

Application for Neighborhood and Community Development Funds

Applications should be submitted electronically to cdbg@cityofmadison.com 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>South Madison Site</u>	Amount Requested:	<u>\$300,000</u>
Agency :	<u>Dane County Parent Council, Inc. DBA Reach Dane</u>	Tax ID/EIN/FEIN:	<u>39-1418945</u>
Address:	<u>2096 Red Arrow Trail</u>	DUNS #	<u>124301037</u>
Contact Person:	<u>Jen Bailey</u>	Telephone:	<u>608-275-6740</u>
Email:	<u>Jbailey@reachdane.org</u>	Fax:	<u>608-275-6756</u>

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.

1. Reach Dane has been providing high quality early childhood education services in a leased facility on Madison's South side for over 25 years. This site provides Head Start, 4K, and child care services for over 150 low income children ages 0-5. In 2012, Reach Dane was informed by the owner of the facility (City of Madison) that maintaining the facility was no longer feasible and the agency would need to relocate its early childhood programming. Reach Dane has been actively searching for a new facility for the past six years. Locating a facility of sufficient size which meets licensing, city accreditation, and Head Start Program Performance Standards has proven to be extraordinarily challenging. In 2019 Reach Dane was very fortunate to receive funding from the Office of Head Start to support the purchase and renovation of the property at 3201 Latham Dr. However, the funding from Head Start does not cover the full cost of the facility, as the infant and toddler programs at this site are not part of the agency's Head Start funding.
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. Reach Dane's South Madison program serves children ages 0-5 and their families. From the current location on South Park Street, the site serves families living north to Bayview, west to Fish Hatchery Road, east to Broadway/Lakeview Drive and south of the Beltline to High Ridge Trail. The population of families served at the site is very diverse with 45% Hispanic, 35% African American, 10% Asian, and 10% Caucasian families. There are over six different native languages spoken including Spanish, English, Hmong, Russian, Arabic, and Nepali. 100% of the families enrolled in the program fall within the 30% Income level of the HUD Definition of 2020 Income Limit Guidelines. In addition to high quality early childhood programming, enrolled families also receive comprehensive health, dental, mental health, nutrition, transportation, and ongoing family support services. The comprehensive services are provided through collaborations with Children's Dental Center, Access, Imagine a Child's Capacity, and UW Audiology. Reach Dane also contracts with UW Health for the services of two pediatric nurse practitioners, who support enrolled children with special health care needs and ensure families can access ongoing, follow up medical care as needed. This site is also a partner with UW Madison's Odyssey Project, which helps low income adults earn college degrees.

unduplicated individuals estimated to be served by this project. 150 children

unduplicated households estimated to be served by this project. 125

74.14% of the Families and Children that attend our South Madison reside in Madison, 7.28% are from the Town of Madison and 18.58% are from Fitchburg.

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.

- | | |
|--|--|
| <input type="checkbox"/> A. Housing – Existing Owner-Occupied | <input type="checkbox"/> G. Neighborhood Civic Places |
| <input type="checkbox"/> B. Housing – For Buyers | <input checked="" type="checkbox"/> K. Community-based Facilities |
| <input type="checkbox"/> C. Housing – Rental Housing | <input type="checkbox"/> L. Neighborhood Revitalization |
| <input type="checkbox"/> E. Economic Dev. – Business Creating Jobs | <input type="checkbox"/> N. Access to Housing Resources |
| <input type="checkbox"/> 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 checked="" 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 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:	\$4,849,500	\$300,000	\$4,549,500	AFC&Reserves
D. TOTAL (A+B+C)	\$4,849,500	\$300,000	\$4,549,500	

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.

- Head Start Policy Council & Board Approval – August 2019 – Reach Dane Staff.
- Submit 1303 application to Regional Office September 2019 –
- Conditional Use permit approved by City of Madison. December 2019
- Receive 1303 approval-anticipated February 2020
- Architectural and renovation contracts awarded-February 2020
- Begin construction-March 2020
- Substantial completion of facility-November 2020

-
- Move and set up site-December 2020
- Licensing approval-December 2020
- Begin operation-January 2021
-
- -
-

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

We have reached out to Alder Carter multiple times via email regarding this project. She was aware and supportive of the Conditional Use Application for this site, which was approved by the city in December.

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>

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: _____

President-Board of Directors/Department Head

Date: 01/17/2020



Signature: _____

Executive Director

Date: 01/17/2020

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

COMPLETE IF PROJECT INVOLVES PURCHASE, REHAB, OR CONSTRUCTION OF ANY REAL PROPERTY:

INFORMATION CONCERNING PROPOSALS INVOLVING REAL PROPERTY

Not Applicable											
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?	
3201 Latham Dr Madison, WI	Purchase Rehab Construct				N/A	\$1,450,000	\$3,550,000	\$1,450,000	Yes	Yes	None
	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	<u>\$1,450,000</u>			<u>\$1,450,000</u>	AFC Grant For All Items		
Title Insurance and Recording					in this Column		
Appraisal							
*Predvlpmnt/feasibilty/market study							
Survey							
*Marketing/Affirmative Marketing							
Relocation							
Other: _____							
Construction:							
Construction Costs	<u>2,324,389</u>	<u>\$300,000</u>	<u>CDBG Funds</u>	<u>1,124,889</u>		<u>899,500</u>	<u>Cash Reserves</u>
Soils/site preparation	<u>213,000</u>			<u>213,000</u>			
Construction management	<u>91,908</u>			<u>91,908</u>			
Landscaping, playground	<u>240,000</u>			<u>240,000</u>			
Signs	<u>10,000</u>			<u>10,000</u>			
Permits; print plans/specs							
Other: Security and Tech							
Systems	<u>95,000</u>			<u>95,000</u>			
Fees:							
Architect	<u>159,673</u>			<u>159,673</u>			
Engineering	<u>76,530</u>			<u>76,530</u>			
*Accounting							
*Legal	<u>5,000</u>			<u>5,000</u>			
*Development Fee							
*Leasing Fee							
Other: _____							
Project Contingency:							
Furnishings:	<u>150,000</u>			<u>150,000</u>			
****Reserves Funded from Capital:							
Operating Reserve							
Replacement Reserve							
Maintenance Reserve							
Vacancy Reserve							
Lease Up Reserve							
Moving Expense							
(specify): _____	<u>10,000</u>			<u>10,000</u>			
(specify): <u>15 % Construction</u>							
Contingency	<u>24,000</u>			<u>24,000</u>			
TOTAL COSTS:	<u>\$4,849,500</u>	<u>\$300,000</u>		<u>\$3,650,000</u>		<u>\$899,500</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.

****Reserves are not factored into building due to being a new acquisition and rehab of site. With proposed monthly lease savings, it is our plan to build reserves over time utilizing a portion of those savings.

FACILITIES

A. Recap: Funds would be applied to:

acquisition only; 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.)

Reach Dane currently leases space for early childhood programming on South Park St. The current facility is owned by the City of Madison and is scheduled to be demolished, requiring Reach Dane to relocate. The community of South Madison has tremendous need for high quality early childhood services, and Reach Dane is committed to serving this community. Reach Dane has been searching for affordable, alternative space in the same geographic area for several years.

The space located at 3201 Latham Drive, Madison Wisconsin has sufficient space for seven classrooms and two infant / toddler rooms. It also offers a large playground space and sufficient parking for families and staff. Reach Dane provides bus transportation for most program participants, plus there is also a city bus stop located a half block north of the site. The new site is close enough geographically to the current location that Reach Dane will continue to serve families within the same geographic area.

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

Amount	Name

D. If rented space: **N/A**

1. Who is current owner?

[Redacted]

2. What is length of proposed or current lease?

[Redacted]

3. What is proposed rental rate (\$/sq. ft. and terms) and how does this compare to other renters in building or in area?

[Redacted]

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


- Monthly Lease cost at current site = \$11,500.
- Financial Impact of owning proposed building with CDBG Funding: City of Madison CDBG funds allow Reach Dane to reduce monthly lease cost by \$11,500. These savings will be used to improve programming / operations and assist in building a reserve fund for building maintenance and improvements. Also to replenish cash reserves that was used to purchase this property and to support ongoing infrastructure needs.

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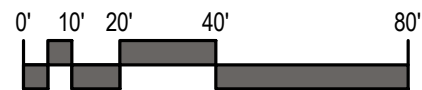
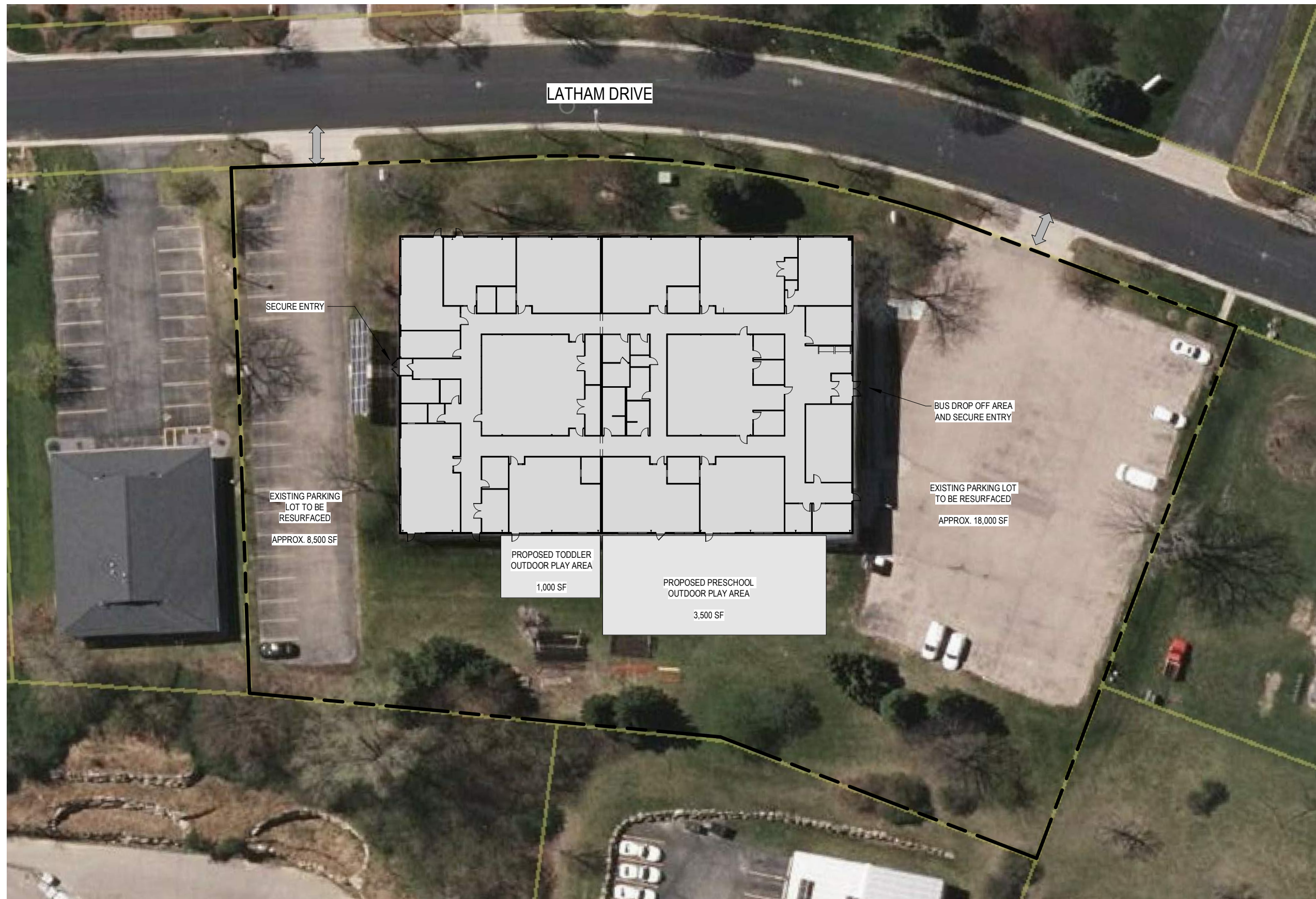
F. Include:

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 Exhibit A for a estimate from Findorff. Additional Contruction bids are forthcoming.
2. A copy of the plans and specifications for the work, or a description of the design specifications you have in mind. See Exhibit B.
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.) **N/A**

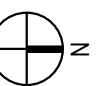
Attachment A

	
South Madison Project - Renovation Costs	
Line Item	Amount
Uses of Funds	
B20 EXTERIOR ENCLOSURE	\$ 79,824
B30 ROOFING	15,321
C10 INTERIOR CONSTRUCTION	439,109
C30 INTERIOR FINISHES	357,709
D20 PLUMBING	351,514
D30 HVAC	315,757
D40 FIRE PROTECTION	73,939
D50 ELECTRICAL	402,423
E20 FURNISHINGS	241,090
F20 SELECTIVE BUILDING DEMOLITION	73,561
Z10 GENERAL REQUIREMENTS	246,060
Contractors Fees	64,908
Architectural Fees	159,673
MEP/FP Engineering Design Fees	66,530
Civil Engineering Fees	10,000
Madison Commercial Project Management Fees	27,000
Site Development	213,000
Equipment and Furniture Allowance	262,081
Building Acquisition Costs	1,450,000
Total Renovation Costs	\$ 4,849,500
Sources of Funds	
AFC Grant Funds	\$ 3,650,000
Non-Federal Share Funds	
City of Madison 4K Funds	400,000
City of Madison CDBG Funds	300,000
Reach Dane Corporate Reserves	225,000
Total Non-Federal Share Funds	\$ 925,000
Reach Dane Corporate Reserves and Fundraising	\$ 274,500
Total Uses of Funds	\$ 4,849,500

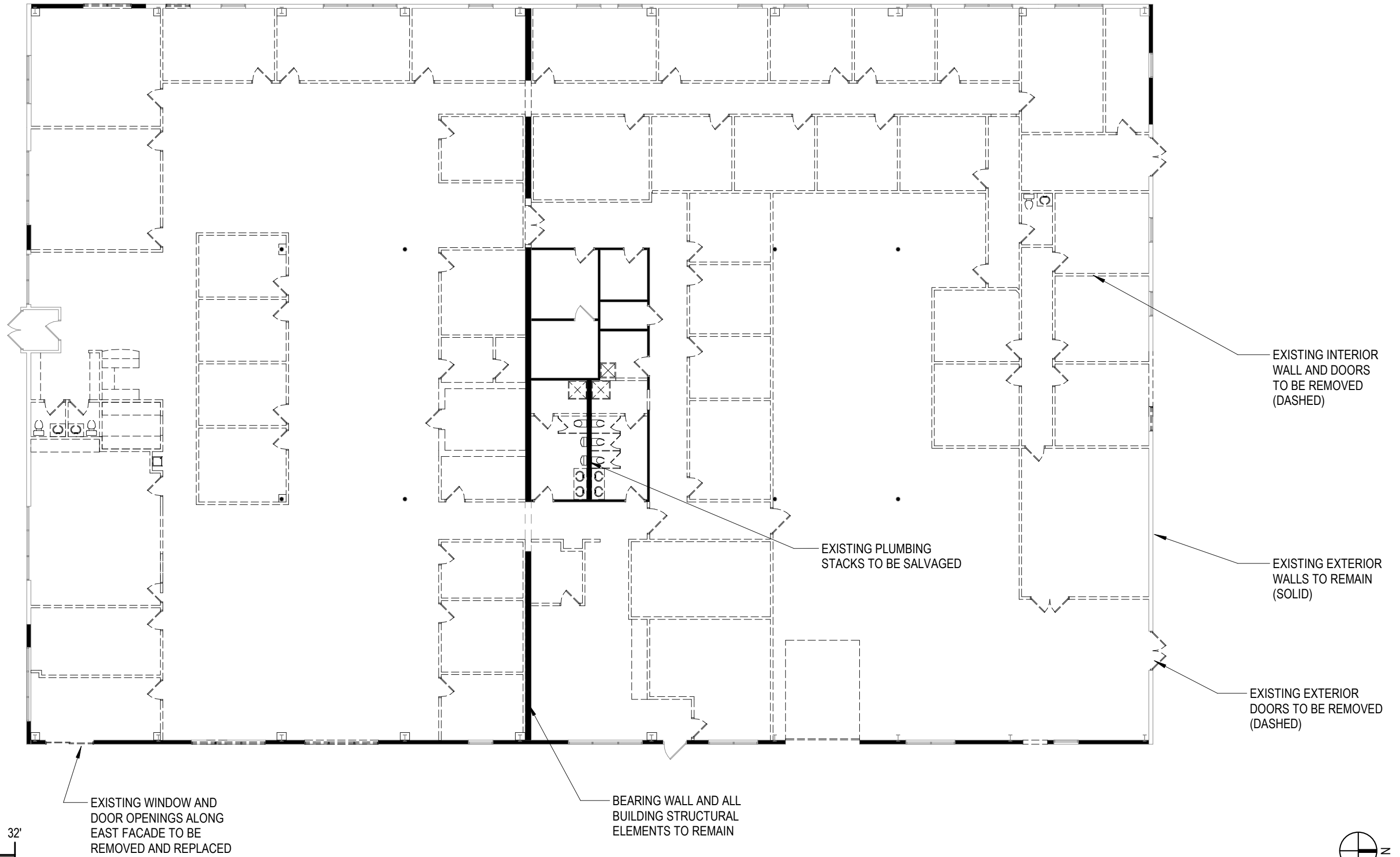
Attachment B



SCALE: 1" = 40'



SITE PLAN

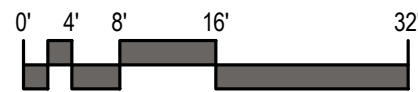


LATHAM DRIVE



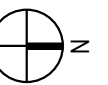
TOTAL APPROXIMATE BUILDING GROSS SQUARE FOOTAGE = 21,920 SF

*IMPORTANT NOTE: ALL SQUARE FOOTAGE NUMBERS ARE APPROXIMATE

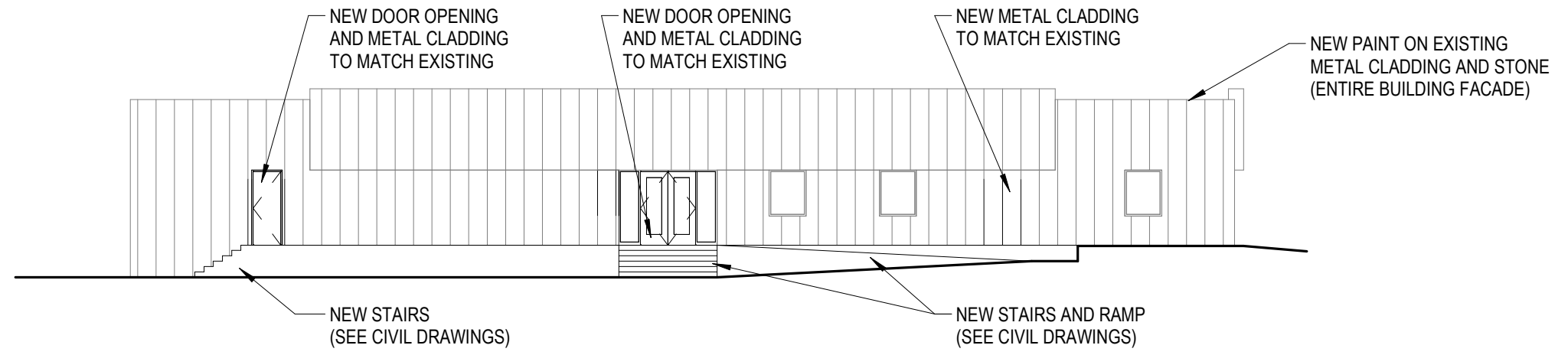


SCALE: 1/16" = 1'-0"

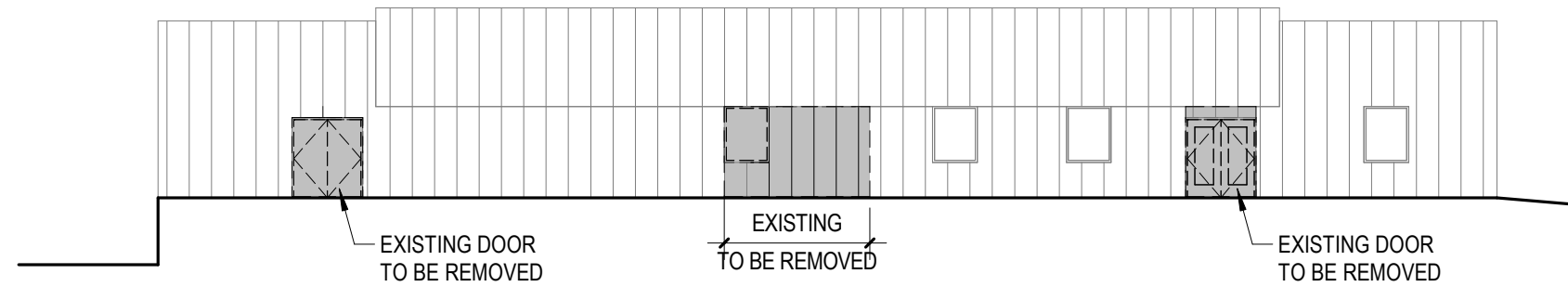
OUTDOOR PLAYGROUND AREA



1ST FLR PRELIMINARY PLAN



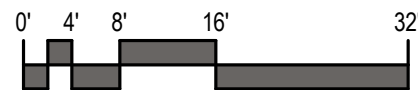
NORTH ELEVATION - PROPOSED



NORTH ELEVATION - EXISTING

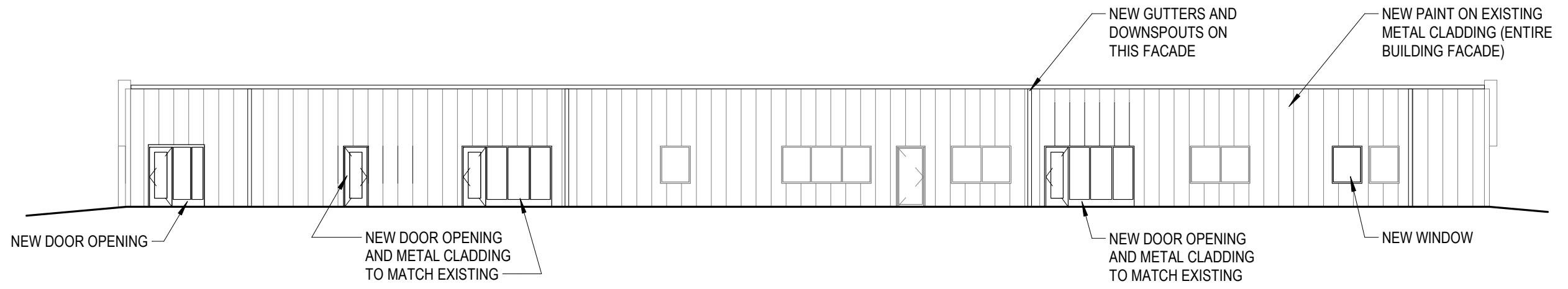


NORTH ELEVATION - EXISTING PHOTOS

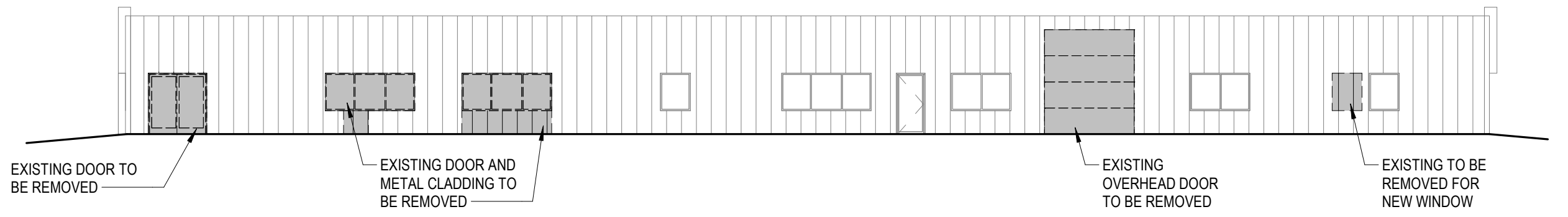


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NORTH ELEVATION



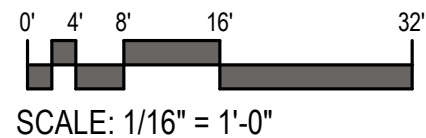
EAST ELEVATION - PROPOSED



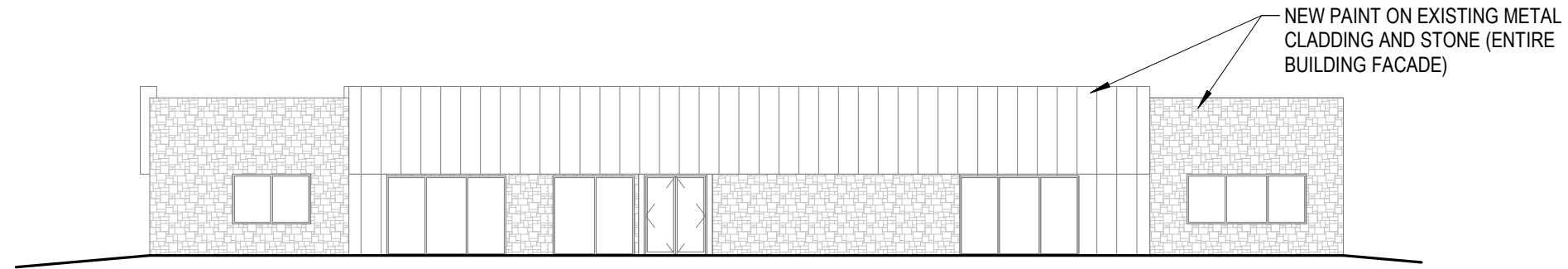
EAST ELEVATION - EXISTING



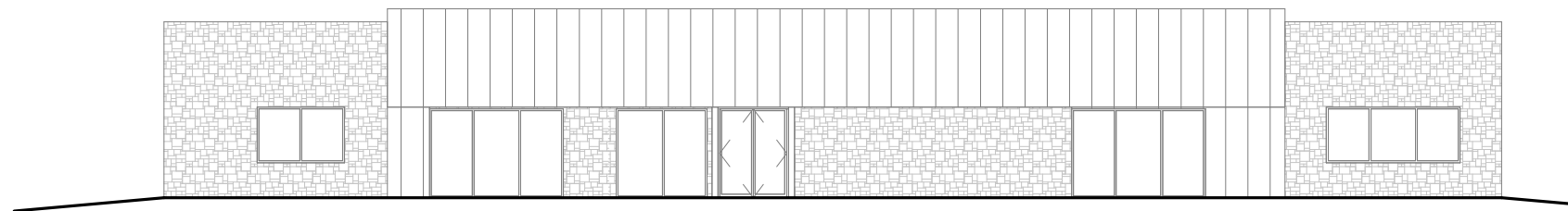
EAST ELEVATION - EXISTING PHOTOS



EAST ELEVATION



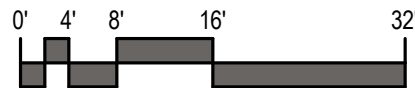
SOUTH ELEVATION - PROPOSED



SOUTH ELEVATION - EXISTING

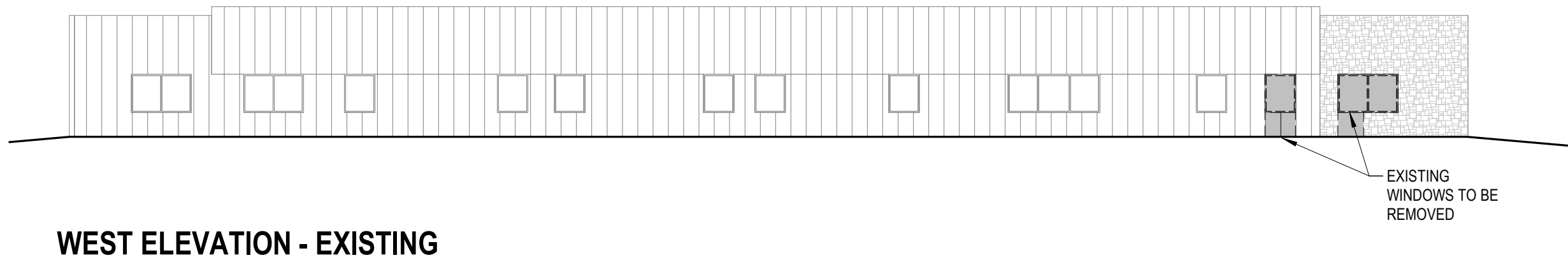
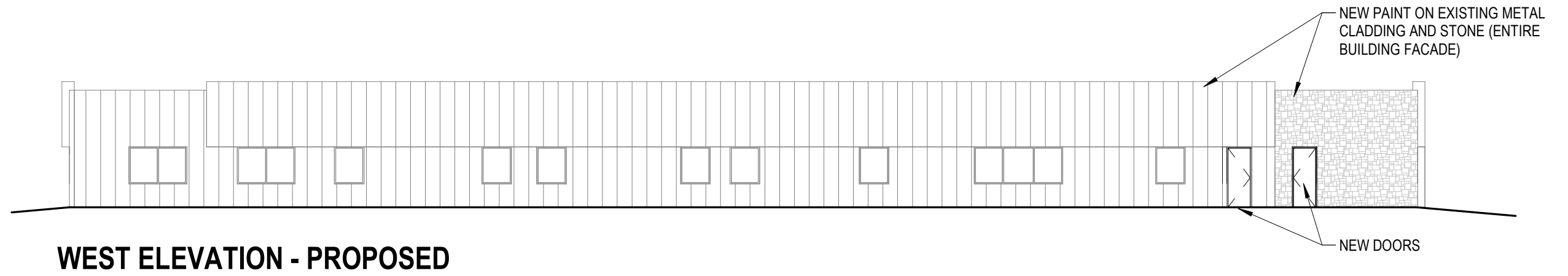


SOUTH ELEVATION - EXISTING PHOTOS

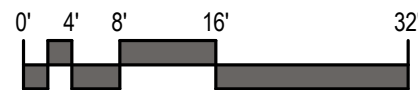


SCALE: 1/16" = 1'-0"

SOUTH ELEVATION



WEST ELEVATION - EXISTING PHOTOS



SCALE: 1/16" = 1'-0"

WEST ELEVATION