units <50% CMI: | |  |
| Name of Applicant: | | |  | | | | | | | | | | |
| Mailing Address: | | |  | | | | | | | | | | |
| Telephone: | | |  | | | | | | Fax: |  | | | |
| Project / Program Contact: | | |  | | | | | | Email: |  | | | |
| Financial Contact: | | |  | | | | | | Email: |  | | | |
| Website: | | |  | | | | | | | | | | |
| Legal Status: | | | ACRE Graduate  Non-Profit  Non-Profit (CHDO) | | | | | | | | | | |
| Federal EIN: | | |  | | | | | | SAM/UEI # |  | | | |
| Registered on SAM: | | | Yes  No | | | | | | | | | | |
| Community Housing Development Organization: | | | | | | Yes  No  CHDO Application Attached | | | | | | | |

**AFFIRMATIVE ACTION**

If funded, applicant hereby agrees to comply with the City of Madison Ordinance 39.02 and file either an exemption or an affirmative action plan with the Department of Civil Rights. A Model Affirmative Action Plan and instructions are available at <https://www.cityofmadison.com/civil-rights/contract-compliance/affirmative-action-plan>.

**LOBBYING REGISTRATION**

Notice regarding lobbying ordinance: If you are seeking approval of a development that has over 40,000 gross square feet of non-residential space, or a residential development of over 10 dwelling units, or if you are seeking assistance from the City with a value of over $10,000 (this includes grants, loans, TIF, or similar assistance), then you likely are subject to Madison’s lobbying ordinance, sec. 2.40, MGO. You are required to register and report your lobbying. Please consult the City Clerk for more information. Failure to comply with the lobbying ordinance may result in fines of $1,000 to $5,000. You may register at <https://www.cityofmadison.com/clerk/lobbyists/lobbyist-registration>.

**CITY OF MADISON CONTRACTS**

If funded, applicant agrees to comply with all applicable local, state and federal provisions. A sample contract that includes standard provisions may be obtained by contacting the Community Development Division at (608) 266-6520.

If funded, the City of Madison reserves the right to negotiate the final terms of a contract with the selected agency.

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**SIGNATURE OF APPLICANT**

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Name: Date:

By submitting this application, I affirm that the statements and representations are true to the best of my knowledge.

By entering your initials in this box initials you are electronically signing your name as the submitter of the application and agree to the terms listed above.

**PROPOSAL OVERVIEW**

**Provide a brief overview or abstract of your proposal.** Include how your proposal meets the goals and objectives, and if applicable, responds to preferences outlined in the RFP. Include the impact of your proposed program on the community, key characteristics, and if applicable, targeted populations to be served. Examples of target populations can include BIPOC, LGBTQ+, immigrant, income-level, dis/ability, and/or individuals, households, and geographic clusters, etc.

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**FUNDING SOURCE PREFERENCE**

The funding sources allocated to this RFP have various requirements and restrictions. It is important for applicants to understand the additional federal regulations imposed on HOME and CDBG funds that the City is unable to waive. Please acknowledge which funds your organization would be willing to accept, if awarded funds through this RFP:

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| City Levy / Affordable Housing Funds | HOME | CDBG |

CDD will make the final determination of the appropriate mix of financial sources to awarded proposals, based on the information identified above by applicants.

**AFFORDABLE HOUSING NEEDS**

1. Describe your agency’s process in identifying affordable housing needs within the City of Madison and how that process informed this proposal.
2. Specifically, describe the data used to inform the anticipated demand for the proposed target populations and how your proposal will assist in meeting that demand.

*Use the space below to answer questions 1 & 2 under affordable housing needs.*

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**AGENCY OVERVIEW**

1. The City will expect agencies to leverage additional funds for each development. Describe the capacity of your agency to secure the total financing necessary to complete your proposed project (i.e. list financial commitments already secured or partnerships already obtained with other funding sources).

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1. Describe the agency or team’s experience using federal HOME or CDBG funds, and list completed projects with those funds.

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1. Describe how yours agency builds relationships and authentically engages with individuals and households served.
   1. Specifically include information on previous and new strategies to engage individuals or households (who are BIPOC, LGBTQ+, immigrant, low-to-moderate income, and/or have a dis/ability), into your agency’s operations and housing programs.

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1. Briefly describe your connection to relevant systems, collaborations, and networks in the homeownership system? What is your group/agency’s role and how long have you been in this role? Identify any partnerships that have been or will be formed to ensure the success of the developments.

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1. Describe how your agency promotes and supports equity in internal policy and procedures and speak to the diversity of your staff.

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1. List Percent of Staff Turnover in 2021:
2. Divide the number of resignations or terminations in calendar year 2021 by total number of budgeted positions. Do not include seasonal positions. Explain if you had 20% or more turnover rate. Discuss any other noteworthy staff retention issues or policies in place to reduce staff turnover.

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1. Indicate by number the following characteristics for your agency’s current staff and Board of Directors.

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| **DESCRIPTOR** | **STAFF** | **BOARD** |
| \*These categories are identified in U.S. Department of Housing and Urban Development (HUD) Standards. | | |
| **GENDER** |  |  |
| Female |  |  |
| Male |  |  |
| Unknown/Other |  |  |
| **TOTAL GENDER** |  |  |
| **AGE** |  |  |
| Less than 18 years old |  |  |
| 18-59 years |  |  |
| 60 years and older |  |  |
| **TOTAL AGE** |  |  |
| **RACE\*** |  |  |
| White/Caucasian |  |  |
| Black/African American |  |  |
| Asian |  |  |
| American Indian/Alaskan Native |  |  |
| Native Hawaiian/Other Pacific Islander |  |  |
| **MULTI-RACIAL:** |  |  |
| Black/AA & White/Caucasian |  |  |
| Asian & White/Caucasian |  |  |
| Am Indian/Alaskan Native & White/Caucasian |  |  |
| Am Indian/Alaskan Native & Black/AA |  |  |
| Balance/Other |  |  |
| **TOTAL RACE** |  |  |
| **ETHNICITY** |  |  |
| Hispanic or Latino |  |  |
| Not Hispanic or Latino |  |  |
| **TOTAL ETHNICITY** |  |  |
| **PERSONS WITH DISABILITIES** |  |  |

**PleASE ATTACH THE FOLLOWING ADDITIONAL INFORMATION AND CHECK THE BOX WHEN ATTACHED:**

A completed Application Budget Workbook A – “Development”, showing the City’s proposed financial contribution and all other proposed financing.

A current list of Board of Directors, with home addresses included for each board member.

Memorandum of Understanding (MOU), if this is a collaborative project. If a collaborative activity/project is proposed, applicants should describe the purpose of the collaboration, how it is expected to enhance the activity/project and how it will operate, be governed and share resources. The proposal must identity a lead agency and include a Memorandum of Understanding (MOU) signed by each of the collaborating agencies.

**DEVELOPMENT TEAM OVERVIEW**

1. Identify all key roles in your project development team (i.e. architect, legal counsel, and any other key consultants, if known) and a main point of contact including name, phone number, and address for the person that will have primary responsibility for project management.

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| **Contact Person** | **Company** | **Role in Development** | **Email** | **Phone** |
|  |  | Main Point of Contact |  |  |
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1. Who will be responsible for monitoring compliance with federal regulations and requirements at the time of development and at loan underwriting? Describe the experience of the individual(s) including trainings and/or certifications that the individual(s)/agency has completed and/or attained relevant to federal regulations.

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1. Describe the development team’s experience with contracting with Minority- and Women-Owned Business Enterprises (M/WBE). Beyond standard construction, bidding practices, what efforts have been made by the development team to ensure that M/WBE businesses are awarded contracts, and what efforts will be made to ensure that M/WBE businesses are given plentiful opportunities to be competitive when bidding on this proposal.

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1. Describe how your agency bolsters apprenticeship, job training partnerships, or Section 3 programming for the community.

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1. Describe the development team’s experience with operating the proposed program and/or with developing or rehabilitating owner-occupied affordable housing. If limited experience, describe the collaboration or mentorship that will be available to support you.

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1. New construction and rehabilitation projects with HOME funds must have a ratified sales contract within nine months of construction/rehab completion. If the project is non-compliant, the developer must either convert the project to a HOME rental unit or be responsible for repayment of all funds dispersed. Describe the experience and qualifications of the entity that will manage the property, including maintaining property standards and ongoing compliance if converted to rental.

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1. If proposing a lease-purchase program, describe the team’s experience with lease-purchase programs. Describe how the development team will operate the program and waitlist. Identify if any prioritization will be a component of the program design. How will the agency help households or individuals on the waitlist qualify and prepare for the responsibilities of homeownership?

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1. Describe how your team will support prospective program participants and homebuyers to ensure their success as homeowners. Describe what programs and services, if any, will be made available to potential homebuyers. Describe financial literacy, home maintenance, credit builder programs or HUD-approved education counseling available to potential buyers pre and post purchase. Indicate the team member(s) primarily responsible for this service.

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**SITE INFORMATION**

1. Explain why this site was chosen and how it helps the City to expand affordable housing opportunities where most needed. Describe the neighborhood and surrounding community. If a site has not yet been identified, please identify and explain where properties will be sought (Citywide or targeted area of the City).

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1. Enter the site address(es), if known, of the proposed housing and answer the questions listed below for each site. For Mosaic Ridge or Owl Creek applicants, list the addresses of the lots you seek to acquire and develop.

| # of Units Prior to Purchase | # of Units Post-Project | # Units Occupied at Time of Purchase | # Biz or Residential Tenants to be Displaced | # of Units Accessible Current? | Number of Units Post-Project Accessible? | Appraised Value Current  (Or Estimated) | Appraised Value After Project Completion  (Or Estimated) | Purchase Price |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Enter Address 1** | | | | | | | | |
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| **Enter Address 2** | | | | | | | | |
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| **Enter Address 3** | | | | | | | | |
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1. If site occupied by a tenant please describe the relocation requirements, relocation plan and relocation assistance that you will implement or have started to implement.

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**PROPOSAL TIMELINE**

1. List the estimated/target completion dates associated with the following activities/benchmarks to illustrate the timeline of how your proposal will be implemented.

| **Activity/Benchmark** | **Estimated Month / Year of Completion** |
| --- | --- |
| Acquisition/Real Estate Closing |  |
| Rehab or New Construction Bid Publishing |  |
| New Construction/Rehab Start |  |
| Begin Sales/Marketing |  |
| New Construction/Rehab Completion |  |
| Complete Sales |  |
| Request Final Draw of CDD Funds |  |

**COMMUNITY ENGAGEMENT PROCESS**

1. If the proposal targets a general area of the City, describe alderpersons response and how your agency intends to engage with the neighborhood.

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1. Describe how you will coordinate your project with other community groups or agencies.

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**TARGETED POPULATION AND AFFIRMATIVE MARKETING**

1. Describe your targeted population in terms of preferences to a specific population (e.g. individuals with disability, first generational homebuyers) or any other unique characteristics. Include information on why you have selected the targeted population.

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1. Describe your affirmative marketing strategy and any other strategies to engage your intended population. How will this project address barriers to housing experienced by your target population?

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**ENERGY EFFICIENCY, RENEWABLE ENERGY AND SUSTAINABLE DESIGN**

1. What is your organization’s track record of developing projects that incorporate extraordinary sustainable, energy efficient, and/or green building design techniques? Please describe how this proposed development will contribute to the City’s goal of 100% renewable energy and zero-net carbon emissions found in the [100% Renewable Madison Plan](https://madison.legistar.com/View.ashx?M=F&ID=7072081&GUID=1129163D-F7C1-41D8-9694-AA9EFFCA66FF) (originally adopted March 21, 2017).

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1. For proposals that have identified a property that will require rehabilitation, summarize the scope of rehabilitation work.

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