

CITY-COUNTY CONSOLIDATED APPLICATION FOR 2009 & 2010 FUNDS

APPLICATION SUMMARY Submit common description to each revenue source.

ORGANIZATION NAME	Common Wealth Development, Inc.		
MAILING ADDRESS <small>If P.O. Box, include Street Address on second line</small>	1501 Williamson Street, Madison, WI 53703		
TELEPHONE	256-3527	LEGAL STATUS	
FAX NUMBER	256-4499	<input checked="" type="checkbox"/> Private, Non-Profit <input type="checkbox"/> Private, For Profit <input type="checkbox"/> Other: LLC, LLP, Sole Proprietor	
NAME CHIEF ADMIN/ CONTACT	Marianne Morton	Federal EIN: <u>39-1323500</u>	
INTERNET WEBSITE (if applicable)	www.cwd.org	State CN: <u>287-800</u>	
E-MAIL ADDRESS	marianne@cwd.org		

PROGRAM LISTING Please list all programs your organization provides (including those which are not funded through this process). Use the same letter throughout the application to identify the programs for which you are requesting funding, consistent with prior years.

PROGRAM NAME	PROGRAM CONTACT PERSON	PHONE NUMBER	E-MAIL
A: Youth-Business Mentoring Program	Tariq Pasha	256-3527 ext.13	tariq@cwd.org
B: Madison Public Market	Marianne Morton	256-3527 ext.12	marianne@cwd.org
C: Vaughn Commons Housing	Paul Jasenski	256-3527 ext.14	paul@cwd.org
D:			
E:			
F:			
G:			
H:			
I:			
J:			
K:			

For larger organizations use letters A-K for programs which seek funding through this common application process and attach a list or summary in row K for other programs your organization offers.

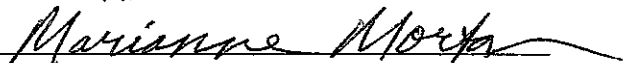
REVENUE Columns 2, 3, and 4 describe **total** agency revenue for a calendar year. Distribute column 4 across the program columns A-K. Identify with an asterisk (*) all funding requests which are duplicative in nature. You may change a row heading to make it applicable to your agency. See the INSTRUCTION SECTION for greater detail.

REVENUE SOURCE	2) 2007 ACTUAL	3) 2008 BUDGET	4) 2009 PROPOSED	2009 PROPOSED PROGRAMS			
				A	B	C	D
DANE CO HUMAN SVCS			80,000	54,927			
DANE CO CDBG							
MADISON- COMM SVCS	51,585	52,823	121,076	121,076			
MADISON- CDBG	61,904	45,096	378,000			378,000	
UNITED WAY ALLOC							
LOANS		200,000	200,000				
OTHER GOVT	100,000						
FUND RAISING DONATIONS	154,623	173,825	155,902	99,630			
RENT, PROPERTY MANAGEMENT	1,013,555	998,987	984,735				
OTHER	29,009	13,719	13,619				
TOTAL REVENUE	1,410,676	1,484,450	1,933,962	275,633		378,000	

2009 PROPOSED PROGRAMS							
REVENUE SOURCE	E	F	G	H	I	J	K
DANE CO HUMAN SVCS							
JANE CO CDBG							
MADISON- COMM SVCS							
MADISON- CDBG							
UNITED WAY ALLOC							
UNITED WAY DESIG							
OTHER GOVT							
FUND RAISING DONATIONS							
USER FEES							
OTHER							
TOTAL REVENUE							

Affirmative Action: If funded, applicant hereby agrees to comply with City of Madison Ordinance 39.02 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 www.cityofmadison.com/dcr/aaForms.cfm

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 granting of the City financial assistance. Applicant hereby makes the following assurances: Applicant assures and certifies that it will comply with Sec. 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 the agreement complies with Sec. 39.05, where applicable, including all actions prohibited under Sec. 39.05(4), MGO."

Signed: 

CITY-COUNTY CONSOLIDATED APPLICATION FOR 2009 & 2010 FUNDS

PROGRAM DESCRIPTION

ORGANIZATION: Common Wealth Development, Inc.

PROGRAM: Madison Public Market

PROGRAM LETTER: B

(Submit only to relevant revenue sources.)

(from App Summary Page A)

A. **PROGRAM OVERVIEW** Briefly summarize the program being provided (or proposed), including the need being addressed, the program's goals, and the impact of the program. (Word limit: 150 words)

The Madison Public Market (MPM) will be a year-round indoor market with these public goals: generate significant local and regional economic development, create a vibrant regional public space that celebrates diversity and expand the local food economy. The MPM four-season market hall will be a dynamic public space where customers from all income levels and from every ethnic group will find a rich and colorful array of over 40 authentic, locally owned stores, stalls and restaurants and carts featuring top quality fresh foods, locally grown products and prepared foods. Local farmers and craftspeople will vend an ever-changing array of goods from 15 three-season day stalls. The MPM will celebrate the products, culture and diversity of the region and offer educational programs for children and families focusing on healthy eating and local food ingredients. The MPM will support small business opportunities for minorities and create rural and urban jobs for low-moderate income individuals.

B. **PARTICIPANT DEMOGRAPHICS** Complete the following chart for unduplicated participants served by this program *in 2007*. Indicate the number and percentage for the following characteristics. If you do not collect information using these age categories, use your own age category descriptors. For new programs, please estimate participant numbers and descriptors. **Not applicable for the Madison Public Market.**

PARTICIPANT DESCRIPTOR	NUMBER	PERCENT	PARTICIPANT DESCRIPTOR	NUMBER	PERCENT
TOTAL		100%	TOTAL PARTICIPANTS BY RACE		100%
MALE			WHITE		
FEMALE			BLACK		
AGE		100%	NATIVE AMERICAN		
< 2			ASIAN/PACIFIC ISLANDER		
2 - 5			MULTI-RACIAL		
6 - 12			ETHNICITY		100%
13 - 17			HISPANIC		
18 - 29			NON-HISPANIC		
30 - 59			HANDICAPPED (persons with disabilities)		
60 - 74			RESIDENCY		100%
75 & UP			CITY OF MADISON		
			DANE COUNTY (NOT IN CITY)		
			OUTSIDE DANE COUNTY		

PROGRAM: Madison Public Market

PROGRAM LETTER: B

(Submit only to relevant revenue sources.)

- C. Describe the participants to be served; e.g. age, income level, limited English proficiency or needing language accommodations, or accessible service locations.

The MPM will serve local small business owners and their employees mirroring Madison's demographic make-up. Our goal is to have a least 15% minority-owned MPM businesses. The Brayton Lot, the preferred MPM site at the corner of E. Washington and Butler, is centrally located and easily accessible by public transportation. MPM construction will begin in 2010 and the market will open in 2011.

D. **PROGRAM OUTCOMES Not applicable for the Madison Public Market.**

N/A Number of unduplicated individual participants served during 2007.

N/A Number of unduplicated participants who completed the program during 2007 (if applicable).

Complete the following for each program outcome. No more than **two outcomes per program** will be reviewed. Refer to the Instructions for detailed descriptions of what should be included in the table below.

OUTCOME OBJECTIVE # 1		Support small business micro-enterprise development (MPM construction will begin in 2010 and the market will open in 2011 with projected 65% occupancy of 27 businesses. Full occupancy will be 41 permanent businesses plus carts and day stalls.)				
Performance Indicator(s)		27 small locally owned businesses with goal of at least 4 start-ups and 4 minority-owned.				
Explain the measurement tools or methods.		We will require MPM businesses to provide the following information: business status (start-up or expanding), ethnicity, income of business owner, etc.				
Target Proposed for 2009	Total to be served	N/A	Targeted <u>percent</u> to meet performance indicator(s)	N/A	Number to meet indicators(s)	N/A
Target Proposed for 2010	Total to be served	N/A	Targeted <u>percent</u> to meet performance indicator(s)	N/A	Number to meet indicators(s)	N/A
OUTCOME OBJECTIVE # 2		Create new jobs for low-moderate income persons (MPM construction will begin in 2010 and the market will open in 2011.)				
Performance Indicator(s)		In the first year of operations, Madison Public Market businesses will create at least 195 new FTE jobs with the goal of employing 50 low-moderate income persons. When fully occupied, at least 300 new FTE jobs will be created with goal of employing 75 low-moderate income persons.				
Explain the measurement tools or methods.		Tenant lease language will require annual job reporting that documents the number of new full time equivalent jobs created, hourly wages paid and income certification of new hires.				
Target proposed for 2009	Total to be served	N/A	Targeted <u>percent</u> to meet performance indicator(s)	N/A	Number to meet indicator(s)	N/A
Target proposed for 2010	Total to be served	N/A	Targeted <u>percent</u> to meet performance indicator(s)	N/A	Number to meet indicator(s)	N/A

(Submit only to relevant revenue sources.)

- E. **PROGRAM ACTIVITIES** In the space below, describe the strategies and program activities used to achieve each of the program outcomes. (These usually include a description of what services your staff and volunteers deliver to achieve your outcomes.)

Outcome #1: Support small business micro-enterprise development

MPM construction will begin in 2010 and the market is projected to open in 2011 with 65% vendor occupancy of 27 start-up or expanding small local businesses. Our goal is to offer a diverse selection of primarily food products with a wide number of price points to ensure that the MPM serves all Madison residents. When the market opens, our goal is to have at least 4 minority-owned businesses and 4 start-up businesses. When the MPM is fully occupied with 41 vendors, our goal is to have at least 6 minority-owned businesses and 6 start-up businesses. We will assist existing and start-up businesses by referring them to the appropriate service providers and working with them one-one to vet their business plans and prepare them to apply to become MPM vendors. We have started work on a comprehensive outreach plan to diverse communities to ensure an inclusive and diverse vendor mix and to establish the Madison Public Market as a truly public space for all Madison residents.

Outcome #2: Create new jobs for low-moderate income persons

The Madison Public Market will generate significant local and regional economic development. When fully occupied, the MPM will support the success of 41 local year-round vendors that will create at least 300 new full-time equivalent (FTE) jobs within four years of opening.

We estimate that up to 47 Wisconsin agriculture jobs will be created around the MPM and the total income and economic impact of farm owners and workers to be \$1.97 million.* These jobs will include farmers and producers that sell at day stalls, supply permanent market vendors or form cooperative businesses to sell year-round at the market. They also include additional farm personnel hired to grow and handle products. As sales increase at the MPM, so will jobs.

In addition, the MPM will increase the customer base for existing small businesses located in the vicinity of the market and encourage new business development and job creation in the area. The MPM will also be a catalyst to spur the redevelopment of the East Washington Avenue corridor.

*These figures were derived with the assistance of Steven C. Deller, Professor and Community Development Economist of Agriculture and Applied Economics, UW-Madison/Extension.

PROGRAM BUDGET 2008 ESTIMATED OPERATING BUDGET and 2009 Proposed Budget (You may change row headings to make them applicable to your organization.)

ACCOUNT CATEGORY Source	2008 REVENUE SOURCE TOTAL	PERSONNEL	OPERATING	SPACE	SPECIAL COSTS
DANE CO HUMAN SERV					
DANE CO CDBG					
MADISON COMM SERV					
MADISON CDBG					
UNITED WAY ALLOC					
UNITED WAY DESIG					
OTHER GOVT					
FUND RAISING					
USER FEES					
OTHER					
TOTAL					

ACCOUNT CATEGORY Source	2009 REVENUE SOURCE TOTAL	PERSONNEL	OPERATING	SPACE	SPECIAL COSTS
DANE CO HUMAN SERV					
DANE CO CDBG					
MADISON COMM SERV					
MADISON CDBG					
UNITED WAY ALLOC					
UNITED WAY DESIG					
OTHER GOVT					
FUND RAISING					
USER FEES					
OTHER					
TOTAL					

G. **2009 COST EXPLANATION** (Complete only if significant financial changes are anticipated between 2008 and 2009.) Explain specifically, by revenue source and/or account category, any noteworthy change in the 2009 request. For example, unusual cost increase, program expansion, Living Wage requirements, or loss of revenue.
Not Applicable

(Submit only to relevant revenue sources.)

- i. **PARTICIPANT COST** This chart requests unit and participant/client costs for this program only. For column 4) divide column 2) by column 3). For column 6) divide column 2) by column 5).

	2) TOTAL COST OF PROGRAM	3) UNDUPLICATED PARTICIPANTS	4) COST PER PARTICIPANT	5) UNITS PROVIDED	6) UNIT COST
2007 ACTUAL					
2008 BUDGETED					
2009 PROPOSED					

- i. **SERVICE UNITS** Define the 2009 Proposed Units Provided in column 5) in the Unit Cost table above. Wherever possible use the unit of service requested by a revenue source.

- J. **UNDUPLICATED PARTICIPANT** How does your agency define an unduplicated participant in this program (e.g., a youth who enrolls in a 4-week summer program, or a senior who receives care management services during the year, or a monthly visitor to a neighborhood center)?

2010 SECOND YEAR FUNDING SUPPLEMENT

USE only if applying to City of Madison OCS or City of Madison CDBG

- If you are requesting only a COLA increase in 2010, indicate by check the box on the left and skip sections K, L and M. If you are requesting increased funding beyond a COLA, complete Sections K through M.
- K. **PROGRAM UPDATE** 1) Describe any major changes being proposed for the program/service in 2010, i.e., expansions or narrowing in target population, scope and level of services, geographic area to be served, etc.).

L. **2010 PROPOSED BUDGET**

2010 PROPOSED BUDGET					
ACCOUNT CATEGORY	2010 PROPOSED BUDGET TOTAL	PERSONNEL	OPERATING	SPACE	SPECIAL COSTS
DANE CO HUMAN SERV					
DANE CO CDBG					
MADISON COMM SERV					
MADISON CDBG	500,000	56,250			443,750
UNITED WAY ALLOC					
UNITED WAY DESIG					
OTHER GOVT					
FUND RAISING					
USER FEES					
OTHER					
TOTAL					

M. **2010 COST EXPLANATION** Explain specifically, by revenue source, any financial changes that you anticipate between 2009 and 2010.

The \$500,000 we're asking for in 2010 includes \$443,750 in capital costs and \$56,250 in personnel related costs.

PROGRAM TITLE: Madison Public Market

PROGRAM LETTER: B

Participant Income levels: The Market is not scheduled to open until 2011

Indicate the number of households of each income level and size that this program would serve in 2011

Income level	Number of households
Over 80% of county median income	
Between 50.1 % to 80%	50 jobs
Between 30.1% to 50.1% of CMI	
Less than 30.1% of the median	

2. Agency Cost Allocation Plan What method does your agency use to determine cost allocations among programs? If applying for a Community Development Block Grant from the City of Madison, include one copy of your indirect cost allocation plan.

Administrative costs are pro-rated by the number of hours worked per program divided by total agency hours.

Real Estate Project Data Summary: **The Brayton Lot is the preferred site.**

Address	Number of units		Number of units currently occupied?	Number of tenants to be displaced?	Appraised Value		Purchase price	Accessible to individuals with physical disabilities?	
	Prior to purchase	After project			Current	After rehab or construction		Currently	Post-project

If no specific site has been identified, use the average of the high-low range or your best estimate of costs.

For additional information or assistance in completing this application, please contact the Madison CDBG Office at 267-0740 or the Dane County CDBG Office at 261-9781.

Madison Public Market Sources

REVISED: 6//3/08

Sources of Funds:

Federal Office of Community Services	\$600,000
Dane County Grant	\$3,200,000
First Mortgage Loan - 7%, 30 year amortization	\$3,267,902
Federal EDA/Earmarked funds	\$1,500,000
City of Madison CDBG	\$500,000
HUD EDI	\$850,000
TIF	\$2,000,000
WI Dept. of Commerce	\$1,000,000
Private Campaign-Individual, Corporate & Foundations(Local)	\$4,250,000
Foundations (National)	\$2,250,000
Total Sources of Funds:	\$19,417,902

NOTES:

Assumes City contribution of real estate for Public Market.

New Markets Tax Credits could replace first mortgage if financially beneficial.

Madison Public Market Capital Budget

Capital Budget for Madison Public Market	Projected cost
Soft Costs	
Architects & Engineers	978,825
Land Purchase	\$100,000
Misc soft costs	\$874,555
Allowance for Tenant Improvements to Vanilla Shell space	\$1,350,000
Allowance for stall/production Tenant Improvements	\$971,816
Allowance for roofdeck amenities/landscaping	\$200,000
Allowance for walk in coolers & freezers & dry storage	\$330,000
Parking FFE	\$103,240
Plaza FFE	\$55,000
Public area/aisles public restrooms FFE	\$270,000
Legal	\$50,000
Start up reserve	\$680,000
Pre open publicity/grand opening	\$100,000
Admin office FFE	\$110,000
Subtotal Soft Costs excluding predevelopment	\$6,173,436
Soft Cost Contingency	\$635,422
Total Soft Cost	\$6,808,858
Hard Construction Costs	
Ground floor stalls	2,016,000
Ground floor stores	1,730,000
Ground floor restaurants	2,000,000
Ground floor public area and circulation shell	972,000
Increase in costs to create rooftop park and parking	473,000
Admin office shell	198,000
Cold storage space shell	237,600
Dry storage space shell	360,000
Balance of upper floor utility building	284,400
Ground floor Surface Parking	230,000
Parking Ramp	295,200
Upper floor parking deck & park	676,000
Daystall portico structure	200,000
Subtotal Hard Costs	\$9,672,200
Misc. - 4% of Hard Cost.	\$386,888
Contingencies	\$1,450,830
Total hard costs	\$11,509,918
Sub Total Project Development Cost	\$18,318,776
Development Fee	\$1,099,127
Total Project Development Cost	\$19,417,902

CITY-COUNTY CONSOLIDATED APPLICATION FOR 2009 & 2010 FUNDS

PROGRAM DESCRIPTION

ORGANIZATION: Common Wealth Development

PROGRAM: Vaughn Commons Housing
(Submit only to relevant revenue sources.)

PROGRAM LETTER: C
(from App Summary Page A)

- A. **PROGRAM OVERVIEW** Briefly summarize the program being provided (or proposed), including the need being addressed, the program's goals, and the impact of the program. (Word limit: 150 words)

In 1998, Common Wealth Development (CWD) developed an 8 unit transitional living facility for victims of domestic violence, in partnership with Dane County Advocates for Battered Women (now Domestic Intervention Services). In 1990, DCABW left the project. CWD has operated this project as affordable rental housing since 1990. Financed initially with low income housing tax credits and limited partnership investors, the initial 20 year partnership is expiring and the time has come to dissolve the limited partnership. CWD requests \$378,000 in HOME funds to assist in the acquisition, rehab and refinancing. 7 of the 8 units will remain as rental. 1120 Williamson will be sold as part of CWD's Lease-Purchase program, utilizing \$48,054 from our existing CDBG funds

- B. **PARTICIPANT DEMOGRAPHICS** Complete the following chart for unduplicated participants served by this program *in 2007*. Indicate the number and percentage for the following characteristics. If you do not collect information using these age categories, use your own age category descriptors. For new programs, please estimate participant numbers and descriptors.

Note: We did not separate out Hispanic into White or Black Hispanic

PARTICIPANT DESCRIPTOR	NUMBER	PERCENT	PARTICIPANT DESCRIPTOR	NUMBER	PERCENT
TOTAL	18	100%	TOTAL PARTICIPANTS BY RACE		100%
MALE	7	38%	WHITE	6	35%
FEMALE	11	62%	BLACK	7	41%
AGE		100%	NATIVE AMERICAN		
< 2	1	6%	ASIAN/PACIFIC ISLANDER		
2 - 5	2	11%	MULTI-RACIAL	4	24%
6 - 12	4	22%	ETHNICITY		100%
13 - 17	2	11%	HISPANIC	1	6%
18 - 29	3	17%	NON-HISPANIC	17	94%
30 - 59	6	33%	HANDICAPPED (persons with disabilities)	2	12%
60 - 74			RESIDENCY		100%
75 & UP			CITY OF MADISON	18	100%
			DANE COUNTY (NOT IN CITY)		
			OUTSIDE DANE COUNTY		

Note: Simple racial and ethnic categories are inadequate to describe the heritage of many people. Please fit client data to the categories above as closely as possible.

PROGRAM: Vaughn Commons Housing
 (Submit only to relevant revenue sources.)

PROGRAM LETTER: C

C. Describe the participants to be served; e.g. age, income level, limited English proficiency or needing language accommodations, or accessible service locations.

CWD will serve 8 low to very low income households. 1 of the 8 units is a 2 bedroom barrier free apartment. Current residents include 3 persons with disabilities, 3 families, and 2 single person households. The current residents' average income is 31% of Dane County median income.

D. PROGRAM OUTCOMES

8 Number of unduplicated individual participants served during 2007.

8 Number of unduplicated participants who completed the program during 2007 (if applicable).

Complete the following for each program outcome. No more than **two outcomes per program** will be reviewed. Refer to the Instructions for detailed descriptions of what should be included in the table below.

OUTCOME OBJECTIVE # 1 Rental Housing – 7 units of long term affordable, quality rental housing.		CWD will provide 7 units of long-term affordable, quality rental housing.				
Performance Indicator(s)		Provide quality, affordable, long term rental housing to 7 LMI households. 2 units will be HOME units at the 30/50 limit and 5 units will be at the 30/65 limit. Currently all unit rents are less than the 30/50 limit. A 15 year LURA will be executed.				
Explain the measurement tools or methods.		Obtain annual income certification with 3 rd party income verifications. Perform annual inspections and maintain units.				
Target Proposed for 2009	Total to be served	7 HH	Targeted <u>percent</u> to meet performance indicator(s)	100%	Number to meet indicator(s)	7
Target Proposed for 2010	Total to be served	7 HH	Targeted <u>percent</u> to meet performance indicator(s)	100%	Number to meet indicator(s)	7
OUTCOME OBJECTIVE # 2 1 Long Term Affordable Lease-Purchase House		CWD will initially rent with an option to buy, and then sell 1120 Williamson to an LMI household. We have targeted 1120 to be affordable to households at 60-70% CMI. The last Lease-Purchase house CWD sold was affordable to a 3 person household at 44% CMI.				
Performance Indicator(s)		Qualifying target income will be less than 80% CMI. CWD will hold a long term Option to re-purchase the house at 50% of appreciated value. The 2nd mortgage amount increases on each resale providing permanent long term affordability.				
Explain the measurement tools or methods.		Successful lease and sale of house to qualified low income household. CWD has previously sold 20 + houses through the Lease-Purchase program.				
Target proposed for 2009	Total to be served	1	Targeted <u>percent</u> to meet performance indicator(s)	100%	Number to meet indicator(s)	1
Target proposed for 2010	Total to be served	1	Targeted <u>percent</u> to meet performance indicator(s)	100%	Number to meet indicator(s)	1

- ∴ **PROGRAM ACTIVITIES** In the space below, describe the strategies and program activities used to achieve each of the program outcomes. (These usually include a description of what services your staff and volunteers deliver to achieve your outcomes.)

Outcome #1: Rental Housing

CWD will acquire, rehabilitate and manage 7 units of long-term affordable housing. Upon availability of funding, CWD will purchase the property from the existing limited partnership. HOME funds will be used for acquisition. Additional funding consisting of a 1st mortgage and CWD equity will be used to fund the remainder of acquisition costs, rehab cost and funding of a replacement reserve. All 7 rental units are currently occupied. A lead paint risk assessment will be completed. CWD staff is licensed by the State of Wisconsin to complete lead paint abatement. CWD will self-perform the lead abatement. We do not anticipate relocation activities. Rehab plans include installation of new windows, HVAC, kitchen and bath improvements, site work and landscaping. One unit is a 2 bedroom barrier-free unit. Improvements to the barrier free unit include a new wheelchair ramp and other functional upgrades.

Outcome #2 Lease-Purchase Unit

CWD has successfully sold 20+ homes through our Lease-Purchase program. CWD is currently rehabbing 1120 Williamson with existing funds. CWD acquires and rehabs houses with the emphasis on correcting capital intensive items. CWD provides intensive home ownership counseling to program participants. A 0% second mortgage loan (typically about \$50,000) is provided to the home buyer to provide initial and long-term affordability. CWD will hold an option to re-purchase the property at 50% of appreciated value. When the home owner wants to sell a house they contact CWD. An appraisal process is used to determine fair market value. CWD re-purchases the house back at 50% of the appreciated value. The equity captured by CWD is used to increase the second mortgage amount, thus providing for long term affordability. CWD then markets and resells to a new Lease-Purchase buyer. All of the re-purchases and re-sales we have completed have been affordable to the next buyers.

PROGRAM: Vaughn Commons Housing

PROGRAM LETTER: C

(Submit only to relevant revenue sources.)

PROGRAM BUDGET 2008 ESTIMATED OPERATING BUDGET and 2009 Proposed Budget (You may change row headings to make them applicable to your organization.)

ACCOUNT CATEGORY Source	2008 REVENUE SOURCE TOTAL	PERSONNEL	OPERATING	SPACE	SPECIAL COSTS
DANE CO HUMAN SERV					
DANE CO CDBG					
MADISON COMM SERV					
MADISON CDBG					
UNITED WAY ALLOC					
UNITED WAY DESIG					
OTHER GOVT					
FUND RAISING					
USER FEES					
OTHER					
TOTAL					

ACCOUNT CATEGORY Source	2009 REVENUE SOURCE TOTAL	PERSONNEL	OPERATING	SPACE	SPECIAL COSTS
DANE CO HUMAN SERV					
DANE CO CDBG					
MADISON COMM SERV					
MADISON CDBG	22,680	18,737	3,590	353	
UNITED WAY ALLOC					
UNITED WAY DESIG					
OTHER GOVT					
FUND RAISING					
USER FEES					
OTHER					
TOTAL					

G. **2009 COST EXPLANATION** (Complete only if significant financial changes are anticipated between 2008 and 2009.) Explain specifically, by revenue source and/or account category, any noteworthy change in the 2009 request. For example, unusual cost increase, program expansion, Living Wage requirements, or loss of revenue.

(Submit only to relevant revenue sources.)

4. **PARTICIPANT COST** This chart requests unit and participant/client costs for this program only. For column 4) divide column 2) by column 3). For column 6) divide column 2) by column 5).

	2) TOTAL COST OF PROGRAM	3) UNDUPLICATED PARTICIPANTS	4) COST PER PARTICIPANT	5) UNITS PROVIDED	6) UNIT COST
2007 ACTUAL					
2008 BUDGETED					
2009 PROPOSED	896,204			8	112,026

- I. **SERVICE UNITS** Define the 2009 Proposed Units Provided in column 5) in the Unit Cost table above. Wherever possible use the unit of service requested by a revenue source.

Housing Units provided

- J. **UNDUPLICATED PARTICIPANT** How does your agency define an unduplicated participant in this program (e.g., a youth who enrolls in a 4-week summer program, or a senior who receives care management services during the year, or a monthly visitor to a neighborhood center)?

2010 SECOND YEAR FUNDING SUPPLEMENT

USE only if applying to City of Madison OCS or City of Madison CDBG

- If you are requesting only a COLA increase in 2010, indicate by check the box on the left and skip sections K, L and M. If you are requesting increased funding beyond a COLA, complete Sections K through M.

- K. **PROGRAM UPDATE** 1) Describe any major changes being proposed for the program/service in 2010, i.e., expansions or narrowing in target population, scope and level of services, geographic area to be served, etc.).

PROGRAM TITLE: Vaughn Commons Housing **PROGRAM LETTER:** C

Participant Income levels:

Indicate the number of households of each income level and size that this program would serve in 2007

Income level	Number of households
Over 80% of county median income	0%
Between 50.1 % to 80%	12.5%
Between 30.1% to 50.1% of CMI	25%
Less than 30.1% of the median	62.5%

2. **Agency Cost Allocation Plan** What method does your agency use to determine cost allocations among programs? If applying for a Community Development Block Grant from the City of Madison, include one copy of your indirect cost allocation plan.

Administrative costs are pro-rated by the number of hours worked per program divided by the total agency hours.

Real Estate Project Data Summary:

Address	Number of units		Number of units currently occupied?	Number of tenants to be displaced?	Appraised Value		Purchase price	Accessible to individuals with physical disabilities?	
	Prior to purchase	After project			Current	After rehab or construction		Currently	Post-project
1108 Williamson	2	2	2	0		See below		No	No
1110 Williamson	3	3	3	0		"		Yes	Yes
1114 Williamson	2	2	2	0		"		No	No
1120 Williamson	1	1	0	0		160,000*		No	No
Totals	8	8	7	0	550,000		550,000		

The estimated after rehab value for 1108, 1110 & 1114 Williamson is approximately \$510,000.
 The estimated after rehab value for 1120 Williamson is approximately \$160,000.

If no specific site has been identified, use the average of the high-low range or your best estimate of costs.

For additional information or assistance in completing this application, please contact the Madison CDBG Office at 267-0740 or the Dane County CDBG Office at 261-9781.

CAPITAL BUDGET

1108 & 1110 & 1114 Williamson Sources & Uses of Funds				
Uses of Funds	Total	226,002 1st Mortgage	378,000 Home Funds	132,202 CWD Equity
Acquisition	8 units 550,000			
less sale of 1120 Williamson	150,000			
=Net Acquisition Cost of 1108,1110 & 1114	400,000		355,320	44,680
Rehabilitation Costs	205,448	205,448		
Soft Costs				
CWD project Administration	22,680		22,680	
Construction admin.	15,000			15,000
TI & Closing Costs	4,000			4,000
Architectural	2,500			2,500
Legal	4,000			4,000
Survey	2,500			2,500
Energy Audits	1,000			1,000
Lead Paint Abatement Risk Assessment	1,400			1,400
permits	850			850
Accounting	1500			1,500
Vacancy Reserve	4000			4,000
Appraisal	1000			1,000
Loan fees	2250			2,250
Soft Costs Total	62,680			
Replacement Reserves	68,076	20554		47,522
Totals	736,204	226,002	378,000	132,202

Sources of Funds	Terms
1st mortgage	226,002
Home funds \$ 54,000 per unit *7	378,000
CWD Equity	132,202
Other Funds	-
Total Sources of Funds	736,204
	8% interest, 30 year amortization deferred loan Equity

1120 Williamson Sources & Uses of Funds			
Uses of Funds for 1120	1st Mortgage	Lease-Purchase	CWD Equity
Acquisition Cost of 1120 Willy	150,000	91,946	48,054
+ Rehab Costs	8,000		10,000
+ Soft Costs	2,000		8,000
Totals	160,000	91,946	48,054
			20,000
Sources of Funds for 1120			
1st Mortgage	91,946	8% interest, 30 year amortization deferred loan Equity	
CDBG L-P funds set aside for Lease-Purchase	48,054		
CWD temporary equity	20,000		
Total Sources	160,000		

RESIDENTIAL RENTAL PROPERTY ONLY

A. Recap briefly the key or unique features of this project:

1. Activities to bring it to housing and code standards; (Note: If per unit cost exceeds \$25,000 (total costs), please indicate how the project will meet the cost effective energy conservation and effectiveness standards (24 CFR Part 39)

Lead Paint abatement, new windows, new roofs, up-graded HVAC and energy improvements.

2. Provide the following information for rental properties:

Table A: RENTAL						
Address/ Unit #	# of Bedrooms	Amount of CD \$	Check proposed income category		Monthly Unit Rent	Includes Utilities?
1108 #1	2	54,000	<input type="checkbox"/> <30.1% of CM <input checked="" type="checkbox"/> 50.1-80%	<input type="checkbox"/> 30.1-50.1% <input type="checkbox"/> >80%	\$585	No
1108 #2	1	54,000	<input type="checkbox"/> <30.1% of CM <input checked="" type="checkbox"/> 50.1-80%	<input type="checkbox"/> 30.1-50.1% <input type="checkbox"/> >80%	\$585	No
1110 A	2	54,000	<input type="checkbox"/> <30.1% of CM <input checked="" type="checkbox"/> 50.1-80%	<input type="checkbox"/> 30.1-50.1% <input type="checkbox"/> >80%	\$715	No
1110 B	1	54,000	<input type="checkbox"/> <30.1% of CM <input checked="" type="checkbox"/> 50.1-80%	<input type="checkbox"/> 30.1-50.1% <input type="checkbox"/> >80%	\$450	No
1110 C	1	54,000	<input type="checkbox"/> <30.1% of CM <input type="checkbox"/> 50.1-80%	<input checked="" type="checkbox"/> 30.1-50.1% <input type="checkbox"/> >80%	\$475	No
1114 #1	3	54,000	<input type="checkbox"/> <30.1% of CM <input type="checkbox"/> 50.1-80%	<input checked="" type="checkbox"/> 30.1-50.1% <input type="checkbox"/> >80%	\$850	No
1114 #2	2	54,000	<input type="checkbox"/> <30.1% of CM <input checked="" type="checkbox"/> 50.1-80%	<input type="checkbox"/> 30.1-50.1% <input type="checkbox"/> >80%	\$720	No

3. Describe briefly your tenant selection criteria and process.

CWD has an approved affirmative action marketing plan, tenant selection plan and approved lease on file with the CDBG Office.

4. Does the project include plans to provide supportive services to residents or links to appropriate services? If yes, please describe.

No.

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
15 Year Proforma Cash Flow															
1108, 1110 & 1114 Williamson Street															
Potential Gross Income:	52,560	53,874	55,221	56,601	58,016	59,467	60,953	62,477	64,039	65,640	67,281	68,963	70,687	72,455	74,266
Residential Unit Rental Income															
Reimbursed or Direct Billed Expenses:															
Potential Gross Income:	52,560	53,874	55,221	56,601	58,016	59,467	60,953	62,477	64,039	65,640	67,281	68,963	70,687	72,455	74,266
Vacancy & Credit Loss	(2,628)	(2,694)	(2,761)	(2,830)	(2,901)	(2,973)	(3,048)	(3,124)	(3,202)	(3,282)	(3,364)	(3,448)	(3,534)	(3,623)	(3,713)
Effective Gross Income:	49,932	51,180	52,460	53,771	55,116	56,493	57,906	59,353	60,837	62,358	63,917	65,515	67,153	68,832	70,553
Operating Expenses:															
Administrative Expenses:	1,000	1,030	1,061	1,093	1,126	1,159	1,194	1,230	1,267	1,305	1,344	1,384	1,426	1,469	1,513
Resident Manager	2,400	2,472	2,546	2,623	2,701	2,782	2,866	2,952	3,040	3,131	3,225	3,322	3,422	3,524	3,630
Management Fee	4,993	5,143	5,297	5,456	5,620	5,788	5,962	6,141	6,325	6,515	6,710	6,912	7,119	7,333	7,553
Utilities: Gas															
Utilities: Electricly	750	773	796	820	844	869	896	922	950	979	1,008	1,038	1,069	1,101	1,134
Utilities: Water & Sewer	2,800	2,884	2,971	3,060	3,151	3,246	3,343	3,444	3,547	3,653	3,763	3,876	3,992	4,112	4,235
Repairs & Maintenance, Suppl	5,600	5,768	5,941	6,119	6,303	6,492	6,687	6,887	7,094	7,307	7,526	7,752	7,984	8,224	8,471
Grounds & Contracted Services	1,500	1,545	1,591	1,639	1,688	1,739	1,791	1,845	1,900	1,957	2,016	2,076	2,139	2,203	2,269
Insurance	1,764	1,817	1,871	1,928	1,985	2,045	2,106	2,169	2,235	2,302	2,371	2,442	2,515	2,590	2,668
Property Taxes (1)															
Legal	1,200	1,236	1,273	1,311	1,351	1,391	1,433	1,476	1,520	1,566	1,613	1,661	1,711	1,762	1,815
Misc.	250	258	265	273	281	290	299	307	317	326	336	346	356	367	378
Subtotal Operating Expenses:	(22,257)	(22,925)	(23,613)	(24,321)	(25,051)	(25,802)	(26,576)	(27,374)	(28,196)	(29,041)	(29,912)	(30,809)	(31,733)	(32,685)	(33,666)
Net Operating Income (NOI) B4 Reserves:	27,675	28,255	28,847	29,450	30,065	30,691	31,330	31,980	32,643	33,318	34,005	34,706	35,420	36,146	36,887
-Replacement Reserves @	2,800	2,800	2,800	2,800	2,800	2,800	2,800	2,800	2,800	2,800	2,800	2,800	2,800	2,800	2,800
Net operating Income	24,875	25,455	26,047	26,650	27,265	27,891	28,530	29,180	29,843	30,518	31,205	31,906	32,620	33,346	34,087
Detl Service	19,900	19,900	19,900	19,900	19,900	19,900	19,900	19,900	19,900	19,900	19,900	19,900	19,900	19,900	19,900
Cash Flow	4,975	5,556	6,147	6,750	7,365	7,991	8,630	9,280	9,943	10,618	11,306	12,006	12,720	13,447	14,187

Notes:
Income increases at 2.5% per year.
Expenses increase at 3% per year.

HOUSING FOR RESALE
(For City of Madison CDBG funds only)

A. Recap briefly the key or unique features of this project:

1. Activities to bring it to housing and code standards:

In 2008, 1120 Williamson is receiving a major rehabilitation. Work includes removal of all knob & tube wiring, upgrading electrical service, new insulation, new kitchen and laundry room, new furnace and air conditioning, new windows, and new flooring.

B. Provide the following information for owner-occupied properties (list each house or projected unit):

Table A: OWNER						
Address / Unit #	# of Bedrooms	Amount of CD \$	Projected Monthly PITI	Household Income Category**	Affordability Period # of Years	Sale Price
1120 Williamson	2	48,054	\$974.76	<input type="checkbox"/> <50% <input checked="" type="checkbox"/> 51-80%	15 +	160,000
				<input type="checkbox"/> <50% <input type="checkbox"/> 51-80%		
				<input type="checkbox"/> <50% <input type="checkbox"/> 51-80%		
				<input type="checkbox"/> <50% <input type="checkbox"/> 51-80%		
				<input type="checkbox"/> <50% <input type="checkbox"/> 51-80%		
				<input type="checkbox"/> <50% <input type="checkbox"/> 51-80%		

CITY-COUNTY CONSOLIDATED APPLICATION FOR 2009 & 2010 FUNDS

ORGANIZATIONAL PROFILE

ORGANIZATION Common Wealth Development, Inc.

(Submit to all revenue sources.)

AGENCY INFORMATION

1. **MISSION STATEMENT** Describe your agency's mission in the space provided.

Common Wealth Development is a non-profit community development corporation that has developed and managed numerous innovative economic, community and housing development projects in its 29-year history. Our mission is to "continue to build and sustain a vibrant, diverse, engaged, inclusive and safe community." Our goals are: 1) to provide employment and financial education, job placements, and mentoring for low-income and at-risk youth; 2) to promote the creation of new living wage jobs for low-to-moderate income people while improving the local business climate; 3) to create affordable housing for people with limited incomes; 4) to preserve and improve older housing stock while preserving the community's socio-economic diversity; and 5) to involve the people living and working in our neighborhoods in community-building activities.

2. **SERVICE IMPROVEMENT** Describe any recent initiatives or best practices, programmatically or administratively, that have improved your agency's ability to deliver services.

Common Wealth Development has committed organizational resources to its diversity efforts in 2007 and 2008 so that we can respond effectively to our community's ever-changing demographics and needs. We formed a joint Board/Staff Diversity Committee that meets quarterly to help guide our efforts. We held an all-day Board/Staff Diversity Training led by Critical Measures, LLC of Minneapolis in October of 2007. This training was followed by each Common Wealth program area setting its diversity goals for 2008 – economic development, housing and youth. Common Wealth's Management Team is meeting each quarter with Program Managers to evaluate progress and to offer support. We expect to continue these diversity efforts in 2009 and 2010.

3. **EXPERIENCE AND QUALIFICATIONS** Describe (in the space provided) the experience and qualifications of your agency related to the proposed programs.

A: The Youth-Business Mentoring Program is in its 18th year providing disadvantaged teens with opportunities to develop their skills, self esteem and personal power. We have given hundreds of youth the chance to enjoy a positive first job experience. We would like to expand from working with 75 youth annually to 135 youth per year and offer our program once per semester at each of the major public city high schools.

B: The Madison Public Market is a highly collaborative project that is being led by the MPM Project Team that includes: Common Wealth Development's Economic Development team and Jim Bower, Executive Director of Blue Planet Partners. Common Wealth has extensive economic development and project management team and operates two successful business incubators, the Madison Enterprise Center and Main Street Industries that have supported the success of over 100 small businesses.

C: Vaughn Commons Housing: Common Wealth has managed this 8-unit affordable rental partnership for 20 years and would like to purchase the partnership, maintain 7 of the units as affordable rental housing after substantial rehab, and convert the single family house into an affordable first-time owner-occupied property through our lease-purchase program.

4. **AGENCY GOVERNING BODY** How many Board meetings has your governing body or Board of Directors scheduled for 2008? 12

Please list your current Board of Directors or your agency's governing body. Include names, addresses, primary occupation and board office held. If you have more members, please copy this page.

Board President's Name Home Address Occupation Representing Term of Office: From __ To __	T.R. Loon 1134 Spaight St., Madison Entertainer Neighborhood Individual 2006-2008	Board Vice-President's Name Home Address Occupation Representing Term of Office: From __ To __	Jen Rubin 1232 Spaight St., Madison Self-Employed Neighborhood Individual 2007-2009
Board Secretary's Name Home Address Occupation Representing Term of Office: From __ To __	Helen Roemer 4326 Daisy Dr., Madison Business Owner Dane County Individual 2006-2008	Board Treasurer's Name Home Address Occupation Representing Term of Office: From __ To __	Michelle Rutta-Wahe 100 Coyle Parkway Cottage Grove Neighborhood Organization 2006-2008
Name Home Address Occupation Representing Term of Office: From __ To __	Michael Dilorio 941 Spaight St., Madison L.P.N. Neighborhood Individual 2007-2009	Name Home Address Occupation Representing Term of Office: From __ To __	Gretchen Ede PO Box 735, Madison Reference Librarian Neighborhood Individual 2006-2008
Name Home Address Occupation Representing Term of Office: From __ To __	Irene Erwin 1813 Schlingen, Madison Full-Time Student Dane County Individual 2007-2009	Name Home Address Occupation Representing Term of Office: From __ To __	Russ Lerum 706 S. Baldwin St., Madison Retired Mech. Engineer Neighborhood Individual 2006-2008
Name Home Address Occupation Representing Term of Office: From __ To __	Lauren Lofton 1246 Morrison Ct., Madison Attorney Neighborhood Individual 2006-2008	Name Home Address Occupation Representing Term of Office: From __ To __	Deb Mulligan 1436 Morrison St., Madison Attorney Neighborhood Individual 2006-2008
Name Home Address Occupation Representing Term of Office: From __ To __	John Schlaefer 1046 Williamson St., Madison Currently Unemployed Neighborhood Individual 2007-2009	Name Home Address Occupation Representing Term of Office: From __ To __	Alexandra Wright 1010 Rutledge Ct., Madison Researcher Neighborhood Individual 2007-2009

STAFF-BOARD-VOLUNTEER DESCRIPTORS

5. **STAFF/BOARD/VOLUNTEERS DESCRIPTORS** For your agency's 2007 staff, board and volunteers, indicate by number and percentage the following characteristics.

***NOTE: We did not separate into White or Black Hispanic.**

DESCRIPTOR	STAFF		BOARD		VOLUNTEER	
	Number	Percent	Number	Percent	Number	Percent
TOTAL	13	100%	12	100%	45	100%
GENDER						
MALE	6	46%	4	33%	15	33%
FEMALE	7	54%	8	67%	30	67%
AGE						
LESS THAN 18 YRS	0	0%	0	0%	0	0%
18 – 59 YRS	13	100%	11	92%	42	93%
60 AND OLDER	0	0%	1	8%	3	7%
RACE						
WHITE	12	92%	11	92%	27	60%
BLACK	0	0%	0	0%	10	22%
NATIVE AMERICAN	0	0%	0	0%	0	0%
ASIAN/PACIFIC ISLE	1	8%	0	0%	3	7%
MULTI-RACIAL	0	0%	1	8%	2	4%
ETHNICITY						
HISPANIC	1	8%	0	0%	3	7%
NON-HISPANIC	0	0%	12	100%	42	93%
HANDICAPPED* (Persons with Disabilities)	0	0%	0	0%	0	0%

* Refer to definitions on page 3 of the instructions.

BUDGET TOTAL OPERATING EXPENSES

6. **AGENCY EXPENSE BUDGET** This chart describes your agency's total expense budget for 3 separate years. Where possible, use audited figures for 2007 Actual. Use current budget projections for 2008 Budget.

ACCOUNT DESCRIPTION	2007 ACTUAL	2008 BUDGET	2009 PROPOSED
A. PERSONNEL			
Salary	496,594	501,793	539,790
Taxes	38,868	39,227	45,998
Benefits	105,580	85,780	98,702
SUBTOTAL A:	641,042	626,800	684,490
B. OPERATING			
All "Operating" Costs	213,724	231,299	240,551
SUBTOTAL B	213,724	231,299	240,551
C. SPACE			
Rent/Utilities/Maintenance	231,632	251,139	264,339
Mortgage (P&I)/Depreciation/Taxes	352,194	342,813	356,526
SUBTOTAL C	583,826	593,952	620,865
D. SPECIAL COSTS			
Assistance to Individuals	9,570	11,100	22,200
Subcontracts, etc.	67,287	108,114	108,114
Affiliation Dues			
SUBTOTAL D	76,857	119,214	130,314
TOTAL OPERATING EXPENSES A-D	1,515,449	1,571,265	1,676,220
E. TOTAL CAPITAL EXPENDITURES			355,320

7. PERSONNEL SCHEDULE

- Column 1) each individual staff position by title.
- Columns 2) and 4) indicate the number of Full Time Equivalents (FTEs) in each staff position.
- Columns 3) and 5) indicate the total salaries for all FTEs in that staff position. Do not include payroll taxes or benefits in this table.
- Columns A-K distribute column 4) (2008 FTEs) across all agency programs.

PLEASE NOTE COLUMNS A-K are FTEs, NOT dollar amounts.

Continue on page 6 if you have more than five (A-E) programs.

1) STAFF POSITION/ CATEGORY	2008 ESTIMATED		2009 PROPOSED		2009 PROPOSED FTE'S DISTRIBUTED BY PROGRAM				
	2) FTE	3) TOTAL SALARY	4) FTE	5) TOTAL SALARY	A	B	C	D	E
Youth Director	1	43,855	1	46,447	.5				
Youth Program Staff	1.625	55,298	3.75	131,096	3.75				
Executive Director	.75	38,949	.75	40,506	.125				
Financial Manager	.8	41,415	.8	43,915	.125				
Incubator Manager	1	50,260	1	51,725					
Housing Developer	1	51,993	1	53,458			.275		
Rehab Specialist	.75	35,936	.75	36,982					
Maintenance Staff	.875	31,050	.875	32,301					
Administrative Asst.	.75	26,066	.75	27,101					
Housing Manager	1	41,656	1	43,275					
Financial/Compliance Specialist	.6	26,912	.6	27,990					
Project Staff	1	50,260							
TOTAL	11.15	493,650	12.275	534,796	4.5		.275		

7b. PERSONNEL SCHEDULE (continued)

1) STAFF POSITION/CATEGORY	2008 ESTIMATED		2009 PROPOSED		2009 PROPOSED FTE'S DISTRIBUTED BY PROGRAM				
	2) FTE	3) TOTAL SALARY	4) FTE	5) TOTAL SALARY	A	B	C	D	E
TOTAL									

8. LIST PERCENT OF STAFF TURNOVER Divide the number of resignations or terminations in calendar year 2007 by the total number of budgeted positions. Do not include seasonal positions. Explain if you had a 20% or more turnover rate in a certain staff position/category. Discuss any other noteworthy staff retention issues, or policies to reduce staff turnover.