

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>Homebuyer Program</u>	Amount Requested: \$ <u>180,000</u>
Agency: <u>Movin' Out, Inc.</u>	IN/FEIN: <u>39-1833482</u>
Address: <u>600 Williamson Street</u>	DUNS #: <u>019470348</u>
Contact Person: <u>Amy McGrath</u>	Telephone: <u>608 251 4446 x3</u>
Email: <u>ajm@movin-out.org</u>	Fax: <u>608 819 0623</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.

Movin' Out is requesting \$180,000 of reserve funds for its **Homebuyer** program. With these funds we will serve an additional five first time homebuyer households in the coming year. Each will receive up to \$30,000 of CDBG/HOME funds for assistance with the acquisition of a home in the City of Madison. By providing a no interest, deferred loan, the first mortgage is lowered enough to make monthly payments affordable to a low income household.

In June, Movin' Out received our current City CDBG contract to assist seven households with 2013 funds. By the end of this month, four of those households will have completed their purchase and the three additional households have the remaining funds reserved contingent upon finding a suitable property and a first mortgage. (Movin' Out's 2012 award was for 12 households, all of whom have successfully completed their home purchase.)

We continue to receive a high volume of inquiries for affordable home purchase assistance. Housing counselors are currently working with an additional six households who are likely to qualify for and will need down payment assistance in order to purchase a home.

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 target population is adults and children with disabilities and their families who have a household income of less than 80% of the county median. However, the clients MOI serves have an average household income of 43% county median.

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

5 # 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 | G. Neighborhood Civic Places |
| B. Housing – For Buyers | K. Community-based Facilities |
| C. Housing—Rental Housing | L. Neighborhood Revitalization |
| E. Economic Dev.—Business Creating Jobs | N. Access to Housing Resources |
| F. Economic Dev.—Micro-enterprise | |

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 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 checked="" type="checkbox"/> Housing For Buyers | | <input type="checkbox"/> Services |

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)		19000		
2. Fringe Benefits		2850		
3. Payroll Taxes		1710		
B. Non Personnel Costs				
1. Office Supplies/Postage				
2. Telephone				
3. Rent/Utilities		3610		
4. Professional Fees & Contract Services		2830		
5. Work Supplies and Tools				
6. Other:				
C. Capital Budget Expenditures (Detail in attachment C)				
1. Capital Cost of Assistance to Individuals (Loans)		150000		
2. Other Capital Costs:				
D. TOTAL (A+B+C)				
		180,000		

Estimated Month of Completion
(If applicable)

6. Action Plan/Timetable

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.

Household #1 will submit an application and begin housing counseling	September, 2013
Household #2 will submit an application and begin housing counseling	October, 2013
Households #3 and #4 will submit applications and begin housing counseling	November, 2013
Household #5 will submit an application and begin housing counseling	December, 2013
All households will have completed homebuyer education and financial analysis	February, 2014
All homebuyers will have made an offer to purchase	May, 2014
All homebuyers will have closed on the property purchased	June, 2014

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

District of homes to be purchased not yet known.

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

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

- 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.)

No Yes - Complete Attachment G

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

No Yes - Complete Attachment B, C, F, and H

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

No Yes - Complete Attachment I

12. This proposal is hereby submitted with the approval of the Board of Directors/Department Head and with the knowledge of the agency executive director, and includes the following:

- Future Fund (Attachment A)
- Property Description (Attachment B)
- Housing for Resale (Attachment E)
- Rental Housing and Proforma (Attachment F)

<input type="checkbox"/>	Capital Budget (Attachment C)	<input checked="" type="checkbox"/>	CHDO (Attachment G)
<input type="checkbox"/>	Community Service Facility (Attachment D)	<input type="checkbox"/>	Scattered Site Funds Addendum (Attachment H)
		<input type="checkbox"/>	ESG Funding Addendum (Attachment I)

13. Affirmative Action: If funded, applicant hereby agrees to comply with City of Madison Ordinance 39.02(9) 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/aaForms.cfm>.
14. Non-Discrimination Based on Disability: Applicant shall comply with Section 39.05, Madison General Ordinances, Nondiscrimination Based on Disability in City-Assisted Programs and Activities. Under section 39.05(7) of the Madison General Ordinances, no City financial assistance shall be granted unless an Assurance of Compliance with Sec. 39.05 is provided by the applicant or recipient, prior to the granting of the City financial assistance. Applicant hereby makes the following assurances: Applicant assures and certifies that it will comply with section 39.05 of the Madison General Ordinances, entitled "Nondiscrimination Based on Disability in City Facilities and City-Assisted Programs and Activities," and agrees to ensure that any subcontractor who performs any part of this agreement complies with sec. 39.05, where applicable, including all actions prohibited under section 39.05(4),. MGO." <http://www.cityofmadison.com/dcr/aaForms.cfm>
15. 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.

Signature: _____ Date: 7/25/13
 President-Board of Directors/Department Head

Signature: Howard Handworth _____ Date: 7/23/13
 Executive Director

For additional information or assistance in completing this application, please contact the Community Development Division at 266-6520.

HOUSING FOR BUYERS

A. Recap briefly the key or unique features of this project:

The households average less than 50% of county median income. All households have at least one family member with a disability.

1. Activities to bring it to housing and code standards:

In addition to requiring all properties to meet HQS, Movin' Out requires every home buyer to secure a professional housing inspector to perform an inspection of the property prior to purchase. Any hazardous conditions are addressed and abatement, when necessary, is incorporated into the acquisition budget.

2. Ways to assure the long-term affordability of the unit? (i.e. Repayment or land use/lease restriction or other special funding features to make it affordable):

- Determine financial status present and future
- Provide down payment assistance loan to lower the first mortgage
- Defer repayment on the down payment assistance loan
- Leverage grant funds to add additional down payment assistance when needed
- Require first mortgage product to be at a fixed interest rate and a term of 30 years

B. Provide the following information for owner-occupied properties (list each house or unit):

Table B: OWNER									
Unit #	# of Bedroom	Purchase Price	Amt of CD \$	Use of CD Funds*	Projected Monthly PITI	Household Income Category**	Affordability Period # of Years	Sale Price	Appraised Value
1	Estimate = 2	Estimate = 150000	30,000	DOWN PAYMENT	30-40% OF INCOME	<80%**	20	unk	UNK
2	same	same	30,000	same	same	same	same	same	same
3	same	same	30,000	same	same	same	same	same	same
4	same	same	30,000	same	same	same	same	same	same
5	same	same	30,000	same	same	same	same	same	same

* Refer to 24 CFR 92.206 or 570.202 for such costs as construction, acquisition, architectural engineering services, affirmative marketing, relocation.

** Less than or equal to 30% of median income, less than or equal to 50% of median, less than or equal to 60% of median, or less than or equal to 80% of median.

Household income is anticipated to average less than 50% CMI but the households have yet to apply so this is unknown at this time.

C. Describe proposed improvements to increase the level of accessibility:

Not applicable

COMMUNITY HOUSING DEVELOPMENT ORGANIZATION (CHDO) ONLY

A. Please describe how the organization meets the following key criteria:

- a. Possesses not-for-profit, tax exempt 501(c) status;
- b. Has a board with fewer than 1/3 of its members as public officials;
- c. Includes provision of affordable housing within its statement of purpose;
- d. Includes lower income or lower income representatives for a minimum of 1/3 of its board and includes a means for lower-income participation;
- e. Demonstrates its capacity and experience in service the community.