

## Application for Neighborhood and Community Development Funds

Submit original and 23 complete copies of this application to the CDBG Office by 4:30 p.m. on the 15<sup>th</sup> of the month, to be reviewed by the CDBG Committee on the first Thursday of the following month. **When possible, please duplex your original and copies and send an electronic version to the assigned project manager (if known).**

Program Title: <u>Veterans Transitional Housing</u>	Amount Requested: \$ <u>20,000</u>
Agency: <u>Porchlight, Inc.</u>	Tax ID/EIN/FEIN: <u>39-1579521</u>
Address: <u>306 North Brooks St., Madison, WI 53715</u>	DUNS #: <u>608303822</u>
Contact Person: <u>Steven J. Schooler</u>	Telephone: <u>608-257-2534</u>
Email: <u>schooler@tds.net</u>	Fax: <u>608-257-2507</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.

Porchlight has initiated a new transitional housing program for homeless veterans, with a focus on assisting those suffering from mental health disorders, notably Post-Traumatic Stress Disorder, and alcohol and other drug abuse issues. This Veterans Transitional Housing Program (VTHP) is an innovative program, based on the Housing First model, designed to stabilize homeless veterans with mental illness and substance abuse disorders with housing, employment, health care and other supportive services. The site will serve twenty-four veterans at a time with participants staying for up to two years. Porchlight's goals are that at least 70-75% of the veterans served will attain and maintain permanent housing, 75% will increase their employment skills and/or income, and 85% develop self-determination skills.

Porchlight requests \$20,000 for a capital need for external insulation and cladding to the building (total cost of \$31,100). Renovations recently completed did not include this item due to cost overruns,

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 homeless adult veterans, both men and women. Most of the target population is very low income (>30% CMI) and suffer from alcohol / substance abuse issues and mental illness (Post-Traumatic Stress Disorder).

30 annually # unduplicated individuals estimated to be served by this project.

30 annually # 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 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)				
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:	\$31,100	\$20,000	\$11,100	Grants Other
<b>D. TOTAL (A+B+C)</b>	<b>\$31,100</b>	<b>\$20,000</b>	<b>\$11,100</b>	

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.

May/June – Porchlight will solicit bids and enter into contract with contractor.

July/August – Contractor will complete project placing insulation & external siding on building.

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

Alder Bryon Eagon has been contacted and he 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:

         D     Facilities

         E     Housing for Buyers

  X   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?

  X   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)

         Housing for Resale (Attachment E)

         Property Description (Attachment B)

         Rental Housing and Proforma (Attachment F)

         Capital Budget (Attachment C)

         CHDO (Attachment G)

         Community Service Facility (Attachment D)

         Scattered Site Funds Addendum (Attachment H)

  XX   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.

**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
1-24	SRO	\$20,000	Exterior	30% of Income	Yes	Varies most >30%

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

Inspections by building inspectors and regular inspections by VA. Overall remodeling was pursuant to building permit. If a new permit is necessary for this project (which it may be) Porchlight will obtain one.

C. Describe briefly your tenant selection criteria and process.

See attached.

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

Yes.  
(Attached).

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															

## 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.

Porchlight's Drop-In Shelter is part of a highly coordinated network of emergency shelters that are responsible for specific populations, including single adult men, single adult women, families, youth, and persons in domestic violence situations. As part of the emergency shelter system guests are connected to programs that are most appropriate for addressing their individual challenges. Shelter guests at non-Porchlight programs, such a women experiencing domestic violence who goes the DAIS program, that identify themselves as veterans, are referred to the VA Homeless Coordinator and other veteran-specific services, which would now include this program. Porchlight also operates Safe Haven, a shelter for homeless persons with mental illness. Guests at Safe Haven can also be referred to this program. The program will also receive referrals from the Mental Health Service and Addictive Disorders Treatment Program at the VA.

Porchlight participates in a homeless outreach program called ReachOut for the downtown Madison area, the main point of congregation for homeless individuals in the region. An estimated 200 street people are in the area at any one time in the spring through fall. Tellurian, Youth Services of Southern Wisconsin Briarpatch and Porchlight provide street outreach services on behalf of all the Madison homeless service providers and connect these individuals to the appropriate agencies and services. Last year, 165 adults and youth were connected to services and 52 street people were housed through this outreach. ReachOut agencies, including Porchlight, started a new program in the fall to meet with potential clients at the downtown Madison Public Library. The Outreach Worker serves approximately 6 people per week. Since its inception last fall, we have served 50 to 60 people. Porchlight also has an Outreach Worker primarily focused on State Street that also has made referrals to the Veterans Transitional Housing Program (this program).

Porchlight operates a daytime resource center called Hospitality House. Hospitality House is the primary resource for homeless persons in the city and provides a warm place to stay during the daytime as well as employment and housing counseling and other services, such as transportation assistance, medical and legal assistance, and telephone access. The VA office provides staff on a weekly basis to Hospitality House to assess the needs of Hospitality House guests that identify themselves as veterans. Homeless veterans with mental illness and/or AODA issues that enter these Porchlight programs will be referred to VA Mental Health Services and/or ADTP to participate concurrently in those programs and this transitional housing program.

The Veterans Transitional Housing Program provides case management services with linkages to Veterans Administration, Porchlight and community resources, one full-time and one part-time case worker work with the 24 veterans in the program as well as program alumni for 6 months after leaving the program. The scope of the case management services are determined on a case-by-case basis. The case manager completes a bio-psycho-social assessment on each program participant to determine his or her strengths, areas of need, and individual goals. Veterans with mental illness, AODA or dual diagnosis are referred to and enrolled in the VA Mental Health Services and/or Addiction Disorders Treatment Program or other appropriate VA programs for outpatient treatment. The VA also provides employment assessment and vocational assistance.