

# Application for Neighborhood and Community Development Funds

Submit original and 27 complete copies of this application to the CD Office by 4:30 p.m. by the 15<sup>th</sup> of the month, to be reviewed by the CDBG Commission on the first Thursday of the following month.

Program Title: Reconstruction of 4-C Facility Amount Requested: \$ 124,000  
Agency: Community Coordinated Child Care, Inc.(4-C)  
Address: P.O. Box 45320, Madison, WI 53744 (5 Odana Court, Madison, WI 53719)  
Contact Person: Jody Bartnick, Executive Director Telephone: (608) 271-9181, ext. 198  
Email: jody.bartnick@4-C.org Fax: (608) 271-5380

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.

4-C provides support services to the child care field in Madison, which currently averages about 468 programs. Many of our services: Certification, Training, and the Food Program are focused on family child care; which are micro-businesses usually employing one woman working from her home. 4-C also assists parents in finding child care in order to work or go to school, and assists the City with needs assessments of low income neighborhoods. The overwhelming majority of our clients are low or moderate income; usually child care providers, workers, or young often low income families looking for care.

The requested funds are to restore \$124,000; that was returned to CDBG when our community facility, purchased originally with CDBG funds and where services are provided, burned down in August 2008. The repayment was from our insurance settlement but those funds will be needed in order to rebuild the facility at the same location.

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 subgroups.

The target population served by 4-C in Madison is predominately:

- 1) Small family child care homes, micro-businesses run by usually a single woman. Currently, there are 331 child care homes in Madison, of which 4-C is responsible for regulating 205. An estimated average indicates that over 20% of these providers are single mothers whose entire income derives from their small family child care micro-business.
- 2) Child care professionals who work in group centers in Madison. The average salary for assistant teachers is \$9.96, for teachers it is \$12.60, and for lead teachers it is \$13.90. These are figures for predominately workers in non-profit programs. An estimated average from for-profit, national chain, group centers indicate that salaries in these programs are most likely 10-20% lower. We do not keep unduplicated counts on services to these workers.
- 3) Parents looking for child care, which enables them to reenter the work force. For this group, we do have family income data and sizes. Over nearly the past 2 years, we served 2,408 families from Madison. Of those, 58% were under the 30% median income level; 73% were under the 80% income level; and the balance of income remaining is difficult to site specifically because our data asks for ranges and this group was over the \$42,000 a year level that we maintain data on.

Additional charts describing our target population are on the next page.

\_\_\_\_\_ 900 per year \_\_\_\_\_ # unduplicated individuals estimated to be served by this project (note only LMI)

\_\_\_\_\_ 900 per year \_\_\_\_\_ # unduplicated households estimated to be served by this project. (note only LMI)

Household Size	2008 Area Median Income (100% Median)	90% Median	"Low and Moderate Income" (or "LMI")					
			Individuals or households whose annual income does not exceed 80% of the area median income.					
			80% Median*	70% Median	60% Median	50% Median*	40% Median	30% Median*
1 person	\$54,300	\$48,870	\$43,050	\$38,010	\$32,580	\$27,150	\$21,720	\$16,300
2 persons	\$62,100	\$55,890	\$49,200	\$43,470	\$37,260	\$31,050	\$24,840	\$18,650
3 persons	\$69,800	\$62,820	\$55,350	\$48,860	\$41,880	\$34,900	\$27,920	\$20,950
4 persons	\$77,600	\$69,840	\$61,500	\$54,320	\$46,560	\$38,800	\$31,040	\$23,300
5 persons	\$83,800	\$75,420	\$66,400	\$58,660	\$50,280	\$41,900	\$33,520	\$25,150
6 persons	\$90,000	\$81,000	\$71,350	\$63,000	\$54,000	\$45,000	\$36,000	\$27,050
7 persons	\$96,200	\$86,580	\$76,250	\$67,340	\$57,720	\$48,100	\$38,480	\$28,900
8 persons	\$102,400	\$92,160	\$81,200	\$71,680	\$61,440	\$51,200	\$40,960	\$30,750

Madison Parents Served by Referral 2007-2008

Family Size	>\$42,001	\$35 to 42,000	\$30 to 35,000	\$24 to 30,000	\$18 to 24,000	<\$18,000	total	total<30% Median	Total	
									<80% Median	<80% Median
1	0	0	0	0	0	0	0	0	0	0
2	16	5	6	11	104	555	697	555	681	681
3	492	22	14	21	140	452	1141	452	649	649
4	113	10	10	9	46	209	397	255	284	284
5	23	0	3	1	20	72	119	96	96	96
6	6	1	0	0	1	25	33	26	27	27
7	0	0	0	0	0	15	15	15	15	15
8	0	0	0	0	1	5	6	6	6	6
<b>Total</b>	<b>650</b>	<b>38</b>	<b>33</b>	<b>42</b>	<b>312</b>	<b>1333</b>	<b>2408</b>	<b>1405</b>	<b>1758</b>	<b>1758</b>
								<b>58%</b>	<b>73%</b>	

Gray = 30% median or under

Darker gray = 30-80% of median

White = unknown status

On or applying for the state low income child care subsidy

64%

Ethnic Breakdown of Parents Using 4-C's Referral Program

34.70%	African Amer	9% identify themselves as Latino or of a Spanish cultural background
2.40%	Asian	
1.60%	Biracial	
0.80%	Native American	
9.40%	Other	
0.10%	Pacific Islander	
51.30%	White	

**Family Child Care Homes Income Levels 2007**

As self employed individuals family child care home income is the net after the expenses for doing care are deducted.  
 Madison Family Child Care Net Income Data 2007

	All Providers	Sole income	4-C Certified
< \$5000	29.2	20.9	44.5
\$5-10,000	14.2	9.3	20.4
\$10-15000	10.6	4.7	11.1
\$15-20,000	9.7	11.6	13
\$20-25,000	9.7	16.3	9.3
\$25-30,000	6.2	7	1.9
\$30-35,000	8.8	9.3	0
\$35-40,000	8.8	14	0
\$40-50,000	1.8	4.7	0
Over \$50,000	0.9	2.3	0

**Family Child Care Racial Categories Dane County 2007**

Percentages are based on providers who supplied their racial background in March 2007.

RACE	All Types	State Licensed	4-C Certified		Accredited
			Regular	Provisional	
Asian	3%	3%	2%	4%	0%
Black	20%	3%	39%	33%	2%
Native American	1%	0%	2%	0%	0%
Other	6%	6%	6%	9%	23%
White	70%	88%	51%	55%	75%
Total	100%	100%	100%	101%	100%
Latino	7%	4%	10%	8%	21%
Did not supply data	16%	12%	15%	27%	11%
Total Number	612	289	211	112	57

**Child Care Wages in Dane County 2007**

This chart analyzes how many staff are at which average wage level, indicating the approximate availability of jobs within the marketplace at various wage levels. Data is mainly from non-profit programs or small independent for-profits.

Missing is data from large for-profit chains, which tend to have lower wages than the programs responding to this survey.

Wages	Lead Teachers		Teachers		Assistants	
	2006	2007	2006	2007	2006	2007
Middle 50%	\$10.56	\$13	\$10.00	\$13.00	\$8.50-	\$8.50-
	\$16.44	\$15.69	\$13.07	\$15.54	\$10.29	\$10.51
<\$7	0	0%	0%	0.4%	1%	2%
\$7-\$7.99	1%	0%	2%	4%	7%	4%
\$8-\$8.99	2%	1%	5%	4%	24%	24%
\$9-\$9.99	16%	4%	18%	9%	25%	24%
\$10-\$10.99	8%	4%	20%	16%	29%	24%
\$11-\$11.99	7%	7%	16%	17%	8%	14%
\$12-\$12.99	4%	5%	11%	14%	3%	3%
\$13-up	62%	79%	28%	36%	2%	5%
2005 on					0%	
\$13-\$13.99	19%	26%	12%	10%	2%	4%
\$14-\$14.99	18%	20%	6%	11%	0%	1%
\$15-\$15.99	9%	12%	3%	6%	0%	0%
\$16-19.99	15%	19%	5%	8%	0%	0%
\$20-\$30	1%	2%	2%	1%	0%	0%

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.

**K. Community-based Facilities is the primary objective**

Though the 4-C facility will also be used to address in various ways: (E.) Economic Development – Business Creating Jobs; (F.) Economic Development – Micro-Enterprise; and (L.) Neighborhood Revitalization by helping to create and sustain child care and early childhood education in the community.

The 4-C building will be used, and was used, as a training and resource center for child care providers and staff. Plans for the 4-C facility include the creation of a 60 seat training room and classroom; a resource room containing equipment that child care professionals can use to create needed curriculum materials; and books and curriculum kits that child care centers and providers can check out and utilize to enhance their programs.

The 4-C facility is also used to implement The Child and Adult Care Food Program, which provides reimbursement to family child care providers for offering nutritious meals and snacks to the children in their care. Nutrition is key to healthy brain growth and development in children. The Child and Adult Care Food Program also helps to stimulate the local economy because an average of 1 million dollars is reimbursed to family child care providers in Dane County alone. The Child and Adult Care Food Program accounts for an average of 5% of a family child care home's net profits.

The 4-C building will also house the Referral Program, which helps parents find scarce child care. The Referral Program also helps to stimulate the local economy because this program plays an active role in assisting local realtors and area businesses in finding child care for people relocating to the Madison area for work related purposes, therefore helping to secure employees for local businesses.

The 4-C facility will house the Certification Program, which regulates small family child care homes in Dane County. 4-C also provides technical assistance to child care programs, both through phone and in person consultations. The Certification Program assists low income family child care homes to attain higher levels of regulation which helps a family child care provider's ability to increase the quality of their care and the level of income they receive from it.

Finally, 4-C also does data work that assists people in completing business plans for developing new child care centers and also assists the City of Madison with neighborhood planning for services as well as other economic development planning.

All 4-C Programs include a Spanish speaking component to assist with the development and improvements for child care to serve Madison's growing Latino community.

The location is three blocks away from the west side bus transfer point and on a major bus route, which makes it accessible to providers and parents who do not possess their own transportation

Under the 4-C insurance settlement agreements, the building will need to be completed by September 2009.

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

- |                       |  |          |   |
|-----------------------|--|----------|---|
| Acquisition/<br>Rehab | <input checked="" type="checkbox"/> New Construction, Acquisition,<br>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
<b>A. Personnel Costs</b>				
1. Salaries/Wages (attach detail)				
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 (Detail in attachment C)</b>				
1. Capital Cost of Assistance to Individuals (Loans)				
2. Other Capital Costs:	\$1,200,000	\$150,000	\$1,050,000	Insurance, Fundraising
<b>D. TOTAL (A+B+C)</b>	<b>\$1,200,000</b>	<b>\$150,000</b>	<b>\$1,050,000</b>	

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.

1. The 4-C Board of Directors developed a Building Committee to oversee the rebuild of 5 Odana Court in August 2008.
2. The Building Committee, in conjunction with the 4-C Executive Director and Business Manager, will meet with building contractors to obtain cost and material information as a means of selecting a "plan-design" contractor. Meetings are being conducted in October 2008.
3. On October 27, 2008; 2 contractors will be invited to present their information to the 4-C Board of Directors. This decision will be made by the 4C Building Committee in conjunction with the Executive Director.
4. On October 27, 2008; the 4-C Board of Directors will vote on which contractor will be hired to rebuild the 4-C building. A selection policy, with rating scale, will be implemented as a tool for selecting a contractor.
5. The contractor selected to rebuild the 4-C building will begin construction as early as February 2009 or as weather permits.
6. The construction of the 4-C building will be complete by September 1, 2009.

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

Per conversation with Mark Clear, on October 14, 2008: Mr. Clear is fully supportive of this CDBG proposal to rebuild the 4-C building located at 5 Odana Court.

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?

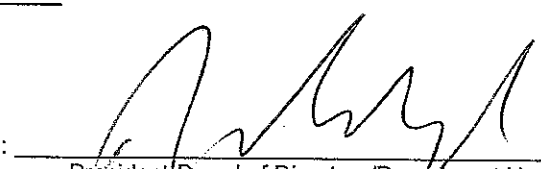
No  Yes - Complete Attachment B, C, F, and H

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:

<input type="checkbox"/> Future Fund (Attachment A)	<input type="checkbox"/> Housing for Resale (Attachment E)
<input 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 type="checkbox"/> Community Service Facility (Attachment D)	<input type="checkbox"/> Scattered Site Funds Addendum (Attachment H)
	<input type="checkbox"/> ESG Funding Addendum (Attachment I)

Signature:   
President Board of Directors/Department Head

Date: 10-15-08

Signature:   
Executive Director

Date: 10-15-08

For additional information or assistance in completing this application, please contact the CD Office at 267740.

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?	
5 Odana Court Madison, WI 53719	Purchase Rehab Construct	n/a	1	n/a	n/a	\$334,000	\$1.4 million	n/a	n/a	yes	yes
	Purchase Rehab Construct										
	Purchase Rehab Construct										



CAPITAL BUDGET

Amount and Source of Funding: ***		TOTAL PROJECT/CAPITAL BUDGET (include all fund sources)			
Amount	Source/Terms**	Amount	Source/Terms**	Amount	Source/Terms**
<b>Acquisition Costs:</b>					
Acquisition					
Title Insurance and Recording					
Appraisal					
*Pred/Prnt/feasibility/market study					
Survey					
*Marketing/Affirmative Marketing					
Relocation					
Other: _____					
<b>Construction:</b>					
Construction Costs		124,000	City of Madison CDBG Loan		
Soils/site preparation		917,000		547,000	Insurance
Construction management		10,000		10,000	Insurance
Landscaping, play lots, sign		150,000		150,000	Insurance
Const interest		50,000		50,000	Insurance
Permits; print plans/specs		5,000		5,000	Insurance
Other: _____					
<b>Fees:</b>					
Architect		60,000		60,000	Insurance
Engineering					
*Accounting					
*Legal		3,000		3,000	Insurance
*Development Fee		5,000		5,000	Insurance
*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					
Other (specify): _____					
Other (specify): _____					
<b>TOTAL COSTS:</b>		\$1,200,000		\$830,000	
					\$220,000
					Fundraising

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;  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.)

4-C had purchased the facility located at 5 Odana Court in the mid 1990's to house all agency programs. This proved to be a successful strategy for maintaining the agency and delivering services to 4-C clients and the community. The 4-C building burned down in mid August 2008. Because the land is owned by 4-C, and after researching the costs involved in purchasing another building or renting, rebuilding at the same location is the most economical way to house 4-C and its services so that they will be accessible to the clients served. This is especially important to meet the needs of the low income clients who come to the office on a more frequent basis. The cost of purchasing and renovating a building other than 5 Odana Court is not a cost effective strategy for 4-C. In addition, 5 Odana Court is located 3 blocks from the west side bus transfer point and on major bus line, which makes transportation easily accessible for 4-C clients that do not have access to a vehicle.

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

<u>Amount</u>	<u>Name</u>
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None. All mortgages or payments, including the CDBG loan, were paid back with insurance funds.

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?

By rebuilding the facility, 4-C will restore the space costs to the prior level of facility operation. 4-C is currently operating out of a temporary location, due to the fire of the 5 Odana Court location. This temporary space, and cost of the space, is only accessible to 4-C until September 2009. The cost of this temporary space is under market value, but only because the current building owners had vacant space and shared the mission of the 4-C agency. The temporary space was made available to 4-C as a means of rebuilding the agency after the fire of the building and is not a permanent or long term option. The other temporary spaces 4-C toured were all \$6-8 more per square foot, than even pre-fire operations out of 5 Odana Court. With flat or reduced funding the past 6 years from the various government agencies that fund 4-C, if 4-C had not owned the building purchased partially with CDBG funds and loans (which have been paid off) the agency would have had to severely reduce the services provided. Permanently leasing a space in addition to keeping, restoring, and maintaining the 5 Odana Court lot is not financially feasible for the agency. With the probability of continued flat funding, it is in the best financial interest of 4-C to rebuild the building and ensure lower space costs for future years.

F. Include:

1. A minimum of two estimates upon which the capital costs are based.

4-C has not obtained formal estimates yet, as the agency will work with a "plan-design" contractor. Informal estimates of the building average in range from \$100-\$125 per square foot.

(Be sure to base your labor costs on enforcement of Fair Labor Standards and the payment of Federal Prevailing Wage Rate.)

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

4-C has not obtained formal plans yet, as a "plan-design" contractor will be selected on October 27, 2008, by means of a formal vote by the 4-C Board of Directors. 4-C is planning to build an averaged 8,000 square foot 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.)

Our building maintenance budget, totaling \$45,000 per year, includes janitorial service, waste removal, snow removal, lawn care, scheduled maintenance and minor unscheduled maintenance. These funds have always been included in 4-C's operating budget. In addition, we maintain a reserve fund to cover large maintenance and improvement projects.