



# Operation Fresh Start, Inc.

Member YouthBuild Affiliated Network

People & Houses

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Madison, WI 53704  
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January 17, 2008

Barb Constans  
Grants Administrator  
City of Madison CDBG  
215 Martin Luther King Jr. Blvd.  
Madison, WI 53703

JAN 23 2008

Dear Barb:

I am writing to request possible design amendments to our duplex housing project at 4717-21 Crescent Rd., which OFS recently remodeled and has begun to market. I am also requesting additional CDBG financial assistance to make these changes possible, if necessary.

We have been contacted by a large family who may be interested in purchasing both sides of the duplex and joining them together into a single unit. OFS would like to be in a position to facilitate this particular sale if it comes to fruition or be prepared to respond to a similar proposal in the future if the current proposal falls through. We request approval from CDBG for OFS to join the two duplex units together if requested to do so to accommodate a large family. Our plan would be to convert the rear patio into an enclosed porch.

We estimate the costs for this project to be \$3,638. To make this conversion possible, we request up to \$5,000 in additional CDBG funds to cover possible costs. The estimated budget includes:

**\$2,500.00**    Materials

- 2x4stud wall with 7/16" OSB sheathing, tyvek house wrap, and vinyl siding on exterior, 4 mil poly and 1/2" drywall and finished on interior
- Wall insulated with unfaced R-13 fiberglass batts, ceiling insulated to minimum R-38, and weather sealing to Energy Star standards.
- Vinyl 6'0 x 6'8 sliding patio door w/ screen accessing rear yard centered in new wall.
- Siding on existing patio walls and soffit on ceiling removed to provide solid anchoring for new wall, then re-cut to fit.
- Door and new wall trimmed with 1x4 pine

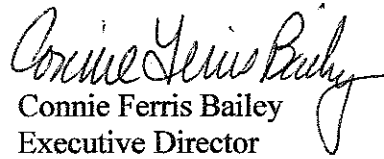
846.40    Crew Supervisor (\$26.45/hr. X 32 hrs.)  
 41.60    Transportation (32 mi/day x 4 days x \$.32.5/mi)  
 In-kind    Construction Crew  
 250.00    Undo Condo Documents and Re-file

**\$3,638.00 Total Project Estimated Cost**

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|  |  |                               |  |  | <p>1993 President's<br/>Volunteer Action<br/>Award Recipient</p> |
|  |  | <p>Stationery Provided By</p> |  |  |  |

I appreciate your consideration of this request and look forward to discussing the project with you in the near future.

Sincerely,

  
Connie Ferris Bailey  
Executive Director