# CDD Financing Application for Affordable Rental Housing Development: Non-Tax Credit

This application form should be used for projects seeking funding from City of Madison Request for Proposals #2024-13033; Affordable Rental Housing Development: Non-Tax Credit. Applications must be submitted electronically to the City of Madison Community Development Division by **noon on May 31, 2024.** *Please format for logical page breaks.* Email to: cddapplications@cityofmadison.com

## Applicant INFORMATION

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| Proposal Title: |       |
| Site Address (if known): |       |  |  |  |
| Amount of Funds Requested: | $      | Type of Project:  | [ ]  New Construction | [ ]  Acquisition/Rehab |
| Name of Applicant: |       |
| Mailing Address: |       |
| Telephone: |       |  |  |
| Lead Project Contact: |       | Email Address: |       |
| Financial Contact: |       | Email Address: |       |
| Website: |       |
| Legal Status: | [ ]  For-profit | [ ]  Non-profit | [ ]  Non-profit (CHDO) |  |  |
| Federal EIN: |       | SAM/ UEI #:\* |       |
| Registered on SAM: | [ ]  Yes [ ]  No | \* If seeking federal funds |
| Community Housing Development Organization: | [ ]  Yes [ ]  No [ ]  CHDO Application Attached |
| HOME-ARP Set-Aside: | [ ]  Yes [ ]  No |
| If applying to this RFP under the HOME-ARP Set-aside, please check the box for “Yes” above. **For questions in this application that do not apply, please write “Not Applicable.”** |

## Affirmative Action

If funded, applicant hereby agrees to comply with the City of Madison Ordinance 39.02 and file an Individual Developer 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/individual-developers>.

**LOBBYING RESIGTRATION**

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 on the Community Development Division Funding Opportunities Website for this RFP.

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

## Signature OF APPLICANT

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| Enter 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.

## Affordable Housing GOALS & OBJECTIVES

1. Please check which of the following goals outlined in the Request for Proposals are met with this proposal:

[ ]  1. Increase the supply of safe, quality, affordable rental housing that ensure long-term affordability and sustainability.

[ ]  2. Preserve existing income- and rent-restricted rental housing to ensure long-term affordability and sustainability.

[ ]  3. Improve the existing rental housing stock through acquisition/rehab to create long-term affordability and sustainability.

## AFFORDABLE HOUSING NEEDS

1. Please describe the anticipated demand for this specific affordable rental housing development in the City of Madison.

Please be specific as to which populations will be targeted, if any.

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## PROPOSAL overview

1. Please provide a brief overview of the proposal including key characteristics. Describe how the proposed development will help meet the needs of residents in this location and the impact of the proposed development on the community. (*Please limit response to 300 words including spaces).*

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| **SECTION A – ALL APPLICANTS MUST COMPLETE**  |  |

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| 1. Type of Construction:
 | [ ]  New Construction | [ ]  Acquisition/Rehab |
|  Type of Project:  | [ ]  Multi-family | [ ]  Senior (55+ or 62+ yr. old):       |
|  | [ ]  Rental Cooperative |  |

Total number of units in proposed development:

Total number affordable of units (≤60% CMI):  Total % affordable of units (≤60% CMI):

Total amount of CDD funds requested per affordable unit:

Number of units supported by Section 8 project-based vouchers, if applicable:       PBV CMI level:

1. Please indicate acceptance of the standard loan terms for this proposal as described in Section 1.8 of the RFP.

 [ ]  Yes, I confirm.

1. Applicants requesting alternative loan terms and/or wishing to provide additional information regarding the financing structure or options, please indicate below.

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1. Period of Affordability Commitment:

[ ]  Permanent Affordability in exchange for a waiver of shared appreciation to the long-term deferred note

[ ]  40 years – Minimum Commitment

## DEVELOPMENT TEAM OVERVIEW

1. Describe briefly the Development Team’s knowledge of and experience in addressing affordable housing needs of the City of Madison. Please be sure to address:
	1. Developer's housing development experience, including number, type and location of proposed and completed projects, affordability profile, etc. Years the organization has been in existence.
	2. Leadership/key development team staff qualifications (briefly).
	3. Financial capacity of the organization to secure financing and complete the proposed project.
	4. For non-profit organizations, please describe the organization’s Mission Statement and explain how the proposed development supports the Mission Statement.

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1. For non-profit applicants interested in federal HOME funds, please describe the development team’s experience using federal HOME or CDBG funds in detail, including a list of past projects the team has developed using such funds.

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1. Identify all key roles in your project development team, including any co-developers, property management agent, supportive services provider(s) (if applicable), architect, general contractor, legal counsel, and any other key consultants, if known.

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| **Contact Person** | **Company** | **Role in Development** | **E-mail** | **Phone** |
|       |       |       |       |       |
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1. Who will be responsible for monitoring compliance with federal regulations and requirements during development and construction phases of the project? Describe their experience and list any past projects they have completed.

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1. Are other major sources of soft funding are being sought for the proposed development (e.g., TIF, Federal Home Loan Bank Affordable Housing Program, Dane Workforce Housing Fund, etc.)? What is the status of those funds and anticipated commitment dates? Describe the development team’s experience in successfully obtaining funds from the sources sought for the proposed development.

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1. Is your development team willing to offer a development partnership role, employment, or other role to a graduate or student of the Associates in Commercial Real Estate (ACRE) program on this project?

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1. Please describe the development team’s experience with contracting with Minority- and Women-Owned Business Enterprises (M/WBE). Beyond standard construction bidding practices, what efforts will be made to ensure that M/WBE businesses are given plentiful opportunities to be competitive when bidding on this proposal and awarded a percentage of contracts that meets or exceeds the City’s goals.

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1. Beyond standard construction bidding practices, what efforts will the development team commit to ensure that women and people of color represent a meaningful share of the construction labor force working on this proposal. Describe how the development team will meet or exceed the City’s contract labor utilization goal of **13%** for persons of color working on the job site.

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1. For the following development team roles, please identify the number and/or percentage of women and persons of color employed by that company or organization, as well as the **total** employees for each firm.

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|  |  | **BIPOC** | **Women** | **Total Employees** |
| **Company** | **Role in Development** | **#**  | **%** | **#**  | **%** | **#**  |
|       | Developer |       |       |       |       |       |
|       | Co-Developer |       |       |       |       |       |
|       | General Contractor |       |       |       |       |       |
|       | Property Manager |       |       |       |       |       |
|       | Architect |       |       |       |       |       |
|       | Service Provider |       |       |       |       |       |

1. Describe the development team’s organizational experience in engaging with the target populations you intend to serve, including black, indigenous, and other people of color. Especially consider operations, design, development, and property management.

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1. Describe ways in which the development team promotes and supports ongoing equity work in internal policy and procedures and within the community and the greater Madison area.

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1. If any team member has acted as a development partner or has any ownership interest in any project currently underway or completed, please provide the following information for the team member or any related entity, as applicable:

a. List any foreclosure, default, or bankruptcy within the past ten years.

b. List any litigation completed, pending, or underway in relation to any financing or construction project within the past five years.

c. List any Chronic Nuisance Abatement or Nuisance Case notifications issues by Madison Police Department and/or Building Inspection in the past five years.

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## PROPERTY MANAGEMENT: Tenant Selection & affirmative marketing

1. Confirm that you have read and agree to submit an Affirmative Marketing Plan and Tenant Selection Plan consistent with the Standards found in RFP Attachments B-1 and B-2.

 [ ]  Yes, I confirm.

1. Describe the affirmative marketing strategy and any other strategies to engage your intended population. How will the Property Manager affirmatively market to populations that are least likely to apply? Specifically outline how this development’s marketing will be consistent with the City of Madison’s Affirmative Marketing Plan Standards (Attachment B-2 of the RFP), especially for Asian and Latinx populations which are historically under-marketed in affordable housing opportunities.

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1. Please address experience in and/or plans to implement inclusive and culturally-inclusive property management and marketing practices. Detail specific partnerships that the development team, Property Manager, and/or other agencies in this proposal have had with community agencies and organizations that provide direct housing search and related assistance to households least likely to apply, **especially including undocumented residents and/or residents without social security numbers**. Please reference successful past practices, relationships with agencies and/or marketing materials used. Include a list of organizations that you have partnered with in the past for marketing activities.

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1. Describe your approach to successfully utilizing alternatives to eviction, both pre- and-post filing, such as payment plans, mediation, etc. to avoid evictions.

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1. Describe any staffing challenges or shortages that the Property Management (PM) company has experienced at the on-site level in the past few years. What will the PM do to address and/or cover on-site staffing challenges at the proposed development should they arise?

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1. What percent of staff turnover did the PM experience at Madison-area properties in 2023?
2. Divide the number of resignations or terminations in calendar year 2023 by total number of budgeted positions. Explain turnover rate of 20% or more within Property Management staff. Discuss any other noteworthy staff retention issues or policies in place to reduce staff turnover.

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1. Please describe the experience of the property management team or agency including trainings and/or certifications that the individual/property management team or agency has completed and/or attained. Who will be responsible for monitoring compliance with local and federal regulations and requirements during the Period of Affordability?

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## SITE INFORMATION

1. Address(es) of Proposed Site, if known:
2. In which of the following areas on the Affordable Housing Targeted Area Map (see Attachment A) is the proposed site located? Please check one plus Limited Eligibility, if applicable.

[ ]  Preferred TOD Area (New Construction Only)

[ ]  Eligible Core Transit Area (New Construction Only)

[ ]  Preservation & Rehab Area (Ineligible for New Construction; Some exceptions may apply))

[ ]  Limited Eligibility Area

1. Explain why this site was chosen and how it helps the City to expand affordable housing opportunities in areas of greatest impact. Describe the neighborhood and surrounding community.

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1. Identify the neighborhood in which the site is located:
2. Site Specific or Site-Undetermined Application:
	1. Date Site Control Secured (or anticipated):
	2. Site Specific application without Site Control (check if no site control) [ ]
	3. Check if Site is Yet-To-Be Identified (targeted area proposal) [ ]

**Development Teams that selected Option C in Question 32 (with an undetermined site) can now skip to Application Section B, and do not need to complete questions 33-65, at this time**

1. Current zoning of the site:       An interactive version of the Zoning Map can be found linked [here](https://www.arcgis.com/apps/webappviewer/index.html?id=89737c066cda41eea5d986dd71291576).
2. Will the proposed development need to seek a Zoning Map Amendment:

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| [ ]  Yes | [ ]  No, it’s permissively zoned | [ ]  To be determined |

1. Describe any necessary planning and zoning-related approvals (conditional use permit, demolition, etc.) that must be obtained for the proposal to move forward.

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1. Describe the proposed project’s consistency with the land use recommendations, goals and objectives as may be relevant in adopted [plans](https://www.cityofmadison.com/dpced/planning/plans/440/), including the City of Madison Comprehensive Plan (adopted 2018), Neighborhood Plan(s), Special Area Plans, the Generalized Future Land Use Map (interactive version linked [here](https://cityofmadison.maps.arcgis.com/apps/webappviewer/index.html?id=71c4ec1397554f2ab702f2c6c377bb3a)), and any other relevant [plans](https://www.cityofmadison.com/dpced/planning/plans/440/).

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1. If the site is in a Limited Eligibility Area, describe how the relevant concerns will be addressed via design or other strategies, e.g., noise mitigation, air quality, etc.?

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1. Identify the distance the following amenities are from the proposed site. All distances should be entered as would be traveled by residents of the development (i.e. walking/driving distance, not straight-line distance). Limit to closest three and/or less than one mile per category. Please use the MMSD Find My School [link](https://webapp1.madison.k12.wi.us/webapp3/find-your-school/) as the closest school is not always assigned.

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| **Type of Amenities & Services** | **Name of Facility** | **Distance from Site** (in miles) |
| Full Service Grocery Store  |       |       |
| Public Elementary School |       |       |
| Public Middle School |       |       |
| Public High School  |       |       |
| Job‐Training Facility, Community College, or Continuing Education Programs  |       |       |
| Childcare |       |       |
| Public Library |       |       |
| Neighborhood or Community Center |       |       |
| Full Service Medical Clinic or Hospital |       |       |
| Pharmacy |       |       |
| Public Park or Hiking/Biking Trail |       |       |
| Banking |       |       |
| Retail |       |       |
| B-cycle Station |       |       |
| Other (list the amenities): |       |       |

1. What is the actual walking distance between the proposed site and the nearest seven-day per week [transit stops](https://www.cityofmadison.com/metro) (i.e. weekday and weekends)?

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1. Describe the walkability of the site and the safest walking routes for children to get to their elementary and middle schools if MMSD [Yellow Bus Service](https://www.madison.k12.wi.us/transportation) is not provided (e.g., less than 1.5 miles and no major roads crossed). Describe the Metro Transit Route for high school students. Enter “N/A” for age restricted (55+) developments.

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1. Describe the transit options for people to access employment and amenities such as childcare, after school activities, grocery stores, the nearest library, neighborhood centers, and other amenities described above.

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1. For non age-restricted developments over 40 units, describe the impact this housing development will have on the schools in this area. What percent are the 5-year projected capacities for the area schools? Ideal enrollment is considered 90%. Are the schools projected to be at, above, or below capacity? Approximately how many elementary and middle school children are projected to live at the proposed housing development based on the proposed unit mix and previous housing experience? See 5-year projected capacities from 2019 school capacity information found in this [Report](https://resources.finalsite.net/images/v1626108109/madisonk12wius/yl7lrjxerejgxh8z26pv/2019-11_fall_enrollment_reports_updated_on_december_20_2019.pdf) (.pdf pages 30-31). MMSD is in the process of updating this information post-pandemic. Please also e-mail Grady Brown (kgbrown@madison.k12.wi.us) to obtain updated current and projected capacity for the relevant schools.

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## City and COmmunity Engagement Processes

1. Briefly summarize the most notable staff comments made at the City’s Development Assistance Team (DAT) regarding the proposed development and reference the date of the presentation, if you have already presented. If you’ve not yet presented to DAT, what is the anticipated date of the presentation?

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1. For new construction proposals, describe the neighborhood and community input process, including notification to and input from the nearby Neighborhood Association(s), already underway and planned. What was the date that the proposal was presented to the neighborhood? If not yet completed, what is the anticipated meeting date? What issues or concerns with the project has been identified, if any? How will those be addressed? Describe the plan for continued neighborhood input on the development (e.g. steering committee, informational meetings, project website, etc.).

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1. Describe the response of the alder in which the proposal is located, as well as the adjacent [Aldermanic District](https://www.cityofmadison.com/council/council-members/alder-district-maps), if applicable. What issues or concerns with the project has been identified, if any? How will those be addressed?

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**SITE AMENITIES**

1. Describe the interior and exterior common area amenities that will be available to tenants and/or guests, and any costs for reservation (e.g., community rooms, exercise room, business center, tot lot, grill area, etc.). What parking will be provided and at what cost? Will the cost vary by CMI level? For family developments, will there be a year-round indoor play space for children?

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1. Describe the interior apartment amenities, including plans for internet service (and cost to tenants, if any) and a non-smoking indoor environment throughout the building.

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## PROposal TIMELINE

1. Please 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** |
| --- | --- |
| Draft Site Plan Ready to Submit to Dev. Assistance Team (DAT) [*Target/Actual Month/Date*] |       |
| 1st Development Assistance Team Meeting [*Target/Actual Month/Date*] |       |
| 1st Neighborhood Meeting[*Target/Actual Month/Date*] (if applicable) |       |
| Submission of Land Use Application (if applicable) |       |
| Plan Commission Consideration |       |
| Urban Design Commission Consideration, if applicable [*Target Month/Date*] |       |
| Complete Financing |       |
| Acquisition/Real Estate Closing |       |
| Rehab or New Construction Bid Publishing |       |
| New Construction/Rehab Start |       |
| Begin Lease-Up/Marketing |       |
| New Construction/Rehab Completion |       |
| Certificates(s) of Occupancy Obtained |       |
| Complete Lease-Up |       |
| Request Final Draw of CDD Funds |       |

**HOUSING INFORMATION & UNIT MIX**

1. Provide the following information for your proposed project. List the property address along with the number of units you are proposing by size, income category, etc. If this is a scattered site proposal, list each address separately with the number of units you are proposing by income category, size, and rent for that particular address and/or phase. Attach additional pages if needed.

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| **ADDRESS #1:** |  |
|  | **# of Bedrooms** | **Projected Monthly Unit Rents, Including Utilities** |
| **% of** **County Median Income (CMI)** | **Total** **# of** **units** | **# of Studios**  | **# of 1 BRs** | **# of 2 BRs** | **# of 3 BRs** | **# of 4+ BRs** | **$ Rent for Studios**  | **$ Rent for** **1 BRs** | **$ Rent for** **2 BRs** | **$ Rent for** **3 BRs** | **$ Rent for** **4+ BRs** |
| **≤30%** | 0 | 0 | 0 | 0 | 0 | 0 |       |       |       |       |       |
| **40%** | 0 | 0 | 0 | 0 | 0 | 0 |       |       |       |       |       |
| **50%** | 0 | 0 | 0 | 0 | 0 | 0 |       |       |       |       |       |
| **60%** | 0 | 0 | 0 | 0 | 0 | 0 |       |       |       |       |       |
| **Affordable Sub-total**  | **0** | **0** | **0** | **0** | **0** | **0** |  |       |       |       |       |
| **80%** | **0** | **0** | **0** | **0** | **0** | **0** |  |  |  |  |  |
| **Market\*** | 0 | 0 | 0 | 0 | 0 | 0 |       |       |       |       |       |
| **Total Units** | **0** | **0** | **0** | **0** | **0** | **1** | Notes:      |

 \*40% = 31-40% CMI; 50% = 41-50% CMI; 60% = 51-60% CMI; 80% = 61-80% CMI; Market = >81% CMI.

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| **ADDRESS #2:** |  |
|  | **# of Bedrooms** | **Projected Monthly Unit Rents, Including Utilities** |
| **% of** **County Median Income (CMI)** | **Total** **# of** **units** | **# of Studios**  | **# of 1 BRs** | **# of 2 BRs** | **# of 3 BRs** | **# of 4+ BRs** | **$ Rent for Studios**  | **$ Rent for** **1 BRs** | **$ Rent for** **2 BRs** | **$ Rent for** **3 BRs** | **$ Rent for** **4+ BRs** |
| **≤30%** | 0 | 0 | 0 | 0 | 0 | 0 |       |       |       |       |       |
| **40%** | 0 | 0 | 0 | 0 | 0 | 0 |       |       |       |       |       |
| **50%** | 0 | 0 | 0 | 0 | 0 | 0 |       |       |       |       |       |
| **60%** | 0 | 0 | 0 | 0 | 0 | 0 |       |       |       |       |       |
| **Affordable Sub-total**  | **0** | **0** | **0** | **0** | **0** | **0** |  |       |       |       |       |
| **80%** | **0** | **0** | **0** | **0** | **0** | **0** |  |  |  |  |  |
| **Market\*** | 0 | 0 | 0 | 0 | 0 | 0 |       |       |       |       |       |
| **Total Units** | **0** | **0** | **0** | **0** | **0** | **0** | Notes:      |

 \*40% = 31-40% CMI; 50% = 41-50% CMI; 60% = 51-60% CMI; 80% = 61-80% CMI; Market = >81% CMI.

1. Utilities/amenities included in rent: [ ]  Water/Sewer [ ]  Electric [ ]  Gas [ ]  Free Internet In-Unit

 [ ]  Washer/Dryer [ ]  Other:

1. Please list the source of calculating your utility allowance, and the total utility allowance per bedroom size:

Utilities Allowance Used: [ ]  CDA [ ]  DCHA [ ]  HUSM

|  |  |
| --- | --- |
| **Unit Size** **(Number of Bedrooms)** | **Total Monthly Utility Allowance ($)** |
| **Efficiency** |       |
| **1-Bedroom** |       |
| **2-Bedroom** |       |
| **3-Bedroom** |       |

## REAL ESTATE PROJECT DATA SUMMARY

1. Enter the site address (or addresses if scattered sites) of the proposed housing and answer the questions listed below for each site.

|  | # 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  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Address: | Enter Address 1 |
|  |       |       |       |       |       |       |       |       |       |
| Address: | Enter Address 2 |
|  |       |       |       |       |       |       |       |       |       |
| Address: | Enter Address 3 |
|  |       |       |       |       |       |       |       |       |       |

1. Describe the historical use(s) of the site. Identify if a Phase I Environmental Site Assessment has been completed and briefly summarize any issues identified. Identify any environmental remediation activities planned, completed, or underway, and/or any existing conditions of environmental significance located on the proposed site.

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1. Identify any existing buildings on the proposed site, noting any that are currently occupied. Describe the planned demolition of any buildings on the site.

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1. Will any business, including churches and non-profit organizations, or residential tenants (owner or rental) be displaced temporarily or permanently? If so, please describe the relocation requirements, relocation plan and relocation assistance that you will implement or have started to implement.

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1. For proposals that include rehabilitation, have you completed a capital needs assessment for this property? If so, summarize the scope and cost; attach a copy of the capital needs assessment if available. If proposal includes rehabilitation of occupied properties will be phased over more than a year, please describe the assessment and phasing plan in detail.

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## Energy Efficiency, Renewable Energy, Sustainable Design & Accessibility

1. Describe your organization’s experience in developing projects that incorporate extraordinary sustainability, energy efficiency, decarbonization/electrification, and/or green building design techniques? Please list any industry standards, third-party certifications or awards achieved on projects developed in the past ten years, such as LEED®, WELL, ENERGY STAR Multifamily New Construction Certification, Passive House, etc.

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1. Describe the proposed project’s energy efficiency approach, design and equipment choices. For new construction proposals, please attach a copy of the confirmation page demonstrating that your organization has submitted an [Initial Application](https://www.focusonenergync.com/guide) for Focus on Energy’s Energy Design Assistance program once available. For rehabilitation proposals, please attach documentation confirming that your organization has reached out to Focus on Energy’s [multifamily program](https://focusonenergy.com/programs/multifamily-customers), once available.

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1. Check all applicable third-party certifications of Energy Efficiency & Sustainability that will be sought.

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| **Third-Party Certification** | **YES** |
| Focus on Energy’s Energy Design Assistance program *(Initial Application submittal confirmation page is attached)*  | [ ]  |
| Wisconsin Green Built- GOLD Standard | [ ]  |
| EPA AirPLUS | [ ]  |
| LEED® | [ ]  |
| WELL | [ ]  |
| ENERGY STAR Multifamily New Construction | [ ]  |
| Passive House | [ ]  |
| Other:       | [ ]  |
| Other:       | [ ]  |

1. Please describe how this proposed development will contribute to the City’s goal of 100% renewable energy and net-zero carbon emissions community-wide by 2050. For more information, see [100% Renewable Madison Report](https://madison.legistar.com/View.ashx?M=F&ID=7072081&GUID=1129163D-F7C1-41D8-9694-AA9EFFCA66FF). Please describe below any other renewable energy systems to be included in the development, such as solar thermal, solar hot water, geothermal, etc.

What size of solar array is anticipated (in Kw)?

What percentage of on-site electricity use is the development aiming to provide via the solar array?

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1. Please indicate sustainable design features and equipment included choices in the proposed development that will help to reduce fossil fuel consumption, achieve decarbonization, and improve air quality:

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| **Sustainability Design Features & Equipment**  | **YES** | **Comments** |
| * 1. Air-source or ground source heat pumps
 | [ ]  |       |
| * 1. Electric or heat-pump water heaters
 | [ ]  |       |
| * 1. Electric stoves
 | [ ]  |       |
| * 1. EV charging infrastructure or EV ready design *(exceeding City ordinance requirements)*
 | [ ]  |       |
| * 1. Battery storage
 | [ ]  |       |
| * 1. Other:
 | [ ]  |       |
| * 1. Other:
 | [ ]  |       |

1. New Construction Proposals Only: Please *briefly* describe the Sustainable Building Design Elements and Strategies that will be incorporated into the proposed project as referenced in the [AIA Framework for Design Excellence](https://www.aia.org/resources/6077668-framework-for-design-excellence), especially the following:
	1. Design for Equitable Communities

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* 1. Design for Energy – Optimized energy use. What is the U value of windows?

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* 1. Design for Water – Describe proposed strategies to protect and conserve water (i.e. water efficiency), reduce reliance on municipal water sources, incorporate systems to recapture and/or reuse water on-site.

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* 1. Design for Resources – Optimize building space and material use

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* 1. Design for Well-being – Consider physical, mental, and emotional well-being, plus trauma-informed design.

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* 1. Design for Ecosystems – Especially indoor environmental quality (IEQ)

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* 1. Design for Change – Optimize operational and maintenance practices

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* 1. Design for Integration, Economy, Change and/or Discovery – Any additional AIA Framework comments

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1. Describe this development’s approach to accessibility. Indicate the number and percent of ADA accessible units as well as the number and percent of proposed Type A accessible units and/or convertible to Type A units as needed. Will this development exceed the minimum requirements to the greatest extent feasible? For rehab, describe the accessibility modifications that will be incorporated into the existing development.

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1. Describe this development’s level of commitment to the principles of Universal Design. Explain the extent to which the development team will incorporate the greatest feasible levels of Universal Design in residential units, commercial spaces, and in common areas. What percentage or number of units in the proposed development will incorporate Universal Design principles? What percent of units will be visitable?

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## REFERENCES

1. Please list at least three municipal/financing references who can speak to your work on similar developments completed by your team.

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| **Name** | **Relationship** | **Email Address** | **Phone** |
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**Development Teams With an Identified Site (and have completed Questions 32-65) Do Not Need to Complete Section B.**

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| **SECTION B – TARGETED AREA ONLY (No Identified Site)** |

## SITE INFORMATION

1. General Area of Proposed Sites:
2. If applicable, please identify in which of the following areas on the Affordable Housing Targeted Area Map your proposal is generally located in, or that you anticipate you will target. If the area targeted for your proposal is larger or consists of multiple areas, please select one of the following that comprises the majority of your target area.

[ ]  Preferred Area (New Construction Only)

[ ]  Super-Preferred Area (New Construction Only)

[ ]  Eligible Area (New Construction & Acquisition/Rehabilitation)

[ ]  Targeted Rehab Area (Ineligible for New Construction, but preferred for acquisition & rehabilitation)

1. Explain why this area was chosen. How does it help the City to expand affordable housing opportunities in areas of greatest impact? How will this area assist in providing neighborhood-serving benefits?

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1. Describe the type of housing project you propose to develop (i.e. new construction, preservation or acquisition and rehab)?

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1. Number of units you anticipate developing in the targeted area:
2. Identify the following amenities that exist in the area which you have identified. If an amenity/service does not exist within the area, determine and list the next closest location.

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| **Type of Amenities & Services** | **Name of Facility** | **In Targeted Area?** (yes/no) |
| Full Service Grocery Store  |       |       |
| Public Elementary School |       |       |
| Public Middle School |       |       |
| Public High School  |       |       |
| Job‐Training Facility, Community College, or Continuing Education Programs  |       |       |
| Childcare |       |       |
| Public Library |       |       |
| Neighborhood or Community Center |       |       |
| Full Service Medical Clinic or Hospital |       |       |
| Pharmacy |       |       |
| Public Park or Hiking/Biking Trail |       |       |
| Banking |       |       |
| Retail |       |       |
| Other (list the amenities): |       |       |

1. Are there seven-day per week transit stops (i.e. weekday and weekends) in or adjacent to your targeted area?

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1. Describe your experience in gaining necessary planning and zoning-related approvals (rezoning, conditional use permit, demolition, etc.) that have been obtained for other developments. Are there adequate sites available in this targeted area that can feasibly identify and develop within the timeframe listed in the RFP? Please explain how you anticipate selecting a site(s).

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1. Describe the your anticipated project and targeted area’s consistency with adopted [plans](https://www.cityofmadison.com/dpced/planning/plans/440/), including the City of Madison Comprehensive Plan (adopted 2018), Neighborhood Plan(s), Special Area Plans, the Generalized Future Land Use Map (interactive version linked [here](https://cityofmadison.maps.arcgis.com/apps/webappviewer/index.html?id=71c4ec1397554f2ab702f2c6c377bb3a)), and any other relevant [plans](https://www.cityofmadison.com/dpced/planning/plans/440/).

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## City and COmmunity Engagement Processes

1. Describe your familiarity with this neighborhood and community. Have you previously worked with this Neighborhood Association(s) or Alder? Describe the response of the alderperson in which the proposal is located, as well as the adjacent alderperson(s), if applicable. What issues or concerns with your anticipated project have been identified, if any? How will those be addressed? Please note new Aldermanic Districts that went into effect January 1, 2022.

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**SITE AMENITIES**

Specific details of site amenities will be asked in a supplemental application submittal once a site(s) has been identified, as a component of City approvals before funding allocated.

## Energy Efficiency, Renewable Energy & Sustainable Design

1. What is your organization’s experience in developing projects that incorporate extraordinary sustainable, energy efficient, and/or green building design techniques? Please list any awards, industry standards or third-party certifications achieved on projects developed in the past ten years, LEED®, WELL, Passive House, etc.

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1. Please describe how proposed developments will contribute to the City’s goal of 100% renewable energy and zero-net carbon emissions (originally adopted March 21, 2017). For more information, see [100% Renewable Madison Report](https://madison.legistar.com/View.ashx?M=F&ID=7072081&GUID=1129163D-F7C1-41D8-9694-AA9EFFCA66FF).

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1. Describe this development team’s past approach to accessibility. Will any proposed development meet or exceed the minimum requirements? For rehab, describe the accessibility modifications that will be incorporated into existing developments.

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1. Describe this your agency’s commitment to the principles of Universal Design. Elaborate on how your agency has incorporated Universal Design components in residential units, any commercial space, and in common areas. Do you anticipate that your agency will exceed building code standards for Type A units? Once a site is identified, what percentage or number of units in any proposed developments will incorporate Universal Design principles?

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**Only Development Teams Applying for HOME-ARP Funds Must Complete Section C. All Other Applicants May Proceed to Page 21.**

**SECTION C – HOME-ARP FUNDS – HOMELESSNESS & HOUSING STABILITY**

Applicants seeking HOME-ARP funds, must also complete the following questions.

1. Please confirm that the development team, including property management and supportive service coordinator, have read and understand Attachment E which outlines the requirements of the HOME-ARP program.

 [ ]  Yes, I confirm.

1. Please describe the proposed development’s integrated supportive housing approach to serve the target populations. Provide the number and percent of Integrated Supportive Housing Units proposed utilizing HOME-ARP and adhering to its requirements. Describe how the HOME-ARP units created in this project will serve the following HUD required Qualifying Populations:
	1. Those who are homeless as defined under 24 CFR 91.5
	2. Those who are at imminent risk of homelessness as defined in 24 CFR 91.5
	3. Those who are fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking, as defined by HUD.
	4. Other populations where assistance would prevent the family’s homelessness or serve those with the greatest risk of housing instability.

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1. Please identify the per-unit cost of the HOME-ARP units in your project:
2. Describe the consultation and coordination between Developer, the Property Manager and the lead Supportive Service Coordination Agency that occurred prior to this application and planned to design the development in terms of matching unit mix (income and size) to the targeted population.

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1. Describe the planned approach, relationship and coordination between the Property Manager and the lead Supportive Service Coordination Agency for lease up and ongoing services. Have these entities previously participated in an in-depth pre-lease up coordination process with these target population(s) in coordination with relevant community partners (e.g., CDA, DCHA, VASH, CE, etc.)? How will these entities work together to ensure a successful development well-integrated with the immediate neighborhood and community?

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1. Describe the planned approach that the development team will utilize to engage with and center the voices of the Qualifying Populations in the design of the proposed development using trauma-informed design?

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1. Describe the development team’s experience using a Housing First approach to supportive housing?

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1. Please submit a Support Service Plan with your application. This plan should highlight the following elements:
	1. **Operations Plan**
		1. Affirmative Marketing Plan (must meet Affirmative Marketing Plan Standards).
		2. Tenant Selection Plan (must meet Tenant Selection Plan Standards and HOME-ARP guidelines, including a Housing First approach).
		3. Staffing needs (i.e. %FTE and ratio of staff per household, etc.).
		4. Lease up Coordination – detail how property management will work with the support service provider and partner agencies to seek referrals for vacant units.
			1. Describe the process for using Coordinated Entry to seek referrals of the prioritized qualifying population (households experiencing homelessness).
			2. Describe how property management will ensure that households who are unserved by Coordinated Entry but otherwise meet the HUD definition of the Qualifying Population will have access to HOME-ARP units through a waitlist.
			3. Describe the process to lease non-HOME-ARP units, if applicable.
		5. Outreach Strategies – how the property will engage its residents in the supportive services offered.
		6. Resident Assessment – how will case managers assess the supportive service needs of individual residents.
		7. Support Service Coordination
			1. Description of the type(s) and level of supportive services offered.
			2. Describe what services are provided on-site.
			3. Identify partnerships, if any, with supportive service agencies that have been or will be formed to serve the target population. How will external services be accessed.
	2. **Budget and Spending Plan:**
		1. 5-year budget projection on support service costs and sources.
		2. Resource Management:
			1. How will funding required for providing services outlined in the plan will remain available over time.
			2. Identify how HOME-ARP service funds will be budgeted over-time.
		3. Spending Plan: a detailed explanation of how the supportive services funds will be spent and how that fits into the property’s Supportive Services Plan.
			1. Specifically identify how HOME-ARP service funds will be spent.

The following attachments are included with this application:

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

[ ]  1. A completed Application Budget Workbook, showing the City’s proposed financial contribution and all other proposed financing via Worksheets 1-4 (Agency Overview, Capital, and Expenses, Proforma).

[ ]  2. A detailed map of the site, for development proposals with an identified site,

[ ]  3. A map using the AHF Affordable Housing Targeted Area Map, indicating the site in the context of the City.

[ ]  4. A preliminary site plan and one to two renderings, if available.

[ ]  5. A Capital Needs Assessment report of the subject property, or similarly detailed rehab phasing and cost report, if the proposal is for a rehabilitation project and if the report is available at the time of application.

[ ]  6. A recent market study or informal analysis, if available at the time of application.

[ ]  7. For rental development proposals with more than one owner, a Project Organizational Chart, including ownership interest percentages.

[ ]  8.a. Tenant Selection Plan consistent with the City’s Standards outlined in Attachment B-1, if one is available at

time of application.

[ ]  8.b. Affirmative Marketing Plan consistent with the CDD's AMP Standards outlined in Attachment B-2, if one is

available at time of application.

If the following items are not available at the time of initial application, submittal will be required at the following future date:

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| **Application Item** | **Due Date** |
| Preliminary Site Plan | A week prior to Development Assistance Team (DAT) |
| Capital Needs Assessment | Supplemental Application |
| Market study/Analysis*(Required for new construction proposals seeking HOME funds)* | Supplemental Application |
| Proposals with an Undetermined Site, Questions 33-65 | Supplemental Application |