

Application for Neighborhood and Community Development Funds

Applications should be submitted electronically to the CDD by 12:00 p.m. on the first Friday of the month and will be reviewed by the CDBG Committee on the first Thursday of the following month.

Program Title: <u>Empowerment Center</u> <u>Improvements</u>	Amount Requested: <u>\$ 35,470</u>
Agency: <u>YWCA Madison</u>	Tax ID/EIN/FEIN: <u>39-0806303</u>
Address: <u>101 E. Mifflin Street, Suite 100</u>	DUNS #: <u>168504199</u>
Contact Person: <u>Debra Schwabe</u>	Telephone: <u>608-257-1436 x 2</u>
Email: <u>dschwabe@ywcamadison.org</u>	Fax: <u>608-257-1439</u>

1. **Program Abstract:** Provide an overview of the project. Identify the community need to be addressed. Summarize the program's major purpose in terms of need to be addressed, the goals, procedures to be utilized, and the expected outcomes. Limit response to 150 words.

The YWCA Empowerment Center, 3101 Latham Dr., provides employment and training programming to low-income individuals in need of family supporting employment. Programming ranges from hands on experience in the building trades and the road construction industry through Construct-U to Job Readiness Workshops addressing how to conduct an effective job search to providing appropriate apparel for women seeking employment to providing safe transportation to/from work through YW Transit.

In conducting the Section 504 accessibility self-evaluation, staff concluded that the building needs accessibility improvements in order to better serve the clients who utilize the facility. The YWCA is seeking funds to correct the accessibility issues. Proposed accessibility changes include addresses accessibility of the building's entrances, reception desk, bathrooms, parking lot and building signage.

2. **Target Population:** Identify the projected target population for this program in terms of age, residency, race, income eligibility criteria, and other unique characteristics or sub-groups.

The YWCA Empowerment Center, located at 3101 Latham Drive, is open to the public and provides the resources and support needed to help individuals find, change, or maintain a job and acquire the skills they need to advance in the workplace. The YWCA Empowerment Center serves individuals underrepresented in the workforce that are unemployed or under-employed and seeking assistance in their job search and/or job training including low-income women and people of color. Additionally, the Suited for Success clothing boutique provides women's clothing to individuals in need of appropriate clothing for job interviews and starting work. The Empowerment Center classrooms are also used for community trainings and meetings such as the Racial Justice Workshops. Finally, the facility's classrooms are used for Girls Inc. programming, an after-school enrichment programs that help girls ages 9 to 18 grow up strong, smart and bold.

In 2011, The Empowerment Center served 661 individuals in its employment and training and Suited for Success programs. Fifty four of those individuals identified some type of disability. In 2011, YW Transit provided over 19,000 safe rides and JobRide trips of those 531 rides were provided to individuals with a disability. We do not have the ability to report on how many Girls Inc. or Racial Justice participants used the facility and do not collect information on their disability status. Programs using the Empowerment Center reported the following demographics of their program participants: 65% African American, 26% Caucasian, 4% Latino, 3% Multi-racial, 1% Asian, and 1% Native American. The majority of individuals using the YWCA Empowerment Center are low-income, unemployed individuals who live in the Madison area (84% of clients served in 2011).

661 # unduplicated individuals estimated to be served by this project.

661 # unduplicated households estimated to be served by this project.

3. Program Objectives: The 5-Year Plan lists 9 project objectives (A through N). Circle the one most applicable to your proposal and describe how this project addresses that objective.

- A. Housing – Existing Owner-Occupied
- B. Housing – For Buyers
- C. Housing – Rental Housing
- E. Economic Dev. – Business Creating Jobs
- F. Economic Dev. – Micro-enterprise
- G. Neighborhood Civic Places
- K. Community-based Facilities**
- L. Neighborhood Revitalization
- N. Access to Housing Resources

The YWCA Empowerment Center provides needed services to the Madison Community in the areas of employment and training, after-school programs and racial justice workshops. The majority of services provided in the building fall under the scope of employment and training programs. Many of the clients served are looking to gain or improve their employment in order to earn family-sustaining wages. Services are targeted at low-income individuals, who are often homeless or have many barriers to finding and maintaining employment. By ensuring the building is accessible, we also ensure that people who have disabilities have access to these resources.

4. Fund Objectives: Check the fund program objective which this project meets. (Check all for which you seek funding.)

- | | | | |
|-----------------------|---|----------|---|
| Acquisition/
Rehab | <input type="checkbox"/> New Construction, Acquisition,
Expansion of Existing Building | Futures | <input type="checkbox"/> Prototype |
| | <input checked="" type="checkbox"/> Accessibility | | <input type="checkbox"/> Feasibility Study |
| | <input type="checkbox"/> Maintenance/Rehab | | <input type="checkbox"/> Revitalization Opportunity |
| | <input type="checkbox"/> Other | | <input type="checkbox"/> New Method or Approach |
| Housing | <input type="checkbox"/> Rental Housing | Homeless | <input type="checkbox"/> Housing |
| | <input type="checkbox"/> Housing For Buyers | | <input type="checkbox"/> Services |

5. **Budget:** Summarize your project budget by estimated costs, revenue, and fund source.

EXPENDITURES	TOTAL PROJECT COSTS	AMOUNT OF CD REVENUES	AMOUNT OF NON-CD REVENUES	SOURCE OF NON-CD FUNDED PORTION
A. Personnel Costs				
1. Salaries/Wages (attach detail)				
2. Fringe Benefits				
3. Payroll Taxes				
B. Non-Personnel Costs				
1. Office Supplies/Postage				
2. Telephone				
3. Rent/Utilities				
4. Professional Fees & Contract Services				
5. Work Supplies and Tools				
6. Other:				
C. Capital Budget Expenditures (Detail in attachment C)				
1. Capital Cost of Assistance to Individuals (Loans)				
2. Other Capital Costs:	\$35,470	\$35,470		
D. TOTAL (A+B+C)				
	\$35,470	\$35,470		

6. Action Plan/Timetable

Estimated Month of Completion
(If applicable)

Describe the major actors and activities, sequence, and service location, days and hours which will be used to achieve the outcomes listed in # 1.

Use the following format:
(Who) will do (what) to (whom and how many) (when) (where) (how often). A flowchart may be helpful.

Who	WHAT	WHEN
Facilities Director	Send RFP for contractors	August 1, 2012
Contractors	Bids/quotes from contractors are due	August 10, 2012
YWCA Staff	Contractor(s) will be notified of contract award	August 24, 2012
YWCA Staff Contractor CDBG Staff	Pre-construction conference with Contractor/City to review Davis-Bacon requirements	August 31, 2012
Contractor	Building permits will be obtained (if necessary)	September 4, 2012
Contractor	Commence Modifications	September 4, 2012
Contractor	Complete modifications	October 15, 2012

7. What was the response of the alderperson of the district to the project?

Alder Bruer supports this project.

8. Does agency seek funds for property acquisition and/or rehab? [If applicable, describe the amount of funds committed or proposed to be used to meet the 25% match requirements (HOME or ESG) with its qualifications.]

 No Complete Attachment A

 X Yes Complete Attachment B and C and one of the following:

 X D Facilities

 E Housing for Buyers

 F Rental Housing and Proforma

9. Do you qualify as a Community Housing Development Organization (CHDO)? (See attachment G for qualifications.)

 X No

 Yes - Complete Attachment G

10. Do you seek Scattered Site Acquisition Funds for acquisition of service-enriched housing?

 X No

 Yes - Complete Attachment B, C, F, and H

11. Do you seek ESG funds for services to homeless persons?

COMPLETE IF PROJECT INVOLVES PURCHASE, REHAB, OR CONSTRUCTION OF ANY REAL PROPERTY:
 INFORMATION CONCERNING PROPOSALS INVOLVING REAL PROPERTY

ADDRESS	ACTIVITY (Circle Each Applicable Phase)	NUMBER OF UNITS		Number of Units Currently Occupied	Number of Tenants To Be Displaced?	APPRAISED VALUE:		PURCHASE PRICE (If Applicable)	ACCESSIBLE TO INDIVIDUALS WITH PHYSICAL HANDICAPS?		PRIOR USE OF CD FUNDS IN BUILDING?
		Prior to Purchase	After Project			Current	After Rehab/Construction		Currently?	Post-project?	
3101 Latham Dr.	Purchase Rehab Construct	n/a	n/a	n/a	n/a	\$528,381* *The building does not have an appraisal. This number represents "cost" basis of for the property as of 12/31/11 on the last audit.	\$563,851 (Cost Basis + Rehab Costs)		No	Yes	
	Purchase Rehab Construct										
	Purchase Rehab Construct										

CAPITAL BUDGET

TOTAL PROJECT/CAPITAL BUDGET (include all fund sources)

Amount and Source of Funding: ***	TOTAL	Amount	Source/Terms**	Amount	Source/Terms**	Amount	Source/Terms**
Acquisition Costs:							
Acquisition							
Title Insurance and Recording							
Appraisal							
*Predvlpmnt/feasibilty/market study							
Survey							
*Marketing/Affirmative Marketing							
Relocation							
Other: _____							
Construction:							
Construction Costs	<u>27,470</u>	<u>\$27,470</u>	<u>CDBG</u>				
Soils/site preparation							
Construction management							
Landscaping, play lots, sign							
Const interest							
Permits; print plans/specs	<u>\$500</u>	<u>\$500</u>	<u>CDBG</u>				
Other: _____							
Fees:							
Architect	<u>\$3,000</u>	<u>\$3,000</u>	<u>CDBG</u>				
Engineering							
*Accounting							
*Legal							
*Development Fee							
*Leasing Fee							
Other: _____							
Project Contingency:	<u>\$4,500</u>	<u>\$4,500</u>	<u>CDBG</u>				
Furnishings:							
Reserves Funded from Capital:							
Operating Reserve							
Replacement Reserve							
Maintenance Reserve							
Vacancy Reserve							
Lease Up Reserve							
Other (specify): _____							
Other (specify): _____							
TOTAL COSTS:	<u>\$35,470</u>	<u>\$35,470</u>					

* If CDBG funds are used for items with an *, the total cost of these items may not exceed 15% of the CDBG amount.

** Note: Each amount for each source must be listed separately, i.e. Acquisition: \$30,000 HOME, \$125,000 CRF.

*** Identify if grant or loan and terms.

FACILITIES

A. Recap: Funds would be applied to:

___ acquisition only; X rehab; ___ new construction; ___ acquisition and rehab or construction

B. State your rationale in acquiring or improving this space. (i.e., lower costs, collaborative effort, accessibility, etc.)

By improving the building, community members utilizing services at the YWCA Empowerment Center will have greater accessibility to the building. After completing an accessibility assessment, several accessibility concerns were discovered including limited access to entrances, bathrooms, reception area and parking lots. Great accessibility means that people who have disabilities and seek employment and training assistance will be able to use the facility with greater ease.

C. What are the current mortgages or payments on property (including outstanding CDBG loans)?

<u>Amount</u>	<u>Name</u>
\$492,181 as of 6/30/12 \$4,192/month	Mortgage

D. If rented space: N/A

1. Who is current owner?
2. What is length of proposed or current lease?
3. What is proposed rental rate (\$/sq. ft. and terms) and how does this compare to other renters in building or in area?

E. If this is new space, what is the impact of owning or leasing this space compared to your current level of space costs?

N/A

F. Include:

1. A minimum of two estimates upon which the capital costs are based.
(Be sure to base your labor costs on enforcement of Fair Labor Standards and the payment of Federal Prevailing Wage Rate.)

See attached documentation.
2. A copy of the plans and specifications for the work, or a description of the design specifications you have in mind.

The proposed accessibility improvements include (See attached photos):

- adding power-assist doors and automatic door openers to both the west and south public access points;
- remove concrete pad with ledge at south entrance, replace pad at level even with interior space and grade replacement pad to allow for wheelchair access;
- replace two inaccessible public bathroom door knobs with a lever handle;
- removal of a shower in the women’s restroom to allow for appropriate turning radius;
- install two paddle handled faucets in public bathrooms;
- lower soap and paper towel dispensers in both restrooms;
- purchase and installation of appropriate accessible parking signage for parking lot;

- restriping the entire parking lot to change parking space configuration to include van access aisle;
 - depending on where the restriping lands, the cement pad in the front entrance may need to be adjusted to allow for ramp access;
 - paint the accessible symbol on parking spaces; cross-hatch access aisles;
 - removal of a portion of the reception desk to lower a portion for wheel chair access;
 - installation of signage with Braille throughout the building.
3. If you own the building: A copy of your long range building improvement plan and building maintenance plan. (Include a narrative describing what the building needs and how you expect to maintain it over time.)

The YWCA Empowerment Center is a 5573 square foot build. Maintenance request are submitted to YWCA maintenance staff as needed and repaired within a timely fashion. A lawn care contractor maintains the lawn in the summer and parking lot in the winter as needed.

Monthly Inspections and Services include: YWCA maintenance staff inspects all emergency and non-emergency lighting. 2) YWCA maintenance staff replaces furnace air filters.

Semi-annual Inspections and Services include: 1) Heating and cooling contractor performs startup and service for heating and cooling season. 2) YWCA maintenance staff inspects and cleans gutters, downspouts and roof. 3) YWCA maintenance staff paints all wall surfaces as need.

Annual Inspections and Services include: 1) fire extinguishers inspections, 2) carpet inspection and cleaning and 3) linoleum floor stripped and waxed.

Besides the accessibility improvements included in this proposal no improvement needs are anticipated.

Debra Schwabe

From: Larry Allen
Sent: Monday, June 25, 2012 1:54 PM
To: Debra Schwabe
Subject: FW: YWCA Empowerment Center - 3101 Latham Dr - ADA Budget

Follow Up Flag: Follow up
Due By: Wednesday, June 27, 2012 12:00 PM
Flag Status: Flagged

From: David Torkelson [<mailto:dtorkelson@vogelbldg.com>]
Sent: Thursday, June 21, 2012 9:29 AM
To: Larry Allen
Subject: FW: YWCA Empowerment Center - 3101 Latham Dr - ADA Budget

Larry –

The budget to install some ADA parking signs and restripe the lot in lieu of a new lot would be \$1,000

David J. Torkelson
Project Manager

VOGEL BROS. BUILDING CO.

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From: David Torkelson
Sent: Friday, June 01, 2012 5:27 PM
To: 'Larry Allen'
Subject: YWCA Empowerment Center - 3101 Latham Dr - ADA Budget

Larry –

I would budget the following amount for ADA modifications to the Empowerment Center.

1. CONCRETE - \$12,000 – Two Stoops, Replace rear slab at entry
2. CARPENTRY - \$4,000 – Modify reception desk, Remove & replace 10ft of kitchen base cabinets & counter
3. DOORS - \$15,000 – Add three auto door hardware with electric strikes, replace two bathroom locksets with levers
4. PLUMBING - \$3,000 – Disconnect & reconnect kitchen sink, replace two faucets in bathrooms, demo shower, new mop basin
5. ELECTRICAL – Wiring for auto doors and possibly some wall packs for exterior lighting

6. EARTHWORK – \$8,000 – Earthwork for stoops and prep site for new paving

7. ASPHALT PAVING - \$14,000 – Asphalt pavement and base course for 15 new stalls, striping

Construction Subtotal \$56,000

In addition you might want to budget \$5,000 for Architectural Fees and \$10,000 for a Contingency.

This equals a project budget of \$71,000.

If you are proceeding with this work, you will need to engage an Architect to draw up the plans.

This represents a budget to work within to get you to the right magnitude.

Actual costs would be based on whatever information the Architect puts on the plan.

Hope this helps. Call me if you have any questions.

David J. Torkelson

Project Manager

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DESIGN BUILD

634 W. Main Street
Madison, WI 53703
Office 608-257-1090
Fax 608-257-1092
www.tjkdesignbuild.com

DATE: May 31, 2012

TO: Larry Allen
Facilities Director
YWCA Madison
101 W Mifflin Street
Madison, WI 53703

FROM: Timothy J. Kritter, P.E., AIA
TJK Design Build Inc.
634 W Main Street
Madison, WI 53703

RE: YWCA – 3101 Latham

1A. Add power assist to main building entry door	\$ 2,016.00
B. Add power assist to South building entry door	\$ 1,680.00
2. Restripe parking lot; provide ADA parking and site signage	\$ 770.00
3. Modify existing reception desk to accommodate ADA compliant access requirements.	\$ 3,360.00
4. Modify existing breakroom cabinetry to accommodate ADA compliant access requirements.	\$ 4,032.00
5. Pour new exterior concrete at South entrance and provide ADA compliant main entry access.	\$ 8,800.00
6. Switch out existing toilet room lavatory faucet's to lever style.	\$ 422.00
7. Switch out existing door hardware where required to lever latch style.	\$ 1,210.00
8. Remove existing shower in toilet room 110. Restore floor slab and finishes.	\$ 3,672.00
9. Lower toilet accessories; patch finishes.	\$ 230.00
10. Provide and install Misc. ADA signage throughout Facility	\$ 500.00
	<u>\$26,692.00</u>

Entry Point Improvements



Current front doors lack power assist.



Side Entrance lacks power assist and the step needs to be removed to allow for wheel chair access. Improvements will level out concrete pad.

Reception Desk Improvements



A lowered section of the front desk would allow for wheelchair accessibility

Bathroom Improvements



Shower does not allow for appropriate turn radius.



Paper towel dispensers and soap dispensers should be lowered



Sink handles are not ADA compliant. Improvements will replace handles with paddle type faucets.

Parking Lot Improvements



Parking lot lacks appropriate accessible parking signage for parking lot and restriping the entire parking lot will allow for a van access aisle. Depending on where the restriping lands, the cement pad in the front entrance may need to be adjusted to allow for ramp access.

Signage Improvements



Install signage throughout the building that includes Braille.