

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:	Pre-Approved Construction Documents for "Green" and ADA Accessible Accessory Dwelling Units	Amount Requested:	\$ 20,000
Agency:	Design Coalition Institute Inc.	Tax ID/EIN/FEIN: 56-2623863	
Address:	2088 Atwood Ave	DUNS #: 967630935	
Contact Person:	Susan Thering	Telephone:	608.263.8469
Email:	Susan@DesignCoalition.org	Fax:	

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.

NEED: The new city zoning code allows "Accessory Dwelling Units" (ADUs & "granny flats"). The applicant participated in the code development process and undertook a city-wide ADU initiative. We identified costs that make building an ADU prohibitive for low to moderate income homeowners who want to age-in-place or care for vulnerable family members: Funds are needed to prepare and distribute pre-approved construction documents for a safe, healthy, energy efficient ("green") cottage ADU that is wheelchair/ADA accessible.

GOALS & PROCEDURES: The "deliverable" is a set of construction documents for an ADU that will fit on a typical city lot and assure energy efficiency and accessibility. Preliminary designs are complete. The applicant will distribute these documents to homeowners for a modest sliding scale fee, relative to property value. Any proceeds will support our continued public service mission.

OUTCOMES: Increased housing choice and affordability for low and moderate income households and vulnerable individuals.

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.

Design Coalition Institute undertook our ADU initiative to support the Common Council's intention in passing the new allowances for ADUs. The Council's "Statement of Purpose" regarding ADUs identifies the target population:

"... Accessory dwelling units give neighborhoods the opportunity to provide affordable housing opportunities, to provide housing opportunities for elderly or other family members, and to utilize their land base more efficiently." (Draft 4/20/09)

https://www.cityofmadison.com/neighborhoods/zoningrewrite/documents/ADU_OverlayDistricts.pdf

The pre-approved construction documents will be distributed on a sliding scale, relative to property value, to homeowners in the City of Madison. We anticipate the greatest percentage of beneficiaries will be moderate-to-low income residents 50 years and older who will be able to live with family and/or remain in their neighborhood when they are no longer able to negotiate the stairs and doorways of their conventionally built homes.

Other beneficiaries include: 1. Homeowners who have adult dependent children or vulnerable family members they want to care for at home; 2. Those vulnerable family members mentioned in #1; 3. Low to moderate income households who may rent the ADU (or the primary house if the owner moves into the ADU), who may otherwise be priced out of housing in established single-family neighborhoods.

unduplicated individuals estimated to be served by this project:

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

B. Housing – For Buyers

C. Housing – Rental Housing

E. Economic Dev. – Business Creating Jobs

F. Economic Dev. – Micro-enterprise

G. Neighborhood Civic Places

K. Community-based Facilities

L. Neighborhood Revitalization

N. Access to Housing Resources

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

Acquisition/
Rehab

New Construction, Acquisition,

Expansion of Existing Building

Accessibility

Maintenance/Rehab

Other

Futures

Prototype

Feasibility Study

Revitalization Opportunity

New Method or Approach

Housing

Rental Housing

Housing For Buyers

Homeless

Housing

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)*	\$ 8,000	\$ 7,000	\$ 220	Evjue Foundation
2. Fringe Benefits	\$ 2,800	\$ 2,800	00	
3. Payroll Taxes	\$ 480	\$ 480	00	
B. Non-Personnel Costs				
1. Office Supplies/Postage				
2. Telephone				
3. Rent/Utilities				
4. Professional Fees & Contract Services	\$ 12,000	\$ 9,720	\$ 2,280	Evjue Foundation
5. Work Supplies and Tools				
6. Other:				
C. Capital Budget Expenditures (Detail in attachment C)				
1. Capital Cost of Assistance to Individuals (Loans)	000			
2. Other Capital Costs:	000			
D. TOTAL (A+B+C)	\$ 23,280	\$ 20,000	\$ 3,280	

*Salary: Executive Director: 20 hours/month x \$50/hour x 8 months = \$8,000.

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.

WHO: The applicant will work with the award winning "green" architects at Design Coalition, Inc. and city staff.

WHAT: To prepare construction documents for an ADU cottage that meet all relevant codes.

WHEN: By September 2014.

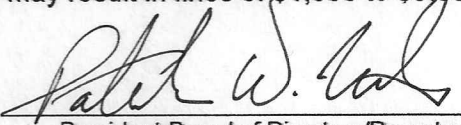
NOTE: Design Coalition Architects have already contributed a significant amount of pro-bono time assisting the applicant with preparation of the preliminary designs. Design Coalition Inc. is the only not-for-profit architecture and community development office in Madison. Founded in 1972. The applicant will coordinate with the architects, conduct public outreach activities, and administer the distribution process required to make the construction documents available to City of Madison homeowners for the next several years.

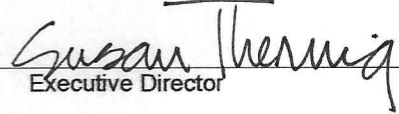
The construction documents will include versions for:

1. A single story cottage with attic.
2. A 1 ½ story cottage with a small loft space.
3. A 1 ½ story cottage with a two small loft spaces.
4. Choice of basement, crawlspace, or insulated slab.

7. What was the response of the alderperson of the district to the project?
The applicant emailed all City of Madison Alders with request for response. We received no objections. We surmise that Alders have no objections because they approved new opportunities for ADUs in the zoning code update specifically to increase affordable housing and housing choice.
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 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 checked="" 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 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) |
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:  Date: June 6, 2014
President-Board of Directors/Department Head

Signature:  Date: 6 JUNE 2014
Executive Director

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

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.

PROTOTYPE PROJECT & NEW APPROACH: The Executive Director of Design Coalition Institute, Dr. Susan Thering (applicant) researched housing and population trends, conducted focus groups, interviewed financial institutions, studied the building and zoning codes, consulted with city assessor, zoning, and building department staff, and consulted with builders and architects to identify the need, opportunities, and obstacles for Accessory Dwelling Units in the City of Madison.

Preliminary research suggests ADUs may confer significant benefits for multiple constituencies, including: aging-in-place advocates; accessibility advocates; affordable housing advocates; walkable neighborhood advocates; “Green Housing” advocates; baby-boomers who want to stay in their neighborhoods; young couples who want to raise children in established neighborhoods; neighborhood businesses; local builders; and local financial institutions, in addition to the benefit to the city of more efficient use of existing infrastructure and increased city property tax revenues.

The contractor/builders we interviewed advised us that a back yard cottage-type ADU is often a less expensive option, relative to an addition on an existing home, due to the unpredictable costs of remodeling associated with additions. Thus, we proposed the idea of pre-approved construction documents for cottage-type ADU to a focus group of homeowners. The response was positive.

The first priority is for a small cottage that is:

1. Compliant with American with Disabilities Act (e.g. Wheelchair accessible).
2. Small enough to fit in the back yard of any typical city lot.
3. Relatively easy to modify when occupancy and/or occupant needs change.

We discovered that the city assessor’s website had all the information needed to determine if the regulations will allow an ADU on any piece of property in the city, and because the property value is included on that website, we can easily set a sliding scale fee for the documents, based on property value.

NEW APPROACH: We understand that nothing like this has been done in Madison before. Our research found one city (Santa Cruz) distributes fliers with photos of different models of ADU cottages designed by different professional architectural offices, but each homeowner contracts with the architect for full-price professional services. Additionally, pre-approved construction documents will save city staff time, e.g. time reviewing building permits and checking compliance with zoning codes.

PROTOTYPE: The design is prototype of a “green” ADU-sized cottage that:

1. Meets all city and state building codes and city ADU regulations.
2. Designed to face South for maximum gain of free solar heat in the winter.
3. Is designed to “flip” orientation so that it will fit AND face South on any typical city lot.
4. Is detailed for maximum energy savings (specific windows, doors, air barrier details, etc.)
5. Is designed for choice of basement, crawlspace, or insulated slab.