

Housing Forward: CDD Financing for Housing Development and Housing Services Application

This application form should be used for projects seeking funding from City of Madison Request for Proposals #2020-8976; Housing Forward: CDD Financing for Housing Development and Housing Services. Applications must be submitted electronically to the City of Madison Community Development Division by **noon on November 25, 2020**. Email to: cddapplications@cityofmadison.com

APPLICANT INFORMATION

Proposal Title:	<u>The Gift of Keys</u>		
Amount of Funds Requested:	<u>\$1,000,000.00</u>	Type of Project:	<input checked="" type="checkbox"/> Development <input checked="" type="checkbox"/> Housing Services
Name of Applicant:	<u>Sankofa Educational Leadership United</u>		
Mailing Address:	<u>1478 Thoreau Dr Sun Prairie, WI 53590</u>		
Telephone:	<u>608-618-9977</u>	Fax:	_____
Project/Program Contact:	<u>Jalateefa Joe-Meyers</u>	Email Address:	<u>Jalateefa@sankofaelu.com</u>
Financial Contact:	<u>Kathryn Howard</u>	Email Address:	<u>Khoward@sankofaelu.com</u>
Website:	<u>Sankofaeducationalleadershipunited.simdif.com</u>		
Legal Status:	<input type="checkbox"/> For-profit <input checked="" type="checkbox"/> Non-profit <input type="checkbox"/> Non-profit (CHDO)		
Federal EIN:	<u>824737988</u>	DUNS #:	<u>081308985</u>
Registered on SAM:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Community Housing Development Organization:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> 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 <http://www.cityofmadison.com/dcr/aaFormsID.cfm>.

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 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.

SIGNATURE OF APPLICANT

Enter Name: Jalateefa Joe-Meyers

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 JLJ you are electronically signing your name as the submitter of the application and agree to the terms listed above.

Date: 11/25/20

PROPOSAL OVERVIEW

1. Please provide a brief overview of the proposal. Describe the impact of the proposed development or program on the community as well as other key characteristics. *(Please limit response to 300 words including spaces).*

Affordability and owning homes and bring community resources to a community creates more investment into the community by those living in dwellings in the community. We propose to acquire and rehabilitate the Grand Stay Hotel and suites in Madison Wi and turn them into 1, 2 bedroom apartments as well as studios. 40 units in total for permanent and supportive housing.

Number of unduplicated households estimated to be served by this project: 40

HOUSING FORWARD GOALS & OBJECTIVES

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

1. Preserve, improve and expand the supply of affordable housing for homeowners and renters.
2. Improve housing stability for homebuyers.

AFFORDABLE HOUSING NEEDS

3. Describe your agency's knowledge of and experience in identifying affordable housing needs of the City of Madison.

Our agencies experience with identifying affordable housing needs in the city of Madison is vast. As a result of 98% of our work being to change the disparities experienced by marginalized populations throughout Wisconsin we have continued to evaluate the primary barriers for renters in the madison area as well. The most prevalent problem in the Madison area for marginalized communities is that many are paying 50% or more of their income in rent. A close second is living in housing that is overcrowded or not structurally sound and a lack of community resources like grocery stores and other quality of life resources in the community. Rents have risen faster than incomes are growing. 90% of renters that are low income either receive housing assistants or suffer from housing insecurity and are one paycheck away from homelessness. Our organization has a wealth of experience supporting community members with financial literacy classes, and social assistance programs such as eviction prevention funds. We work with landlords to resolve disputes so that tenants can maintain housing. We are members of Dane Counties Housing Services Consortium where we advocate for marginalized populations continuously and their need for affordable housing continuously. We also recently opened a homeless shelter and we serve as a vendor for rapid rehousing for both Dane county and the city of Madison.

4. Please describe the anticipated demand for the proposed target populations intended to be served.

Dane county has stark disparities in income that contribute to disproportionality higher rates of housing related hardships among African Americans. The Median Income in dane county for african americans is 45% of their white counter parts median income. This income disparity is closely linked to disparities in housing access and housing affordability. The four common housing hardships that are tracked by HUD are unaffordable rent, incomplete kitchen facilities, overcrowding, and incomplete plumbing. In Dane County African Americans are more likely to experience one or more of these housing problems. A recent report produced by the city of madison suggests that producing more affordable hgousing for all income levels will shift households into more appropriately affordable units, but the city's report does not account for the pervasive racism expereinced by African Americans in the city of Madison and how that racism impacts access to affordable units that are available. We need to have more monority owned developments and allow minorities to support and govern communities and open gateways to affordable housing for marginalized populations that have otherwise remained closed even with new developments.

AGENCY OVERVIEW

5. Describe the Agency's Mission Statement and explain how this project supports the Mission Statement.

Sankofa Educational Leadership United (SELU) centers marginalized communities in our work. We also are entrenched in a tri-county area of WI serving Dane County, Rock County and Dodge County. We focus on three pillars of service: Education, Criminal Justice and Health. Our pillar of Health services is where we support families in their ability to access healthcare and navigate the healthcare system and to boost provider patient relationships. We promote strategies that increase the quality of life and long term positive health outcomes for marginalized populations. It is within this framework of health that we consider the social determinates of health and their impact on marginalized populations. We advocate for the basic human right of a home to call your own. Every citizen should have access to a home that provides more than simply shelter from the elements. Within our Health pillar framework we highlight the relationships between housing security and stability with, health and wellbeing in ways that go beyond the need for shelter. Our Health pillar provides an important addition to understanding of specific ways housing may affect health and wellbeing. Tenants experiences with homelessness and housing insecurity is closely related to relationships with housing providers that 95% of the time are Male and white anglo saxon, the elements of neighborhood quality and social support in the local area and, affordability has impact on health and wellbeing. Whilst the prior three indicators are closely tied to other social determinants of health like economic justice, employment access and home ownership opportunities. When we further examine the data we find that race is strongly tied to all six social determinants of health and has the most disparit impact on African American/ Black families. Further multipple research studies showed that racism affects African American/ Black individuals and families across economic statuses. Wisconsin, along with many other states have declared racism in its self a public health crises, which we know has a direct impact on the housing insecurity disparities that exist across wisconsin. These community members have suffered greatly from years of marginalization and racism that has intentionally excluded them from the economic opportunities of this nation and; thereby, hindering their ability to break the debilitating cycle of poverty that ensnares them. Our project The Gift of Keys directly supports our mission to stabalize housing for marginalized populations and give them access to housing security without racism or microagressions that present as barriers.

6. Please describe the capacity of your agency to secure the total financing necessary to complete your proposed project, and past performance that will contribute to the success of the proposed program.

Sankofa Educational Leadership United's financial sustainability is strong and although we may have some challenges we are lucky to have a multitude of funding streams that support our organizations mission and values. In addition we are leveraging partnerships to build capacity and maximize the impact of resources. Our partnership with Mian Asghar of Luxcom Hotels.LLC is a critical partnership as they have already been approved for funding 49% of our project from Mounds City Bank. Sankofa Educational Leadership United will be looking to receive funding from this grant process to fund the other 51% of the project.

7. Please describe the agencies or development teams experience using federal HOME, CDBG or EECBG funds.

Our Team of professionals for this project are very familiar with Government Funding for housing projects both as professional and as recipients. Sankofa Educational Leadership United is a recipient of both COC and ESG funds, in addition to CDBG funds. Mian Asghar, the owner of LUXCOM Hotels. LLC has over 22 years of financial management, housing acquisition and sales in addition to working with a multitude of government contracts both state and federal. Our Attorney's through Pines and Bach have over 32 years experience in both commercial and residential real estate contracts, land use matters, condominium conversions and residential development projects with both private and governmental funding. Our Archetect team ARO EBERLE has a breath of experience to draw upon with managing projects from concept to completion , reviewing opportunities and challenges of prospective building sites navigating entitlement and approval processes providing expert analysis of zoning and planning constraints.

8. How does your agency reflect and engage the experiences of the target populations you serve or intend to serve, including black, indigenous, and other people of color, into your agency's operations and housing programs?

Our staff is representative of the people we serve, and have personal lived experience across multiple sytems that impact marginalized populations. We also have a lived experience advisory board that participates in the internal decisions of our internal policies and procedures, including when and how we take on new projects and initiatives to respond to community need. As we have increased our capacity and service delivery to the community to include housing resources that we believe is not only a basic need , but a basic human right. In response to community needs supported by data that indicates that black women and children are fairing far worst than their white counter parts across all quality of life indicators; financial security, housing security, social support, employment, physical and mental health, enviromental safety and overall life expectancy. We have increased our services to the community to include social assistance programs like eviction prevention, housing counseling, utility

services, basic need resources like food and housing supplies. Subsequently, acknowledging that black women and children are 80% of the homeless population although they are only 10% of the overall population in Dane County we have also expanded our services to sheltering homeless families as well as helping families obtain and maintain permanent housing.

9. Describe how your agency promotes and supports equity in internal policy and procedures and within the community and the greater Madison area.

Delivering Social Impact requires talent, systems and processes. Sankofa Educationl Leadership United(SELU) encompasses all these traits. Our first commitment to Social Impact is to empower our most vulnerable populations by working intentionally and diligently against white- dominant practices and a charity mind-set in philanthropy that has created deep inequities in terms of who recieves funding and how. SELU is a grassroots organization led by Black people. We have a depth of understanding and lived experience with racism that has hindered our collective ability to build financial reserves and overall capacity. We consistently advocate for funders to invest in movements and orgainzations that prioritizes dismanteling oppressive systems, redistributing resources and amplifying the power of the people closest to the problems the sector seeks to solve. Supporting Healthy Families- The Gift of Keys is a natural next step in SELU fulfilling its commitment to the community of assuring that families have their basic needs of permanent housing met with low barriers. Subsequently, our leadership capacity is consitently expanded through our Founder Jalateefa Joe-Meyers. Jalateefa prioritizes a well functioning executive team, frequent and transparent communications with staff, and good governance practices that help build and maintain the kind of trust an evoloving agency requires to keep an agency productive. Jalateefa also leads by recognizing the full humanity of staff and clients and partners by modeling authenticity and vulnerability at the same time. Our team continues to strive for excellence while placing the highest priority on matters of the heart, and providing space and through words and deeds for clients and staff to display their pain. At a recent virtual staff meeting Jalateefa reflected on our agency mission and values and shared, " We as an agency can't be a source of healing and protection for for the community and our clients if we are unable to see their pain, it is our job to embrace authenticity, which means becoming vulnerable at times but also truly listening and seeing the needs of our constituents and collectively responding accordingly" As SELU considers creative new approaches to meet the needs of the community we are thinking about both rapid response approaches as well as major projects like The Gift of Keys that require extensive analysis. SELU is partnering in creatuve ways to boost social impact. With the undeerstanding that effective partnership requires certain capacities. True positive partnerships show up in three ways. 1) Each partnering agency has to create a culture that explicitly calls out the importance of collaboration, 2) Each agency has to have a team with collaboratuve skill sets, and 3) Each agency has to have leadership that models collaborative behaviors and shows integrity by following through with commitments to establish integrity of the organization but also build trust with community partners. During these unprecedented times we have to be willing to jump in quickly and begin the work. Our partnership for The Gltf of Keys program with Luxcom Hotels, Cappella Realty, Peace Network, Inc all exhibit these three important partnership qualities.

10. List Percent of Staff Turnover in 2019: (0)
11. Divide the number of resignations or terminations in calendar year 2019 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.

0

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

DESCRIPTOR	STAFF	BOARD
GENDER		
Female	06	7
Male	2	
Unknown/Other		
TOTAL GENDER	8	7
AGE		
Less than 18 yrs old		1
18-59 Yrs	9	5
60 and older		1

TOTAL AGE	9	7
RACE*		
White/Caucasian		2
Black/African American	8	5
Asian		
American Indian/Alaskan Native		
Native Hawaiian/Other Pacific Islander		
MULTI-RACIAL:		
Black/AA & White/Caucasian	1	
Asian & White/Caucasian		
Am Indian/Alaskan Native & White/Caucasian		
Am Indian/Alaskan Native & Black/AA		
Balance/Other	9	
TOTAL RACE	9	7
ETHNICITY		
Hispanic or Latino	1	1
Not Hispanic or Latino	8	6
TOTAL ETHNICITY	9	7
PERSONS WITH DISABILITIES	3	2

*These categories are identified in U.S. Department of Housing and Urban Development (HUD) Standards.

13. The following attachments are included with this application:

- Housing Development – Owner-Occupied (Complete Attachment A and Budget Workbook)
- Housing Development – Rental (Complete Attachment B and Budget Workbook)
- Housing Services (Complete Attachment C and Budget Workbook)
- Homebuyer Education (Complete Attachment D and Budget Workbook)

Note: Proposals for housing services should only complete Worksheets 1-3 (Agency Overview, Capital, and Expenses) in the Budget Workbook. Proposals for housing development should complete Worksheets 1-4 (Agency Overview, Capital, and Expenses, Proforma). Proposals for homebuyer education services should only complete Worksheets 1 and 5 (Agency Overview and Homebuyer Education Budget).

PLEASE ATTACH THE FOLLOWING ADDITIONAL INFORMATION AND CHECK THE BOX WHEN ATTACHED:

- A completed Application Budget Workbook, 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.
- For development proposals, a detailed map of the site and a second map using the AHF Affordable Housing Targeted Area Map showing the site in the context of the City.
- For development proposals, a Capital Needs Assessment report of the subject property, if the proposal is for a rehabilitation project and if the report is available at the time of application.
- For development proposals, a recent market study or analysis, if available at the time of application.

- For applicants seeking EECBG funds, an energy audit, prepared by a certified Focus on Energy auditor, if available at the time of application.
- For rental development proposals with more than one owner, a Project Organizational Chart, including ownership interest percentages.

NOTE: If an appraisal, market study, or capital needs assessment is not available at the time of application, and the proposal is funded through this RFP process, these items must be submitted to the City prior to receiving a loan agreement.

ATTACHMENT B – Housing Development – Rental

Type of Construction: New Construction Acquisition/Rehab
 Type of Project: Multifamily Rental Senior Rental (55+ or 62+ yr. old): _____
 Rental Cooperative

Total number of units: 53
 Total amount of CDD funds requested per affordable unit: 18,870.00

DEVELOPMENT TEAM OVERVIEW

1. Please describe the development team’s experience using federal HOME, CDBG or EECBG funds.
 Currently Sankofa Educational Leadership United is a funded agency by the Dane county COC and the city of Madison. We are funded to offer the community Rapid Rehousing and Emergency Shelter . We also operate a shelter in Jefferson County

2. Identify all key roles in your project development team, including architect, legal counsel, property management agent, supportive services provider(s), and any other key consultants, if known.

Contact Person	Company	Role in Development	E-mail	Phone
Jalateefa Joe-Meyers	Sankofa ELU	Lead Agency		
Mian Asghar	Inside Every Home LLC	Real estate Developer		
Jalateefa Joe-Meyer	Sankofa ELU	Agency Project Manager		
Jalateefa Joe-Meyers	Sankofa ELU	Service Provider and Service facilitator		
Doug Phal	Achetect			
Joshua K.	Attorney at law			

3. Who will be responsible for monitoring compliance with federal regulations and requirements? Please describe the experience of the property management agency including trainings and/or certifications that the individual/property management agency has completed and/or attained. Please address experience in and/or plans to implement inclusive and culturally-sensitive property management and marketing practices.

Sankofa Educational Leadership United Agency and Board of Directors

SITE INFORMATION

4. Address of Proposed Site: 5713 High crossing blvd 53718

5. If applicable, please identify in which of the following areas on the Affordable Housing Targeted Area Map your proposal is located:
 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)

6. 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. Provide the streets of the closest major intersection as well as known structures/activities surrounding the site that identifies where the site is located. (Attach a map indicating project location. Include one close-up map of the site and a second map using the Affordable Housing Targeted Area Map to show the site in the context of the City.)

East madison

- 7. Identify the neighborhood in which the site is located: _____
- 8. Date Site Control Secured (if applicable): _____
- 9. Identify the distance the following amenities are from the proposed site.

Type of Amenities & Services	Name of Facility	Distance from Site (in miles)
Full Service Grocery Store	Hyvee and Aldies	
Public Elementary School	Sandburg Elenentary	
Public Middle School	Sherman and Whitehorse middle school	
Public High School	East High school	
Job-Training Facility, Community College, or Continuing Education Programs	Madison college , herring college , lake view college , Uw Madison	
Childcare	Play haven Chikdcare Claudia's kids Goodman community center	
Public Library	Lake wiew public library and a library on East Washington avenue	
Neighborhood or Community Center	Darbo community Cebter , East Madison community center , Goodman Community Center	
Full Service Medical Clinic or Hospital	Uw Hospital and Uw clinic	
Pharmacy	Walgreens and Walmart	
Public Park or Hiking/Biking Trail		
Banking	Wells Fargo , summit , us bank ,	
Retail	East town mall , Burlington Marshall's	
Other (list the amenities):	Many restraints , an on-site pool	

- 10. What is the actual walking distance between the proposed site and the nearest seven-day per week transit stops (i.e. weekday and weekends)? List the frequency of service at that bus stop during both the weekday and on the weekends (e.g., hourly, 1/2 hour, commuter hours). List the bus route(s) numbers, seven-day transit stop street intersections and describe any other transit stops (include street intersections and schedule) located near the proposed site. Please do not include full bus schedules.

1 block

- 11. Describe the historical uses 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.

Residential suites in the hotel industry

- 12. Current zoning of the site: _____ An interactive version of the Zoning Map can be found linked [here](#).

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

5317 High Crossing Boulevard is zoned CC (Commercial Center). Multi-family house is allowed in this district as a conditional use. No rezoning would be necessary. We do meet the requirements meet of 160 S.F. per one-bedroom unit as this is the same requirement for lodging and a lot size requirement of 750 S.F. per unit. There are condominiums in an adjacent lot . There would be a few phases of our work, field verification and preliminary plan development (to serve as a basis for the next phase); City Entitlements phase (to obtain the CUP.) then the documentation of the project after that . The suites will be easy as they have kitchens, but rooms without kitchens might need more work as I believe that is a requirement for apartment unit, however this conversion would likely be easier than converting other types of buildings for this purpose.

CITY AND COMMUNITY ENGAGEMENT PROCESSES

- 14. Have you presented to the City's Development Assistance Team (DAT)? If so, please summarize the staff comments to your proposal and reference the date of the presentation. If not, what is the anticipated date of the DAT presentation?

We did email then on December 16th to Colin Punt but did not get a response . We will reach out to the DAT team again to discuss our plans

15. If applicable, describe the neighborhood and community input process, including notification to and input from the nearby Neighborhood Association(s), already underway and planned. 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 the project has been identified, if any? How will those be addressed?

We have sent list cards ro area businesses abs residents explaining our intent to utilize the property , and provided an email for then to follow up with questions

TENANT SELECTION, AFFIRMATIVE MARKETING & BARRIERS TO ENTRY

16. Describe your plans to incorporate flexible tenant selection criteria for households who are connected to supportive services, in order to provide housing opportunities for persons or families who would otherwise face common obstacles obtaining housing (e.g., poor credit, negative rental history, criminal conviction records, etc.). Specifically outline how this proposal embraces the City of Madison Tenant Selection Best Practices (Attachment B-1 of the RFP) and provides the maximum feasible flexibility in tenant selection to the general population and supportive service units.

We will utilize coordinated entry and reserve our units for the targeted population of people with disabilities and ourmost disenfranchised families with children and single women

17. Describe your affirmative marketing strategy and any other strategies to engage your intended population. Specifically outline how you will embrace the City of Madison’s Affirmative Marketing Plan Best Practices (Attachment B-2 of the RFP), especially for Asian and Latinx populations which tend to been under-represented in CDD Completion Reports.

Our Team and our board is entirely minority . We have grassroots leaders that are connected to the community . In addition we will engage our lived experience board for ideas of how to best reach the population

18. How will you affirmatively market to populations that will be identified as least likely to apply? Please reference successful past practices, relationships with agencies and/or marketing materials used.

Very likely as we would require that we only recieved apps from people that were category 1 homeless

19. For the following development team roles, please identify the number and/or percentage of women and persons of color employed by that company.

Company	Role in Development (if different from above)	# or % Employees who are Women	# or % Employees who are Persons of Color
IEH, LLC	Developer	30%	90%
SELU	Property Manager	80%	100%
Doug Phal	Architect	50%	0
SELU	Service Provider	80%	100%

20. 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 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.

We are minority owned businesses and are certified with the federal government as a minority owned business

21. Beyond standard construction bidding practices, to 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 commit to exceeding the City’s contract labor utilization goal of 7% for persons of color working on the job site.

Our mission is to connect the most vulnerable people in our community to housing and blank women and children are the most disenfranchised . Hence we will work with coordinated entry to support the most disenfranchised .

SITE AMENITIES

22. Describe the interior and exterior common area amenities that will be available to tenants and/or guests (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?

Family rooms , meeting rooms , pools ,
dinning area , excercise room

23. 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.

Light , gas cable and Internet will be included in rent

PROPOSAL TIMELINE

24. 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
1 st Neighborhood Meeting (Due by 1/4/21) [<i>Target Month/Date</i>] (if applicable)	
1 st Development Assistance Team/ Meeting (Due by 1/7/21) [<i>Target/Actual Month/Date</i>]	1/30/2021
Submission of Land Use Application (if applicable)	2/15/2021
Plan Commission Consideration	April 15, 2021
Urban Design Commission Consideration, if applicable [<i>Target Month/Date</i>]	
Complete Financing	May 2021
Acquisition/Real Estate Closing	June 2021
Rehab or New Construction Bid Publishing	June 2021
New Construction/Rehab Start	July 2021
Begin Lease-Up/Marketing	
New Construction/Rehab Completion	
Certificates(s) of Occupancy Obtained	September 2021
Complete Lease-Up	November 1 2021
Request Final Draw of CDD Funds	November 1st 2021

HOUSING INFORMATION & UNIT MIX

25. 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.

ADDRESS #1:		5317 Highcrossing Blvd 53718									
		# 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%		10	20	23	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.

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.

26. Utilities/amenities^x included in rent: Water/Sewer Electric Gas Free Internet In-Unit
 Washer/Dryer Other: _____

REAL ESTATE PROJECT DATA SUMMARY

27. 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								
	53	53	0	0	53	53	3.3 mil	3.6	3.3 mil
Address:	Enter Address 2								
Address:	Enter Address 3								

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

29. Will any business or residential tenants 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.

This is a hotel so there are no current tenants.

ENERGY EFFICIENCY, RENEWABLE ENERGY & SUSTAINABLE DESIGN

30. What is your organization's track record of 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.

31. Please describe how this proposed development 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](#).

We will purchase new furnaces that are energy efficient and on the 3rd floor install skylights.

32. Please describe the proposed project's energy efficiency goals. For new construction proposals, please attach a copy of the confirmation page demonstrating that your organization has submitted an [Initial Application](#) for Focus on Energy's Energy Design Assistance program. For rehabilitation proposals, please attach documentation confirming that your organization has reached out to Focus on Energy's [multifamily program](#). Identify any third party certification, such as LEED®, WELL, Passive House or similar, that will be sought.

33. What building design and HVAC considerations will your team include to enhance community resiliency for building inhabitants in the face of a potential future pandemic?

34. Describe this development's approach to accessibility, including the number and percent of accessible units proposed for each of level of accessibility. Will this development meet or exceed the minimum requirements? For rehab, describe the accessibility modifications that will be incorporated into the existing development.

All units ate accessible

35. 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.

APPLICANT & PROJECT NAME: **The Gift of Keys**

1. AGENCY OVERVIEW

This chart describes your agency's total budget for 3 separate years. Where possible, use audited figures for 2019 Actual.

Account Description	2019 Actual	2020 Budget	2021 Proposed
A. PERSONNEL			
Salary (including benefits)	140,000	215,000	430,000
Taxes	9,800	30,000	60,000
Subtotal A	149,800	245,000	490,000
B. OPERATING			
All "Operating" Costs	40,000	700,000	2,400,000
Subtotal B	40,000	700,000	2,400,000
C. SPACE			
Rent/Utilities/Maintenance	27,000	29,000	123,500
Mortgage/Depreciation/Taxes		4,000	240,313
Subtotal C	27,000	33,000	363,813
D. SPECIAL COSTS			
Subcontracts	30,000	20,000	90,000
Deposits to Reserves	15,000	5,000	50,000
Debt Service (Excl Mortgage)		20,000	
Other: (Specify)			
Subtotal D	45,000	45,000	140,000
Total Operating Expenses:	261,800	1,023,000	3,393,813
REVENUE			
Direct Public Grants	53,000	30,000	50,000
Direct Public Support	50,000	50,000	50,000
Indirect Public Support	75,000	50,000	1,300,000
Miscellaneous Revenue	50,000	200,000	480,000
Restricted Funds Released		620,000	1,900,000
Program Income	90,000	84,000	350,000
Total Income	318,000	1,034,000	4,130,000
Net Income	56,200	11,000	736,187

APPLICANT & PROJECT NAME:

2. CAPITAL BUDGET

Enter ALL proposed project funding sources.

FUNDING SOURCES

Source	Amount	Non-Amortizing (Y/N)	Rate (%)	Term (Years)	Amort. Period (Years)	Annual Debt Service
Permanent Loan-Lender Name:						
Acclivity Financial/ bank of sun prairie	\$ 2,300,000		5.00%	5	25	\$159,420
Subordinate Loan-Lender Name:						
City of Madison	\$ 1,000,000					
Subordinate Loan-Lender Name:						
Tax Exempt Loan-Bond Issuer:						
AHP Loan						
City-AHF Loan						
City-HOME Loan						
City-CDBG Loan						
City-TIF Loan						
Other-Specify Lender/Grantor:						
Other-Specify Lender/Grantor:						
Other-Specify Lender/Grantor:						
Historic Tax Credit Equity						
Deferred Developer Fees						
Owner Investment						
Other-Specify:						
Total Sources	\$ 3,300,000					

Construction Financing			
Source of Funds	Amount	Rate	Term (Months)
Construction Loan-Lender Name:			
Bridge Loan-Lender Name:			
Historic Tax Credit Equity:			
Total	\$ -		

Estimated pricing on sale of Federal Tax Credits:
(if applicable)

Estimated pricing on sale of State Tax Credits:
(if applicable)

Remarks Concerning Project Funding Sources:

APPLICANT:

Sankofa Educational Leadership United

3. PROJECT EXPENSES

Enter the proposed project expenses

Acquisition Costs	Amount
Land	\$0
Existing Buildings/Improvements	\$3,300,000
Other (List)	
	\$0

Construction:	
Construction/Rehab Costs	\$50,000
Construction Profit	\$0
Construction Overhead	\$0
General Requirements	\$0
Construction Supervision	\$0
FF&E/Personal Property	\$0
Demolition	\$0
Site Work	\$0
Landscaping	\$0
Letter of Credit/P&P Bond	
Construction Contingency	\$0
Other (List)	
	\$0

<--- If applicable, please list the costs attributable to "above and beyond" green building/Net Zero construction components included in the Construction Costs line item:

Total Cost:

\$0

Architectural & Engineering	
Architect - Design	\$5,000
Architect - Supervision	\$3,000
Engineering	\$0
Other (List)	
	\$0

Interim/Construction Costs	
Builder's Risk/Property Insurance	\$0
Construction Loan Interest	\$0
Construction Loan Origination Fee	\$0
Real Estate Taxes	\$70,893
Park Impact Fees	\$0
Other Impact Fees	\$0
Other (List)	
	\$0

Financing Fees	
Cost of Bond Issuance	\$250,000
Permanent Loan Origination Fee	\$33,000
Credit Enhancement	\$0
Other Permanent Loan Fees	\$0

Soft Costs	
Appraisal	\$5,500
Market Study	\$1,500

Environmental Reports	\$4,500
Survey	\$2,500
Permits	\$2,500
Lease-Up Period Marketing	\$0
Accounting/Cost Certification	\$0
Title Insurance and Recording	\$0
Relocation	\$0
FF&E	\$12,000
Capital Needs Assessment (if rehab)	\$0
Legal	\$1,500
Other (List)	
	\$0
Fees:	
Bridge Loan Fees	\$0
Organizational Fees	\$0
Syndication Fees	\$0
Total Development Fee	\$0
Developer Overhead	\$0
Other Consultant Fees	\$0
Other (List)	
	\$0
Reserves Funded from Capital:	
Lease-Up Reserve	\$100,000
Operating Reserve	\$100,000
Replacement Reserve	\$0
Capital Needs Reserve	\$0
Debt Service Reserve	\$50,000
Escrows	\$200,000
Other: (List)	
	\$0
TOTAL COSTS:	\$4,191,893

APPLICANT: Sankofa Educational Leadership United

4. PROJECT PROFORMA

Enter total Revenue and Expense information for the proposed project for a 30 year period.

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13	Year 14	Year 15	Year 16
Gross Income	700,000	708,400	716,901	725,504	734,210	743,020	751,936	760,960	770,091	779,332	788,684	798,148	807,726	817,419	827,228	837,155
Less Vacancy/Bad Debt	7,000	7,084	7,169	7,255	7,342	7,430	7,519	7,610	7,701	7,793	7,887	7,981	8,077	8,174	8,272	8,372
Income from Non-Residential Use*	1,000,060	1,012,061	1,024,205	1,036,496	1,048,934	1,061,521	1,074,259	1,087,150	1,100,196	1,113,399	1,126,759	1,140,280	1,153,964	1,167,811	1,181,825	1,196,007
Total Revenue	1,693,060	1,713,377	1,733,937	1,754,744	1,775,801	1,797,111	1,818,676	1,840,500	1,862,586	1,884,938	1,907,557	1,930,447	1,953,613	1,977,056	2,000,781	2,024,790
Expenses:																
Office Expenses and Phone	20,000	20,200	20,402	20,606	20,812	21,020	21,230	21,443	21,657	21,874	22,092	22,313	22,537	22,762	22,989	23,219
Real Estate Taxes	70,893	71,602	72,318	73,041	73,772	74,509	75,254	76,007	76,767	77,535	78,310	79,093	79,884	80,683	81,490	82,305
Advertising, Accounting, Legal Fees	20,000	20,200	20,402	20,606	20,812	21,020	21,230	21,443	21,657	21,874	22,092	22,313	22,537	22,762	22,989	23,219
Payroll, Payroll Taxes and Benefits	200,000	202,000	204,020	206,060	208,121	210,202	212,304	214,427	216,571	218,737	220,924	223,134	225,365	227,619	229,895	232,194
Property Insurance	24,500	24,745	24,992	25,242	25,495	25,750	26,007	26,267	26,530	26,795	27,063	27,334	27,607	27,883	28,162	28,444
Mtc, Repairs and Mtc Contracts	40,000	40,400	40,804	41,212	41,624	42,040	42,461	42,885	43,314	43,747	44,185	44,627	45,073	45,524	45,979	46,439
Utilities (gas/electric/fuel/water/sewer)	66,500	67,165	67,837	68,515	69,200	69,892	70,591	71,297	72,010	72,730	73,457	74,192	74,934	75,683	76,440	77,204
Property Mgmt	80,000	80,800	81,608	82,424	83,248	84,081	84,922	85,771	86,629	87,495	88,370	89,253	90,146	91,047	91,958	92,878
Operating Reserve Pmt	50,000	50,500	51,005	51,515	52,030	52,551	53,076	53,607	54,143	54,684	55,231	55,783	56,341	56,905	57,474	58,048
Replacement Reserve Pmt	21,510	21,725	21,942	22,162	22,383	22,607	22,833	23,062	23,292	23,525	23,760	23,998	24,238	24,480	24,725	24,972
Support Services	300,000	303,000	306,030	309,090	312,181	315,303	318,456	321,641	324,857	328,106	331,387	334,701	338,048	341,428	344,842	348,291
Other (List)																
Pool, HK, Pest Control, Waste Mgmt.	25,000	25,250	25,503	25,758	26,015	26,275	26,538	26,803	27,071	27,342	27,616	27,892	28,171	28,452	28,737	29,024
Miscellaneous Expense	10,000	10,100	10,201	10,303	10,406	10,510	10,615	10,721	10,829	10,937	11,046	11,157	11,268	11,381	11,495	11,610
Total Operating Expenses	928,403	937,687	947,064	956,535	966,100	975,761	985,518	995,374	1,005,327	1,015,381	1,025,534	1,035,790	1,046,148	1,056,609	1,067,175	1,077,847
Net Operating Income	764,657	775,690	786,873	798,210	809,702	821,350	833,158	845,127	857,259	869,557	882,022	894,658	907,465	920,447	933,606	946,943
Debt Service:																
First Mortgage	160,000	160,000	160,000	160,000	160,000	160,000	160,000	160,000	160,000	160,000	160,000	160,000	160,000	160,000	160,000	160,000
Second Mortgage	70,000	70,000	70,000	70,000	70,000	70,000	70,000	70,000	70,000	70,000	70,000	70,000	70,000	70,000	70,000	70,000
Other (List)																
	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Debt Service	230,000	230,000	230,000	230,000	230,000	230,000	230,000	230,000	230,000	230,000	230,000	230,000	230,000	230,000	230,000	230,000
Total Annual Cash Expenses	1,158,403	1,167,687	1,177,064	1,186,535	1,196,100	1,205,761	1,215,518	1,225,374	1,235,327	1,245,381	1,255,534	1,265,790	1,276,148	1,286,609	1,297,175	1,307,847
Total Net Operating Income	534,657	545,690	556,873	568,210	579,702	591,350	603,158	615,127	627,259	639,557	652,022	664,658	677,465	690,447	703,606	716,943
Debt Service Reserve	50,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Deferred Developer Fee	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Cash Flow	484,657	545,690	556,873	568,210	579,702	591,350	603,158	615,127	627,259	639,557	652,022	664,658	677,465	690,447	703,606	716,943
AHF City Interest Loan	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

*Including commercial tenants, laundry facilities, vending machines, parking spaces, storage spaces or application fees.

DCR Hard Debt	3.32	3.37	3.42	3.47	3.52	3.57	3.62	3.67	3.73	3.78	3.83	3.89	3.95	4.00	4.06	4.12
DCR Total Debt	3.32	3.37	3.42	3.47	3.52	3.57	3.62	3.67	3.73	3.78	3.83	3.89	3.95	4.00	4.06	4.12

Assumptions

Vacancy Rate	1.0%
Annual Increase Income	1.2%
Annual Increase Expenses	1.0%
Other	

*Please list all fees (per unit per month) and non-residential income:

One Bedroom Studio With Two Beds = \$600 One Bedro

APPLICANT:

3. PROJECT PROFORMA (cont.)

Enter total Revenue and Expense information for the proposed project for a 30 year period.

	Year 17	Year 18	Year 19	Year 20	Year 21	Year 22	Year 23	Year 24	Year 25	Year 26	Year 27	Year 28	Year 29	Year 30
Gross Income	847,201	857,367	867,655	878,067	888,604	899,267	910,059	920,979	932,031	943,215	954,534	965,988	977,580	989,311
Less Vacancy/Bad Debt	8,472	8,574	8,677	8,781	8,886	8,993	9,101	9,210	9,320	9,432	9,545	9,660	9,776	9,893
Income from Non-Residential Use*	1,210,359	1,224,883	1,239,582	1,254,457	1,269,511	1,284,745	1,300,162	1,315,764	1,331,553	1,347,531	1,363,702	1,380,066	1,396,627	1,413,386
Total Revenue	2,049,088	2,073,677	2,098,561	2,123,744	2,149,229	2,175,019	2,201,120	2,227,533	2,254,263	2,281,315	2,308,690	2,336,395	2,364,431	2,392,804
Expenses:														
Office Expenses and Phone	23,452	23,686	23,923	24,162	24,404	24,648	24,894	25,143	25,395	25,649	25,905	26,164	26,426	26,690
Real Estate Taxes	83,128	83,959	84,798	85,646	86,503	87,368	88,242	89,124	90,015	90,915	91,825	92,743	93,670	94,607
Advertising, Accounting, Legal Fees	23,452	23,686	23,923	24,162	24,404	24,648	24,894	25,143	25,395	25,649	25,905	26,164	26,426	26,690
Payroll, Payroll Taxes and Benefits	234,516	236,861	239,229	241,622	244,038	246,478	248,943	251,433	253,947	256,486	259,051	261,642	264,258	266,901
Property Insurance	28,728	29,015	29,306	29,599	29,895	30,194	30,496	30,800	31,108	31,420	31,734	32,051	32,372	32,695
Mtc, Repairs and Mtc Contracts	46,903	47,372	47,846	48,324	48,808	49,296	49,789	50,287	50,789	51,297	51,810	52,328	52,852	53,380
Utilities (gas/electric/fuel/water/sewer)	77,976	78,756	79,544	80,339	81,143	81,954	82,774	83,601	84,437	85,282	86,135	86,996	87,866	88,745
Property Mgmt	93,806	94,744	95,692	96,649	97,615	98,591	99,577	100,573	101,579	102,595	103,621	104,657	105,703	106,760
Operating Reserve Pmt	58,629	59,215	59,807	60,405	61,010	61,620	62,236	62,858	63,487	64,122	64,763	65,410	66,065	66,725
Replacement Reserve Pmt	25,222	25,474	25,729	25,986	26,246	26,509	26,774	27,042	27,312	27,585	27,861	28,140	28,421	28,705
Support Services	351,774	355,291	358,844	362,433	366,057	369,718	373,415	377,149	380,920	384,730	388,577	392,463	396,387	400,351
Other (List)														
	29,314	29,608	29,904	30,203	30,505	30,810	31,118	31,429	31,743	32,061	32,381	32,705	33,032	33,363
	11,726	11,843	11,961	12,081	12,202	12,324	12,447	12,572	12,697	12,824	12,953	13,082	13,213	13,345
Total Expenses	1,088,626	1,099,512	1,110,507	1,121,612	1,132,828	1,144,156	1,155,598	1,167,154	1,178,825	1,190,614	1,202,520	1,214,545	1,226,690	1,238,957
Net Operating Income	960,462	974,165	988,054	1,002,132	1,016,400	1,030,863	1,045,522	1,060,379	1,075,438	1,090,701	1,106,170	1,121,850	1,137,741	1,153,847
Debt Service:														
First Mortgage	160,000	160,000	160,000	160,000	160,000	160,000	160,000	160,000	160,000	160,000	160,000	160,000	160,000	160,000
Second Mortgage	70,000	70,000	70,000	70,000	70,000	70,000	70,000	70,000	70,000	70,000	70,000	70,000	70,000	70,000
Other (List)														
	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Debt Service	230,000													
Total Annual Cash Expenses	1,318,626	1,329,512	1,340,507	1,351,612	1,362,828	1,374,156	1,385,598	1,397,154	1,408,825	1,420,614	1,432,520	1,444,545	1,456,690	1,468,957
Total Net Operating Income	730,462	744,165	758,054	772,132	786,400	800,863	815,522	830,379	845,438	860,701	876,170	891,850	907,741	923,847
Debt Service Reserve	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Deferred Developer Fee	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Cash Flow	730,462	744,165	758,054	772,132	786,400	800,863	815,522	830,379	845,438	860,701	876,170	891,850	907,741	923,847
AHF City Interest Loan	0	0	0	0	0	0	0	0	0	0	0	0	0	0

*Including laundry facilities, vending machines, parking spaces, storage spaces or application fees.

DCR Hard Debt	4.18	4.24	4.30	4.36	4.42	4.48	4.55	4.61	4.68	4.74	4.81	4.88	4.95	5.02
DCR Total Debt	4.18	4.24	4.30	4.36	4.42	4.48	4.55	4.61	4.68	4.74	4.81	4.88	4.95	5.02

Assumptions

Vacancy Rate	1.0%
Annual Increase Income	1.2%
Annual Increase Expenses	1.0%
Other	

APPLICANT & PROJECT NAME:

Sankofa Educational Leadership United

5. HOMEBUYER EDUCATION BUDGET

Please use the below budget to outline all funds contemplated to be used to fund the program, and how funds will be used

Program Funding Sources

Funding Source	Amount	One-Time or Ongoing?
Public Funds		
Medicaid	\$200,000	Ongoing
RSS HUD Grant	\$500,000	Ongoing
CCS	\$80,000	Ongoing
Wisconsin Department of Health Services (D	\$30,000	Ongoing
Private/Non-Profit Grant Funds		
Bank of the West's Charitable Investments	\$50,000	Single
Other Funds from Agency Budget		
Fundraising	\$50,000	Ongoing
Other Funds (Specify Source)		
CDBG	\$150,000	Single time
Rents	\$700,000	Ongoing
Total Funding Sources:	\$1,760,000	

Program Expenses

Cost Category	CDD Funds	Other Funds	Total Cost
Personnel Costs:			
Salary			\$0
Benefits			\$0
Taxes			\$0
Purchase of building	\$1,000,000		\$1,000,000
Operating Costs:			
Professional Fees			\$0
Insurance			
Audit			\$0
Program Supplies			\$0
Automobile Costs/Travel			\$0
			\$0
Bank of Sun Prairie/ Acclivity Financial		\$2,300,000	\$2,300,000
Other/Special Costs:			
Assistance to Individuals			\$0
Other:			\$0
Other:			\$0
Total Costs:	\$1,000,000	\$2,300,000	\$3,300,000