

## 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>Shelter and Support</u>	Amount Requested:	<u>\$ 11,190</u>
Agency:	<u>Domestic Abuse Intervention Services, Inc. (DAIS)</u>	Tax ID/EIN/FEIN:	<u>39-1268238</u>
Address:	<u>P.O. Box 1761, Madison, WI 53701</u>	DUNS #:	<u>60 267 4749</u>
Contact Person:	<u>Shannon Barry, MSSW</u>	Telephone:	<u>(608) 251-1237, ext. 307</u>
Email:	<u><a href="mailto:shannonb@abuseintervention.org">shannonb@abuseintervention.org</a></u>	Fax:	<u>(608) 284-2134</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.

DAIS operates the only domestic abuse shelter in Dane County. When the shelter is full or if a victim is male, hotels may be used depending on fund availability. Victims are six times more likely to be killed when attempting to separate from the relationship. Therefore, immediate access to safe, confidential shelter is imperative. Because we operate the smallest shelter per capita in the state, the DAIS shelter is usually full making preventative maintenance difficult. The result is a myriad of needed repairs to make the shelter the safe and healing space it should be for a highly traumatized population. Facilities problems require attention from the shelter staff thereby diverting their attention from providing intensive case management and support necessary for clients to achieve long term safety and success. Repairs will be completed by a construction firm donating their labor. Completed repairs will result in a more effective shelter space.

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 DAIS shelter serves anyone who identifies as a victim of domestic violence who has an immediate safety need. The majority of shelter residents (80%) are from Dane County. DAIS occasionally shelters victims from other counties who are working with their local domestic violence program through shelter to shelter referrals. (Federal and state funding prohibits DAIS from refusing services to domestic violence victims based solely on geography.) According to client demographic data from 2009: 95% of DAIS shelter clients lived below the poverty line, 43% self-identified as having either a mental health or AODA issue, the majority of clients were parents, and 80% of the clients who accessed the DAIS shelter were people of color.

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

250 # 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. <b>Community-based Facilities</b> |
| C. Housing – Rental Housing               | L. Neighborhood Revitalization       |
| E. Economic Dev. – Business Creating Jobs | N. Access to Housing Resources       |
| F. Economic Dev. – Micro-enterprise       |                                      |

The current DAIS shelter is in desperate need of repairs. It has been extremely difficult to accomplish much beyond basic up-keep of the building due to the fact that our shelter is almost always full. In addition, the maintenance budget is almost entirely supported through unrestricted dollars generated by fundraising. As such, it is a very lean budget unable to cover the costs of some of the larger projects we need to have done. The DAIS shelter staff, including the case managers, must often deal reactively with issues (such as blocked plumbing or flooding in the basement) that arise due to an absence of preventative maintenance thereby reducing the amount of time they have to spend with each resident working on her/his case plan. Though DAIS recently hired a part-time maintenance person to do very basic repairs, we need some work done that would require the expertise of a professional construction firm.

We are requesting support to cover the cost of materials for some significant repairs to our shelter to make it a safer, more inviting and healing space for our residents. CG Schmidt, a Wisconsin building firm, recently adopted DAIS as a philanthropy project. CG Schmidt is based in Milwaukee and has worked with the Milwaukee Women's Center (a domestic violence shelter serving Milwaukee County) for many years. CG Schmidt recently opened an office in Madison. They approached DAIS to establish a similar partnership here in Dane County as their company is committed to working locally on projects related to domestic violence. Staff members from CG Schmidt have worked with the staff of DAIS to create a maintenance plan prioritized based on safety and client needs. CG Schmidt is willing to donate the labor necessary to complete some of these projects as part of their support of DAIS.

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 checked="" 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
<b>A. Personnel Costs</b>				
1. Salaries/Wages (attach detail)	\$19,935		\$19,935	In-kind
2. Fringe Benefits				
3. Payroll Taxes				
<b>B. Non-Personnel Costs</b>				
1. Office Supplies/Postage				
2. Telephone				
3. Rent/Utilities				
4. Professional Fees & Contract Services				
5. Work Supplies and Tools				
6. Other:				
<b>C. Capital Budget Expenditures</b> (Detail in attachment C)				
1. Capital Cost of Assistance to Individuals (Loans)				
2. Other Capital Costs: Materials for various repairs to the DAIS shelter	\$11,190	\$11,190		
<b>D. TOTAL (A+B+C)</b>				
	\$31,125			

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.

Below is a prioritized list of projects to be completed. The timeline is estimated because it is entirely dependent on the availability of volunteers, as well as shelter census. Some projects will be easier to complete when shelter is occupied than others. (For example, the bathroom project may depend on if there is enough volunteer labor from CG Schmidt to accomplish the project in one day so as to minimize disruptions to residents and allow accessibility to the ADA bathroom or will depend on shelter census and availability of hotel funds for any client requiring an ADA bathroom while construction is being completed on this bathroom.)

PROJECT	WHO WILL COMPLETE?	TIMELINE FOR COMPLETION
Exterior re-grading and drainage to prevent water infiltration into the building and flooding	CG Schmidt volunteers	End of 2010
Make any additional repairs necessary to the foundation to stop flooding in the shelter basement electrical closet that is not remediated by re-grading and addition of drainage to courtyard area	CG Schmidt volunteers	End of 2010

Improve electrical system to provide enough electricity for shelter to function properly	CG Schmidt volunteers	End of 2010
Install lockers into bedrooms and other common areas in the shelter so that clients have secure spaces for belongings	CG Schmidt volunteers	End of 2010
Renovate first floor bathroom in shelter	CG Schmidt volunteers	Second quarter of 2011

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

Alderman Brian Solomon is in support of 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  
 Yes Complete Attachment B and C and one of the following:
 

<input checked="" type="checkbox"/>	D	Facilities
<input type="checkbox"/>	E	Housing for Buyers
<input type="checkbox"/>	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:

<input type="checkbox"/> Future Fund (Attachment A)	<input type="checkbox"/> Housing for Resale (Attachment E)
<input checked="" type="checkbox"/> Property Description (Attachment B)	<input type="checkbox"/> Rental Housing and Proforma (Attachment F)
<input checked="" type="checkbox"/> Capital Budget (Attachment C)	<input type="checkbox"/> CHDO (Attachment G)
<input checked="" 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>

Signature: \_\_\_\_\_ Date:  
President-Board of Directors/Department Head

Signature: \_\_\_\_\_ Date:  
Executive Director

For additional information or assistance in completing this application, please contact the CDBG Office at 267-0740.

**FUTURE FUND PROPOSAL ONLY**

- A. Describe the project features which make this a prototype project, feasibility study, addresses a short-lived revitalization opportunity or develops a new method or approach, which triggered the need for Future Funds.

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?	
2006 Monroe Street, Madison, WI (This is a CONFIDENTIAL address. Publishing this address could put our residents at risk)	Purchase Rehab Construct	6 bedrooms	6 bedrooms	6 bedrooms	None	\$200,000	\$231,125		1 bedroom on the first floor is handicap accessible	1 bedroom on the first floor is handicap accessible	Yes. A portion of \$55,000 in 2000.
	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**
<b>Acquisition Costs:</b>							
Acquisition							
Title Insurance and Recording							
Appraisal							
*Predvlpmnt/feasibilty/market study							
Survey							
*Marketing/Affirmative Marketing							
Relocation							
Other: _____							
<b>Construction:</b>							
Construction Costs	\$ 31,125	\$ 11,190	CDBG	\$ 19,935	In-kind, volunteer labor		
Soils/site preparation							
Construction management							
Landscaping, play lots, sign							
Const interest							
Permits; print plans/specs							
Other: _____							
<b>Fees:</b>							
Architect							
Engineering							
*Accounting							
*Legal							
*Development Fee							
*Leasing Fee							
Other: _____							
<b>Project Contingency:</b>							
<b>Furnishings:</b>							
<b>Reserves Funded from Capital:</b>							
Operating Reserve							
Replacement Reserve							
Maintenance Reserve							
Vacancy Reserve							
Lease Up Reserve							
<b>Other (specify):</b> _____							
<b>Other (specify):</b> _____							
<b>TOTAL COSTS:</b>	\$31,125	\$11,190		\$19,935			

\* 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.)

It is our intent to make the current building more functional, welcoming and safe for our residents. The DAIS shelter staff must often react to problems such as flooding, blocked plumbing, etc. that are a direct result of a lack of preventative maintenance. It is our hope that completing this maintenance will free up more staff time to work directly with our clients on their case plans to promote their long term safety and success upon leaving shelter.

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

<u>Amount</u>	<u>Name</u>
None	

D. If rented space:

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?

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.)

CG Schmidt provided us with a budgetary estimate of work that includes information provided by their trade management partners in areas outside of their expertise. (Please see attached.) CG Schmidt will provide in-kind labor on all projects. Any materials needed will be purchased at no mark-up to DAIS and will be competitively bid at the time of construction. Bachmann Construction has offered to do a second estimate. This will be forwarded upon completion.

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

We have just begun our work with CG Schmidt and do not have plans or specifications of this work yet. We can provide this at a later date prior to the work being completed.

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.)

Please see attached building maintenance plan and prioritization levels for maintenance decision making. We also recently created a "Facilities Interim Strategy Committee" who will be coordinating these projects with CG Schmidt as well as exploring other efficiencies in our current space to make it more comfortable and user friendly while we continue our work on our long-range strategic plan for a more adequate facility to meet the growing demands on our programs.

**HOUSING FOR BUYERS**

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

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

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):

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

\* 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.

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

**RESIDENTIAL RENTAL PROPERTY**

A. Provide the following information for rental properties:

Table A: RENTAL						
		Site 1		Site 2		Site 3
Unit #	# of Bedrooms	Amount of CD \$	Use of CD Funds*	Monthly Unit Rent	Includes Utilities?	Household Income Category

B. Indicate how the project will demonstrate that the housing units will meet housing and code standards.

C. Describe briefly your tenant selection criteria and process.

D. Does the project include plans to provide support services to assisted residents or to link assisted residents to appropriate services? If yes, describe.

TOTAL PROJECT PROFORMA (total units in the project)															
	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
Revenue															
Gross Income															
Less Vacancy															
<b>Net Income</b>															
Expenses															
Audit															
Taxes															
Insurance															
Maintenance															
Utilities															
Property Management															
Operating Reserve Pmt															
Replacement Reserve Pmt															
Support Services															
Affirmative Marketing															
Other _____															
<b>Total Expenses</b>															
<b>NET OPERATING INCOME</b>															
Debt Service															
First Mortgage															
Other															
Other															
<b>Total Debt Service</b>															
<b>Total Annual Cash Expenses</b>															
<b>Debt Service Reserve</b>															
<b>Cash Flow</b>															
Assumptions:															
Vacancy Rate															
Annual Increase															
Carrying Charges															
Expenses															

**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.

## APPLICATION FOR SCATTERED SITE ACQUISITION FUNDS

Address: \_\_\_\_\_ Amount Requested:  
\$ \_\_\_\_\_

1. Which State of Wisconsin statute are you organized under? \_\_\_\_\_ Chapter 181  
\_\_\_\_\_ Chapter 185
  
2. Proposed Acquisition Site:
  - A. Address: \_\_\_\_\_
  - B. Current appraised value: \_\_\_\_\_
  - C. Accepted purchase price (if offer has been made): \_\_\_\_\_
  - D. Number of bedrooms, living units, or shared living units: \_\_\_\_\_
  - E. Number of square feet on the property: \_\_\_\_\_
  
3. Program Abstract: Provide an overview of the service program. Identify the community need to be addressed. Summarize the program's major purpose in terms of problems to be addressed, the goals and procedures to be utilized, and the expected outcomes. Limit response to 150 words.

4. Describe how your target population meets the CDA definition of special needs.

## EMERGENCY SHELTER GRANT FUNDING

- A. Describe how you coordinate tasks and responsibilities or target groups with other agencies. (i.e., agencies from whom you commonly receive referrals or to whom you make referrals, and the sequence of contact.) Describe, if appropriate, how a partnership will be formed among local organizations and individual involved with the implementation of the program.

DAIS is a member of the Homeless Services Consortia, the Coordinated Community Response to Domestic Violence Task Force, the Dane County Commission on Sensitive Crimes, the Children and Youth Consortia, the Children from Violent Homes Project, LaSup, as well as many other work groups, committees and task forces. We have formal partnerships with a number of other organizations for various purposes. For example, we are a member of the Children from Violent Homes Project – a four agency collaboration to insure that victimized parents and children exposed to domestic violence are able to access on-going mental health services. DAIS staff members also work closely with other agencies who are members of the Homeless Services Consortia to insure efficient referral processes, follow up services and collaborative work on behalf of clients we may have in common.

- B. If funds are requested for supportive services or prevention activities, describe how the service qualifies as a new service or how it will be a quantifiable increase in services.