

**APPLICATION B: PROGRAMS & SERVICES**

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

**APPLICANT INFORMATION**

Proposal Title:	Maintenance fund for permanently affordable homes in community land trust				
Amount of Funds Requested:	\$ 143,469				
Type of Project:	<input checked="" type="checkbox"/> Rehabilitation <input type="checkbox"/> Homebuyer Assistance <input type="checkbox"/> Homebuyer Education				
Name of Applicant:	Madison Area Community Land Trust				
Mailing Address:	2702 International Ln #200				
Telephone:	262-215-0773	Fax:			
Project / Program Contact:	Deaken Boggs	Email:	Deaken@maclt.org		
Financial Contact:	Deaken Boggs	Email:	Deaken@maclt.org		
Website:	www.affordablehome.org				
Legal Status:	<input checked="" type="checkbox"/> Non-Profit	Registered on SAM:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Federal EIN:	39-1680095	SAM/UEI #	785543500		

**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 REGISTRATION**

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

### CITY OF MADISON CONTRACTS

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

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

### SIGNATURE OF APPLICANT

DB
----

8/30/2022
-----------

Name:    Date:

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

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

### PROPOSAL OVERVIEW

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

MACLT proposes to continue the program established by our last award of minor rehabilitation funding from CDD. This program involves the disbursement of minor home repair grants to homeowners who remain low-income who currently own one of MACLT's 71 homes. In the establishment of this maintenance program, MACLT homeowners submitted applications noting what items they wanted repaired and the current condition of their home. MACLT reviewed the applications and determined which households had the most need for maintenance assistance based on income, disability, first generation homeowners, and current condition of the home. With the applications reviewed and ranked MACLT staff took time to work directly with homeowners with the highest level of need to get projects started. This took the form of reviewing the full extent of work homeowners were looking to have done, assisting homeowners in gathering bids for said work, vetting contractors, and getting the work completed at the properties. While we were able to assist in completing needed maintenance at several homes, there is still significantly more work to do. We would like to continue this program and work to help all low-income MACLT homeowners in need of maintenance assistance.

### FUNDING SOURCE PREFERENCE

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

☒ City Levy / Affordable Housing Funds      ☐ HOME      ☒ CDBG

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

### AFFORDABLE HOUSING NEEDS

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

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

Madison Area Community Land Trust (MACLT) has been developing, rehabbing, and stewarding properties in Madison since the 1990s and has been networked with other organizations addressing affordable housing throughout our existence. Our executive director, Olivia Williams, is an attendee of Affordable Housing Action Alliance meetings, 3rd Sector meetings, Homebuyer's Round Table meetings, and has a PhD in urban geography, wherein she learned how urban change patterns affect displacement. We have also hired a homeowner services program coordinator, Deaken Boggs, who has spearheaded the homeowner maintenance service program and adds experience from his time within the field of property management. His capacity to identify and understand building mechanical issues allows MACLT to move more nimbly in getting projects completed. MACLT is in continual contact with our 71 homeowners, and has an additional 70+ potential homebuyers on a waiting list for our homes. We know the need is high in the community both within our program and those seeking affordable homeownership.

With the award of minor home maintenance funds from the City of Madison in 2020, MACLT rolled out our maintenance program to address deferred maintenance in MACLT homes. Homeowners within MACLT applied to MACLT for funds for minor home repair, and the application involved a thorough survey with questions about the condition of every room and system in the home. When needed, staff toured homes to complete the survey with homeowners. Leveraging funds from additional sources (ARPA funds distributed through Dane County), MACLT was able to pay for a Capital Needs Assessment for 14 units at Anniversary Court Condo Association and one additional single-family home to document the status of some of our most in-need homes with the help of a third party professional.

MACLT received roughly 40 applications to the maintenance program during our initial application rollout which represents over half of the 71 homeowners within the community land trust and about 2/3rds of the 61 permanently affordable homes within the CLT. While we were already aware of homes in need of repair prior to rolling out this program, these 40 applications gave us a much more thorough set of data regarding the current issues within MACLT properties. MACLT staff has also been able to walk through many of the homes to get a better idea of the condition of the properties.

Of the 40 applications we had received in round one of our program, 8 of the applicants were above the HUD income limits, and ineligible for CDBG funding, although we were able to assist 6 of them with other sources. Of the 32 applications that were income eligible, we have issued payments for 10 units for completed work, and 4 are in the process of completion in the first round of funding. We anticipate funding maintenance at a total of 22 units by the end of this calendar year, assuming the cooperation of the homeowners who applied and are eligible for funds. The ten remaining households can be partially funded in our next (already awarded) CDBG contract, but our data shows that our homeowners' needs exceed the already-awarded funds.

On average, \$4,000 per property was dispersed in the first round of funding, but that amount has not consistently covered the total cost of repairs needed for each home. Some homeowners have been able to pay for the remainder of the cost of their projects out of pocket, but many homeowners are unable to pay for the work their homes need. Roughly half of the currently eligible applicants will need additional funds for necessary repairs after this first round of funding is completed. We are working with other programs such as Project Home to try to cover the full scope of work needed, but we would like to maintain the minor maintenance fund from CDD to ensure we can continue to work towards full project completion and sustain a fund for emergency

repairs, which has been important for the financial stability of some of our low-income homeowners.

We also expect to have more applications come in as the program continues, and expect at least half of the homes that already received assistance to require more funds for other necessary projects. MACLT will conduct additional outreach to reach the 21 homeowners at affordable units that have not submitted applications.

We would like to continue this program to stabilize our homeowners and continue to ensure the homes in the CLT are in good condition for their next homebuyers. We anticipate with this award we can get most or all of the homes in our program to a "move-in ready" state if they were to sell. As a review of our applications we asked our homeowners to detail both the items they were looking to have repaired as well as the general age of most of the building components at their property. From our initial review which was conducted in early April and was composed of 24 applications we found the following items would be in likely need of repair or replacement for our low-income homeowners: 11 Furnaces, 6 Roofs, 5 Water Heaters, 4 Gutters/Drainage Systems, and 2 Water Softeners. While this is not a complete analysis it does point to the need for future funding beyond what we have already been awarded.

Our last award assumed an average of \$3,600 per home and asked for funds for 22 homes. Seeing the need and costs of repairs, this application assumes an average of \$4,000 per home and seeks to assist 25 homeowners.

## AGENCY OVERVIEW

### 1. What other funds will your agency leverage to cover program costs?

MACLT is applying for \$50,000 in funds from WHEDA to cover large maintenance needs at two properties with the highest need, as well as some administrative costs. We also plan to work with the WHEAP to get weatherization work done for homes that qualify for that program.

### 2. Describe the agency or team's experience using federal HOME and/or CDBG funds. List past programs administered utilizing HOME or CDBG funds.

Our original maintenance service program was paid for with CDBG as well as ARPA funds. We created the program and have financed it with CDBG funds as the primary source of funding. Systems are currently in place that follow all CDBG guidelines, including a system for retrieving bids, a draft contract for maintenance providers, and accounting systems for allocating and reporting funding.

### 3. Describe how your agency builds relationships and authentically engages with individuals and households served.

- a. Specifically include information on previous and new strategies to engage individuals or households (who are BIPOC, LGBTQ+, immigrant, low-to-moderate income, and/or have a dis/ability), into your agency's operations and housing programs.
- b. How does your community shape the direction of your organization?

One aspect of our long-term governance structure is to maintain 1/3 to 1/2 of the board members as homeowners: 3 of our own homeowners serve on our 7-person board, reflecting the needs of low-income homebuyers. MACLT also has a committee for homeowners to give additional input on decisions related to their experience in our program. This committee can give feedback to MACLT staff on issues that arise in our program, make decisions about policies that affect them, and is a networking opportunity for homeowners to get to know one another and help each other with homeownership-related issues. We also make regular use of surveys of our residents about their needs from MACLT. Our pursuit of funds for maintenance support initially came from homeowner comments both directly to staff and in a homeowner survey. Our prioritization of funding disbursement has come from additional maintenance surveys of our homeowners.

Additionally, Deaken Boggs has established trusting working relationships with the majority of MACLT's homeowners during his year at MACLT through the work in the Maintenance

Services Program. His availability to help access maintenance services, social services, and other information has built human-level connection between MACLT staff and homeowners that would continue as this program is funded.

4. Briefly describe your connection to established systems, collaborations, and networks (i.e. referral process or client support). What is your group/agency's role? Identify any partnerships that have been or will be formed to ensure the success of the program.

Through the first year of the maintenance program, MACLT has been able to establish a partnership with Project Home and has allowed several homeowners to get assistance through their weatherization program. Project home has assisted these homeowners with weatherization and energy upgrades. This connection has also afforded our homeowners energy assistance through the Wisconsin Home Energy Assistance Program. MACLT has also partnered with Operation Fresh Start on major home rehabilitation on homes within the CLT. We have also been in contact with Movin' Out regarding some of the funding they have available for disability assistance.

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

MACLT has been making a series of changes and developing partnerships to reflect the experiences of target populations. Two of our 7 board members are people of color (one of whom is indigenous), and our board and staff have worked hard since our rebirth in 2020 to make our policies and practices approachable, equitable, and accessible to black, indigenous, and other people of color.

In the last two years, MACLT developed a point system for choosing a top buyer when homes are available (previously, the first eligible applicant to respond to an email was given priority to buy a home), which prioritizes applicants based on need, being a first-generation homebuyer, and having a disability that meets accessibility measures of the home.

We have a similar point system in place for prioritizing need in the disbursement of maintenance funding in our maintenance program.

MACLT staff have been active in working directly with homeowners who have had trouble filling out an application or working with contractors due to time, accessibility needs, or other challenges. The one-on-one assistance has been instrumental in allowing some of our most at-risk or marginalized homeowners to access these funds (including people of color, those with disabilities, and elderly residents). We also offer to pay for translation services for any homeowners who need it.

0%

6. List Percent of Staff Turnover in 2021:

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

0/2

MACLT added staff in 2021 and doubled our staffing. MACLT has been actively increasing salary and benefits each year and working with staff to ensure needs are met with yearly employee reviews.

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

DESCRIPTOR	STAFF	BOARD
*These categories are identified in U.S. Department of Housing and Urban Development (HUD) Standards.		
<b>GENDER</b>		
Female	1	5
Male	1	2
Unknown/Other		
<b>TOTAL GENDER</b>	<b>2</b>	<b>7</b>
<b>AGE</b>		
Less than 18 years old		
18-59 years	2	5
60 years and older		2



<b>TOTAL AGE</b>	2	7
<b>RACE*</b>		
White/Caucasian	2	5
Black/African American		
Asian		1
American Indian/Alaskan Native		1
Native Hawaiian/Other Pacific Islander		
<b>MULTI-RACIAL:</b>		
Black/AA & White/Caucasian		
Asian & White/Caucasian		
Am Indian/Alaskan Native & White/Caucasian		
Am Indian/Alaskan Native & Black/AA		
Balance/Other		
<b>TOTAL RACE</b>	2	7
<b>ETHNICITY</b>		
Hispanic or Latino		
Not Hispanic or Latino	2	7
<b>TOTAL ETHNICITY</b>	2	7

PERSONS WITH DISABILITIES	0	unsure
---------------------------	---	--------

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

A completed Application Budget Workbook B – “Programs and Services”, 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.

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

If applying for Financial Literacy and Homebuyer Education, provide evidence that organization is current a HUD-Certified counseling agency or evidence of submitted application for HUD Approval.

**IF APPLYING FOR**

- Homebuyer Assistance proceed to **page 6** and complete section.
- Major / Minor Rehabilitation proceed to **page 8** and complete section.
- Financial Literacy and Homebuyer Education proceed to **page 10** and complete section.

**MAJOR / MINOR REHABILITATION**

Funds will be applied to: ☐ Major Rehabilitation ☒ Minor Rehabilitation

Estimated total number of units/households to be served:	25
Estimated total number of units/households (<80% CMI):	25
Estimated total number of units/households (<50% CMI):	15
Average amount of CDD funds requested per unit/household:	\$4000

**PROGRAM DESIGN**

1. Describe in detail the process participants will go through and services they will receive through your program.

Homeowners within the land trust will be asked to fill out an application directly noting the maintenance item they are applying for. Homeowners who have already filled out the long form application will have a shorter process applying for additional assistance but we will require all homeowners to submit at least one of the long form applications. Staff will call each homeowner who never submitted an application to attempt to schedule a walk-through with them to work on an application if they may be eligible for funds.

Once their applications are received, MACLT staff will review and note homeowners with the least personal capacity and homes with the greatest need as our primary focus. We will work with homeowners to gather contractors who can provide bids for the work they need done. Some homeowners may receive a full amount of assistance; some may receive an amount in excess of the average funds; others may receive less direct funding and may be required to cost share for projects. This allotment is based on need, and MACLT staff have been successful in allocating funds this way in our first round of funding.

Staff will work with homeowners each step of the way based on their ability. The funding will directly cover the cost of materials, installation, and contractor labor to complete maintenance projects.

2. Describe your agency's affirmative marketing strategy, including what strategies it will include to engage the target population or neighborhood.

Our target population is current MACLT residents, but especially those who are elderly, first-generation homeowners, disabled, and very low income. MACLT will give multiple kinds of notice to homeowners about this opportunity, including:

- Multiple emails to our resident listserv

- Physical mailers

- Phonecalls to participants we know to be elderly, disabled, people of color, very low income, and/or living in the homes we know need maintenance.

- In-person visits (with appropriate safety precautions) to those who have not yet submitted applications during the first round or for those who need assistance completing the application.

Our internal application system for the funds will be offered via Google Forms, but we will make sure all homeowners know that staff are available by phone or in person to complete an application for the applicant. Translation services are also available where needed. Having this internal process will allow us to offer this opportunity even to those who may not have computer access or proficiency.

3. Describe your agency's affirmative marketing strategy and procurement efforts to encourage the participation of Minority, Women's, Local, and Small Business Enterprise contractors.

MACLT has utilized the City of Madison's list of Minority, women's, local and small business enterprise contractors and contacted all relevant contractors on that list. Due to the current nature of the construction market we have had limited success with the list but did have several contractors we got in touch with work on setting up bids through the maintenance program and eventually got work lined up for them. All of the companies we work with in this program are local contractors and while we have accepted bids from national contractors we have only approved contracts with local contractors. Along with this when bids are close to similar price points we do factor in if the contractors are minority, woman, local, or small business enterprises when selecting the bids.

4. If this proposal is for a program already operated by your organization, please explain the outcomes of the program to date, including success rates, number of persons from the target population who have completed repairs on their homes, etc.

Through the first round of fund disbursement, MACLT gathered applications from 40 of the 61 affordable homeowners within the land trust. Some homeowners had submitted early which allowed us to work and get maintenance completed. As of the completion of this application, we have disbursed funds for 10 completed home repair projects with CDD funds. Of this group of 10 homeowners, we have been able to assist 3 homeowners who are elderly, 2 first time homeowners, 4 Female headed households, 4 households below 50% median income, and 1 household with individuals with disabilities. We have a total of 12 properties that currently have bids approved but are waiting on contractor or homeowner availability to get their project started, and 14 new applications were received last week that have not yet been reviewed but of those 14 applications 10 immediately are approvable due to income eligibility. Eight applications have been rejected as homeowners were over income limits, but we were able to assist 6 of these homeowners through other funding.

5. Explain agencies past experience utilizing other established rehabilitation programs in State of WI (i.e. State's Division of Energy, Housing and Community Resources (DEHCR) Weatherization Program, State's Lead Safe Housing Program (LSHP)).

During the process of reviewing maintenance applications we worked with all of our homeowners who would qualify for the DEHCR weatherization program. We had them apply and ensure that they worked with Project Home to see if any of the work that was requested would fit under the weatherization program. In several instances homeowners got work done that they were looking to have addressed, and more assistance on top of that. We have had great success with this portion of the program and are excited to work with Project Home moving forward as well.

Regarding the Lead Safe Housing Program, we have only 11 homes that would meet the LSHP standards based on the time of home construction. We do plan to dive further into some of these programs this next year and are excited to be able to do so based on continuation of this program.

6. If awarded federal funds, who will be responsible for monitoring compliance with federal regulations? Please describe the experience of the individual(s) including trainings and/or certifications that the individual(s)/agency has completed and/or attained relevant to federal regulations.

MACLT will have two staff members as well as a 3rd party CPA reviewing fund allocation for these programs. The primary individual responsible for monitoring and compliance with federal regulations is Deaken Boggs. Deaken has already run this program for nearly a year and was in charge of making sure it was aligned with the federal regulation requirements. Deaken has a real estate sales license and has taken some of the HOME funds review classes. Along with this, transactions and payments issued would also be subsequently reviewed by Olivia Williams the Executive Director and Andy Browne who is MACLT's outsourced CPA.

7. Administration of this program requires knowledge of the City of Madison's Minimum Housing Code and Lead Based Paint Standards. Describe experience, trainings, and/or certifications that the individual(s)/agency have completed or attained.

Deaken will primarily be working with the portions of minimum code standards. Deaken has 5 years of property management experience where he worked to keep rental housing within code compliance. Deaken is also a licensed real estate salesperson and has been through the realtor trainings which include a moderate amount of building code compliance and understanding. Deaken has also run MACLT's maintenance program which required a review and understanding of the minimum housing code and lead based paint standards which he has used for projects already a part of the maintenance program.

## PROPOSAL TIMELINE

8. Describe activities/benchmarks by month/year to illustrate how your project will be implemented.

Activity/Benchmark	Estimated Month / Year of Completion
Rollout shortened application for new round of maintenance funds	February 2023
Gather bids for 10 units not previously reviewed	April 2023
Complete work for 10 total units within program	July 2023
Complete work for 20 total units within program	October 2023

Complete work for 25 total units within program	April 2024

# AGENCY, PROGRAM AND CITY SHARE EXPENSES

CITY OF MADISON  
COMMUNITY RESOURCES PROGRAM  
APPENDIX II

Agency & Program:

MACLT Home Maintenance Program

ACCOUNT CATEGORY	City of Madison GPR	City of Madison ESG	City of Madison CDBG-CV
<b>A. PERSONNEL</b>			
Salary			29,860
Taxes/Benefits			4,574
<b>Subtotal A.</b>	0	0	34,434
<b>B. OTHER OPERATING</b>			
Insurance			1,450
Professional Fees			1,000
Audit			3,080
Postage/Office and Program Supplies			300
Equipment/Furnishings/Depreciation			
Telephone			
Training/Conferences			
Food/Household Supplies			
Auto Allowance/Travel			1,040
Vehicle Costs/Depreciation			
Other (Specify):			
<b>Subtotal B.</b>	0	0	6,870
<b>C. SPACE</b>			
Rent			2,165
Utilities			
Maintenance			
Mortgage Principal/Interest/Depreciation			
Property Taxes			
<b>Subtotal C.</b>	0	0	2,165
<b>D. SPECIAL COSTS</b>			
Rent Assistance (Rent Arrears, Security Deposit, Application Fee)			
Utility Assistance			
Assistance to Individuals (Non-Rent or Utility)			100,000
Service/Program Subcontracts			
Other (Specify):			
<b>Subtotal D.</b>	0	0	100,000
<b>TOTAL (A.-D.)</b>	0	0	143,469

**NOTES:** We plan to apply for WHEDA funds expand this program (\$50,000 in capital costs and a portion of operating costs are yet dedicated for 2023 on.

# AGENCY, PROGRAM AND CITY SHARE EXPENSES

CITY OF MADISON  
COMMUNITY RESOURCES PROGRAM  
APPENDIX II

Agency & Program:

ACCOUNT CATEGORY	City of Madison Other	Non-City Sources	Total Program Budget
<b>A. PERSONNEL</b>			
Salary			29,860
Taxes/Benefits			4,574
<b>Subtotal A.</b>	0	0	34,434
<b>B. OTHER OPERATING</b>			
Insurance			1,450
Professional Fees			1,000
Audit			3,080
Postage/Office and Program Supplies			300
Equipment/Furnishings/Depreciation			0
Telephone			0
Training/Conferences			0
Food/Household Supplies			0
Auto Allowance/Travel			1,040
Vehicle Costs/Depreciation			0
Other (Specify):			0
<b>Subtotal B.</b>	0	0	6,870
<b>C. SPACE</b>			
Rent			2,165
Utilities			0
Maintenance			0
Mortgage Principal/Interest/Depreciation			0
Property Taxes			0
<b>Subtotal C.</b>	0	0	2,165
<b>D. SPECIAL COSTS</b>			
Rent Assistance (Rent Arrears, Security Deposit, Application Fee)			0
Utility Assistance			0
Assistance to Individuals (Non-Rent or Utility)			100,000
Service/Program Subcontracts			0
Other (Specify):			0
<b>Subtotal D.</b>	0	0	100,000
<b>TOTAL (A.-D.)</b>	0	0	143,469

**NOTES: We plan to apply for WHEDA funds expand this program sts), but no other sources of funds are expected and none are yet dedicated for 2023 on.**



CITY OF MADISON  
COMMUNITY RESOURCES PROGRAM  
APPENDIX II

ACCOUNT CATEGORY	
<b>A. PERSONNEL</b>	
Salary	
Taxes/Benefits	
<b>Subtotal A.</b>	
<b>B. OTHER OPERATING</b>	
Insurance	
Professional Fees	
Audit	
Postage/Office and Program Supplies	
Equipment/Furnishings/Depreciation	
Telephone	
Training/Conferences	
Food/Household Supplies	
Auto Allowance/Travel	
Vehicle Costs/Depreciation	
Other (Specify):	
<b>Subtotal B.</b>	
<b>C. SPACE</b>	
Rent	
Utilities	
Maintenance	
Mortgage Principal/Interest/Depreciation	
Property Taxes	
<b>Subtotal C.</b>	
<b>D. SPECIAL COSTS</b>	
Rent Assistance (Rent Arrears, Security Deposit, Application Fee)	
Utility Assistance	
Assistance to Individuals (Non-Rent or Utility)	
Service/Program Subcontracts	
Other (Specify):	
<b>Subtotal D.</b>	
<b>TOTAL (A.-D.)</b>	

[illegible]

# AGENCY, PROGRAM AND CITY SHARE EXPENSES

Agency & Program:

ACCOUNT CATEGORY	STAFFING: Incl
	City-Funded FTE
<b>A. PERSONNEL</b>	0.50
Salary	0.03
Taxes/Benefits	
<b>Subtotal A.</b>	
<b>B. OTHER OPERATING</b>	
Insurance	
Professional Fees	
Audit	
Postage/Office and Program Supplies	
Equipment/Furnishings/Depreciation	
Telephone	
Training/Conferences	
Food/Household Supplies	
Auto Allowance/Travel	
Vehicle Costs/Depreciation	
Other (Specify):	
<b>Subtotal B.</b>	
<b>C. SPACE</b>	
Rent	
Utilities	
Maintenance	
Mortgage Principal/Interest/Depreciation	
Property Taxes	
<b>Subtotal C.</b>	
<b>D. SPECIAL COSTS</b>	
Rent Assistance (Rent Arrears, Security Deposit, Application Fee)	
Utility Assistance	
Assistance to Individuals (Non-Rent or Utility)	
Service/Program Subcontracts	
Other (Specify):	
<b>Subtotal D.</b>	
<b>TOTAL (A.-D.)</b>	

**NOTES: We plan to apply for WHEDA funds expand this program none are yet dedicated for 2023 on.**

# AGENCY, PROGRAM AND CITY SHARE EXPENSES

CITY OF MADISON  
COMMUNITY RESOURCES PROGRAM  
APPENDIX II

Agency & Program:

ACCOUNT CATEGORY	Include ALL staff working for the program
	Roles and Responsibilities
<b>A. PERSONNEL</b>	Execute primary functions of program: receiving and reviewing applications, a
Salary	Supervise staff, Program budgeting, check signing
Taxes/Benefits	
<b>Subtotal A.</b>	
<b>B. OTHER OPERATING</b>	
Insurance	
Professional Fees	
Audit	
Postage/Office and Program Supplies	
Equipment/Furnishings/Depreciation	
Telephone	
Training/Conferences	
Food/Household Supplies	
Auto Allowance/Travel	
Vehicle Costs/Depreciation	
Other (Specify):	
<b>Subtotal B.</b>	
<b>C. SPACE</b>	
Rent	
Utilities	
Maintenance	
Mortgage Principal/Interest/Depreciation	
Property Taxes	
<b>Subtotal C.</b>	
<b>D. SPECIAL COSTS</b>	
Rent Assistance (Rent Arrears, Security Deposit, Application Fee)	
Utility Assistance	
Assistance to Individuals (Non-Rent or Utility)	
Service/Program Subcontracts	
Other (Specify):	
<b>Subtotal D.</b>	
<b>TOTAL (A.-D.)</b>	

**NOTES: We plan to apply for WHEDA funds expand this program none are yet dedicated for 2023 on.**

## REVENUE AND EXPENSE REPORT SUMMARY

CITY OF MADISON  
COMMUNITY RESOURCES PROGRAM  
APPENDIX IV - PART 1

Name of Agency: \_\_\_\_\_

Date of Report: \_\_\_\_\_ Period Covered: \_\_\_\_\_

Person Completing Report: \_\_\_\_\_ Telephone: \_\_\_\_\_

All expenditures must be documented. Only program expenses actually paid out for the period covered may be claimed on this report.

**\*\*Only use whole numbers, if using formulas or amounts with cents, convert to whole number before submitting to CDD.**

All Program Expenses	2022 City Allocation	City Portion of Expenses billed this Period	City Portion of Expenses billed Year-to- Date	% of City Budget Spend
A. PERSONNEL	34,434	0	0	0%
B. OTHER OPERATING	6,870	0	0	0%
C. SPACE	2,165	0	0	0%
D. SPECIAL COSTS	100,000	0	0	0%
TOTAL	143,469	0	0	0%

Vendor #:

Contract #:

### Budget Adjustments and Method of Reimbursement

1. Agency may alter this budget within 10% of each deliverable by formal notification to assigned Grant Administrator. Changes which would result in modifications in excess of 10% of any original deliverable must receive Community Development Supervisor's written approval prior to contractor commitment of funds.

2. Costs for this project will be reimbursed pending approval by the Community Development Supervisor upon submission of a) a completed program report describing completed activities (Exhibit 3, Program Activity Report) and b) any other reports specified in the agency contract (Exhibit 1, Scope of Services).

3. Any funds not expended by the termination date of the Agreement are not eligible for reimbursement.

# INDIVIDUAL PROGRAM EXPENSES

Name of Agency:

All expenditures must be documented. Only program expenses actually paid out for the period covered may be claimed on this report.

\*\*Only use whole numbers, if using formulas or amounts with cents, convert to whole number before submitting to CDD.

Pgm Letter	Program Name	Program Expenses	2023 City Allocation	City Portion of Expenses Paid YTD	City Portion of Exp. Billed this Period	City Portion of Exp. Billed YTD	% of City Allocation Spent
A	MACLT Maintenance Program	PERSONNEL	34,434			0	0%
		OTHER OPERATING	6,870			0	0%
		SPACE	2,165			0	0%
		SPECIAL COSTS	100,000			0	0%
		TOTAL	143,469	0	0	0	0%
B		PERSONNEL	0			0	0%
		OTHER OPERATING	0			0	0%
		SPACE	0			0	0%
		SPECIAL COSTS	0			0	0%
		TOTAL	0	0	0	0	0%
C		PERSONNEL	0			0	0%
		OTHER OPERATING	0			0	0%
		SPACE	0			0	0%
		SPECIAL COSTS	0			0	0%
		TOTAL	0	0	0	0	0%
D		PERSONNEL	0			0	0%
		OTHER OPERATING	0			0	0%
		SPACE	0			0	0%
		SPECIAL COSTS	0			0	0%
		TOTAL	0	0	0	0	0%
E		PERSONNEL	0			0	0%
		OTHER OPERATING	0			0	0%
		SPACE	0			0	0%
		SPECIAL COSTS	0			0	0%
		TOTAL	0	0	0	0	0%
TOTAL FOR ALL PROGRAMS			143,469	0	0	0	0%

Funding Source	ESG Match Funds YTD	ESG Match Funds this Period
HUD FUNDS (NON-ESG)		
OTHER FEDERAL FUNDS		
STATE GOVERNMENT		
LOCAL GOVERNMENT		
PRIVATE FUNDS		
OTHER/FEES/PROGRAM INCOME		

## Madison Area Community Land Trust

### Maintenance fund for permanently affordable homes in community land trust

---

Response Submission Due Date: **September 30, 2022 NOON**

---

#### INSTRUCTION TO APPLICANTS:

Please respond ***briefly and succinctly*** to the questions below in-line, unless otherwise specified (e.g. additional documentation requested). Maximum 1/3 a page per question. We ask that you refrain from submitting additional documentation not specifically requested at this time or using alternative formats.

Please use this Word document to record your answers and return this completed document to [mdavila-martinez@cityofmadison.com](mailto:mdavila-martinez@cityofmadison.com). Please cc: [cddapplications@cityofmadison.com](mailto:cddapplications@cityofmadison.com)

---

#### QUESTIONS

##### Agency Capacity, Experience, and Qualifications

1. The City of Madison is committed to ensure households live in safe, healthy, and code compliant homes. List certificates your staff holds for minimum housing code, lead safety or housing quality standards. If staff currently hold no certifications, is there a timeframe for receiving certifications?

Deaken Boggs, who directs our Maintenance Program, has 5 years of property management experience where he worked to keep rental properties within code compliance, and is also a licensed real estate agent. He is already using this knowledge to prioritize health and safety related repairs. In one instance this year, Deaken noted an error in a City-required minimum housing code inspection and the inspector had to correct the report for the City. This demonstrates Deaken's experience in identifying issues missed by certified inspectors.

Where required, MACLT has also had third party lead inspections and remediation completed. We have also gone above and beyond these inspection requirements by having asbestos inspections completed when asbestos is perceived as present to ensure remediation is properly performed.

If the city sees the need for licensing that additional training could be obtained with additional personnel funding for this program.

##### Program Design Elements

1. Given that homeowners provide a list of needed repairs, how does MACLT ensure that the homeowner has included and addressed all safety, health, and code violations first?

The application for funding includes a full survey of the home, encouraging applicants to summarize the condition of features in each room, the exterior, and mechanical systems. The survey asks that homeowners note any items of safety or health concern. If a homeowner lists any item as a health or safety concern, staff sets up an in-person walkthrough of the property with the homeowner as the next step. Any requests approaching \$3500 or more also trigger an in-person walkthrough of the home in which staff note and prioritize any code, health or safety related repairs first. Therefore, only the replacement of mechanical fixtures (i.e. water heaters, water softeners, HVAC systems) or emergency repairs (eg. broken refrigerator replacement) remain as items we do not do in-person walkthroughs for prior to getting bids. We also require a final walkthrough of property after any work is complete, which allows for another assessment of any additional important repair needs in the home.

2. Provide a workflow summary of the process for this proposed program. For example the workflow should include the following:
  - a. Inspection of homes
  - b. Commitment of funds to homeowner
  - c. Review of Contracts
  - d. Project check-ins
- A typical workflow summary is followed for all applications (except emergency repair, which follows an expedited process):
  - Receipt of application
  - Application review and scoring by staff
  - Staff communication with homeowner verifying requested scope of work
    - Walkthrough time with homeowner is scheduled
    - If homeowner has a specific mechanical system replacement need work can be scheduled without initial walkthrough
  - Walkthrough is completed and scope of work for project is clearly identified
  - Environmental Review is conducted by the City of Madison with scope of work identified by staff.
  - Homeowner is emailed regarding the funds available and procedure for collecting bids
  - Gathering of bids by both homeowner and staff
  - Once a sufficient amount of bids are complete, one bid is approved
  - CDBG-compliant contracts are drafted and passed along to homeowner and contractors to sign denoting approval of funds for the project
  - Once signed the contractor and homeowner communicate to set up a work date for the project
  - Once date is set the homeowner contacts me to confirm and we set final walkthrough date. Generally Deaken is cc'd to all discussion with the homeowner and contractor and know the date without the homeowner having to explicitly reach out. However, if I have not been copied in their communication I reach out daily to determine when the walkthrough would be scheduled.

- Work on home is completed
- Walkthrough of home is completed verifying work has been completed in a sufficient manner
- Payment to contractor is issued
- Final documentation of project completion and document filing is completed

### **Innovation, Collaboration, and Partnerships**

1. Absent this grant, what other strategies and actions is MACLT employing to assist Land Trust homeowners to work towards sustainable homeownership? For example:
  - a. Support financial literacy to MACLT homeowners have reserves to weather emergency repairs and large expense repairs.
  - b. Ensuring land trust homeowners are educated on routine maintenance needed for homes

All homeowners as a requirement of purchasing a home within the land trust are required to attend a HUD-certified first-time homebuyer course and demonstrate completion of the course. Once in the home, staff provide post-purchase stewardship involving answering questions on home maintenance. As part of the Maintenance Program, in the last year, staff have additionally hosted webinars for MACLT homeowners including Home Winterization, and Refinancing 101 (with one of our lending partners). These webinars were recorded and shared with our 70 homeowners after the live discussion. MACLT has a Stewardship Committee for homeowners as well. By request of the Stewardship Committee, MACLT pairs new homeowners in our program with a homeowner buddy contact who has been in the program long-term, so that they have a peer resource to additionally speak to about homeownership. Finally, MACLT has to approve refinancing requests and we can help educate homeowners on what options are available as well as alternatives to traditional refinancing that would help them achieve their desired home investment outcomes.

2. MACLT has noted that homeowners have maintenance repair costs beyond what MACLT is able to supply via this program. When this occurs, does MACLT refer homeowners to other programs such as the City's major rehabilitation program or Project HOME, in order to have all the work needed completed?

When MACLT homeowners are eligible for Project Home assistance, Deaken assists them in filling out the application. This is the first step in getting assistance from Project Home and is generally the largest hurdle for our homeowners. Due to staffing limitations lately, Project Home's assistance outside of projects related to energy audits and follow up work is no longer available. We have also discussed the City's major rehab loan program with homeowners who qualify but have not yet had any homeowners choose this path. We have also sought out other resources: for example, we have applied for a WHEDA Foundation grant in order to afford some projects that would otherwise exceed funding we have available through this program. We also applied for funds for our Maintenance Program from the Widen Family Foundation and await a response.



## **Budget**

1. The proposed budget asks for the City to fund 100% of the staff position for this program. Describe other funds that will be leveraged to assist in the operations of this program and paying for staff.

If we are awarded funds requested from the WHEDA Foundation and Widen Family Foundation in full, MACLT will have an additional \$135,000 in funds specifically for the Maintenance Program. If these funds are not awarded, MACLT will use unrestricted funds in the budget from private donations, Roots & Wings Foundation, developer fees, and ground lease fee income to supplement CDBG funding to run a scaled-down version of the program. MACLT currently has the budget to pay Deaken's full staff position in the next two years regardless of the receipt of any additional funds.

2. How many homes will MACLT assist annually for this grant? How many of those homes do you expect to be receiving assistance for the first time through the process?

We plan to assist 25 homes each year at an average of \$4,000 per home with the funds requested. We will be prioritizing any eligible applicants who have not previously been funded. However, by the time frame of this grant, we will have ideally distributed some funds to a majority of the homes who qualify for assistance. Only time will tell how many applicants will not be assisted in the first Housing Forward award we received for this program. However, many of the homes that have already received funding still have pending maintenance needs. Because the majority of MACLT homeowners remain low-income and the majority of MACLT homes were added to the land trust 15 or more years ago, many homes are due for mechanical, flooring, window, and other maintenance items. Assisting in minor home maintenance is a small investment to keep these homes permanently affordable and in good condition for generations. Many of these homes have resold more than once to low-income buyers since being brought into the land trust after just the initial subsidy.