

# Application for Neighborhood and Community Development Funds

Applications should be submitted electronically to [cdbg@cityofmadison.com](mailto: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:	<u>Project Manager for Center Development</u>	Amount Requested:	<u>\$20,000</u>
Agency :	<u>Vera Court Neighborhood Center, Inc.</u>	Tax ID/EIN/FEIN:	<u>39-1945609</u>
Address:	<u>614 Vera Court, Madison WI 53704</u>	DUNS #	<u>0216039850000</u>
Contact Person:	<u>Thomas Solyst</u>	Telephone:	<u>608-246-8372</u>
Email:	<u>tsolyst@gmail.com</u>	Fax:	<u>608-249-7889</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.

Bridge Lake Point Waunona Neighborhood Center (BLW) is preparing to move into a new center that will bring together residents from a diversity of backgrounds. Since a housing project funded by City AHF funds and tax-credits will demolish the existing center, the housing project offered BLW the first floor commercial space for use. BLW needs a Project Manager to oversee the development of the program plan, space layout, and building progress, engage with the community, and coordinate the move. The Project Manager will work with all stakeholders including residents, architect, builder, City staff, and BLW staff. The need for the Project Manager was unanticipated when BLW put their budget together, and therefore they do not have the funds available to hire a Project Manager. The outcome is that BLW is able to move into a new center while maintaining day-to-day operations and continuing to provide residents with quality programming.

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.

# unduplicated individuals estimated to be served by this project.

There are approximately 7,000 residents in the areas served by BLW which include the Bridge, Lake Point, Waunona, and Owl Creek neighborhoods. BLW provides services for residents of all ages. The neighborhood is composed of homeowners and renters of mixed income levels. Currently, BLW primarily provides services to residents from low-income households (93%), but will be providing programs to a greater diversity of income brackets with the new community center. The neighborhood is primarily Black or Latino; many of the Latino families are first-generation and/or speak limited English. The Project Manager would be responsible for ensuring that the new building serves a greater diversity of residents.

# 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.

- |  |  |
|--|--|
| <input type="checkbox"/> A. Housing – Existing Owner-Occupied      | <input checked="" type="checkbox"/> G. Neighborhood Civic Places   |
| <input type="checkbox"/> B. Housing – For Buyers                   | <input checked="" type="checkbox"/> K. Community-based Facilities  |
| <input type="checkbox"/> C. Housing – Rental Housing               | <input checked="" type="checkbox"/> L. Neighborhood Revitalization |
| <input type="checkbox"/> E. Economic Dev. – Business Creating Jobs | <input type="checkbox"/> N. Access to Housing Resources            |
| <input type="checkbox"/> 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/<br>Rehab | <input 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 checked="" 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	\$20,000	\$20,000		
5. Work Supplies and Tools				
6. Other:				
<b>C. Capital Budget Expenditures</b> (Detail in attachment C)				
1. Capital Cost of Assistance to Individuals (Loans)				
2. Other Capital Costs:				
<b>D. TOTAL (A+B+C)</b>	\$20,000	\$20,000		

6. **Action Plan/Timetable**

Estimated Month of Completion  
(If applicable) TBD based on building completion date

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.

All services will take place at BLW's current center (1917 Lake Point Drive) until it is demolished.

BLW's Program Director and Vera Court Neighborhood Center, Inc. agency Executive Director will hire a firm or consultant to provide project management services for the new building development. Identifying and hiring the Project Manager will occur within one month of receiving funding.

The Project Manager's days/hours

will vary based on the construction progress, City meeting schedule, and partners' availability. BLW estimates that the Project Manager will contribute approximately 400-500 hours total based on other local nonprofits' experiences with a project manager for building construction. The Project Manager will guide BLW through the entire process, from hire through the projected building completion date of October 2017.

The Project Manager will create an exact action plan with BLW Program's Director and agency Executive Director, and development team, including the architect and builder. The plan will include community outreach (soliciting comments on new programming and space layout, keeping up to date on construction progress); monitoring construction; soliciting bids, selecting, and coordinating delivery of all furnishings and appliances; and coordinating the move.

7. What was the response of the alderperson of the district to the project?  
Alder Sheri Carter was informed of the 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
- 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

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: David F. Krause 7/25/16 Date:  
President-Board of Directors/Department Head

Signature: Thomas R. Solyst 7/29/16 Date:  
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.

Bridge Lake Point Waunona Neighborhood Center (BLW), which has been serving Madison's southeast side for 30 years, is being demolished due to a new housing development project funded by City AHF funds and tax-credits. Consequently, BLW unexpectedly will need to move to a new space. One of the other new housing projects in the area will incorporate first floor commercial space which is being offered to BLW. This is a great opportunity to enhance the community and bring residents from diverse backgrounds together both in the planning process and through new programs offered. This short lived revitalization opportunity triggered the need for Future Funds.

BLW had not planned for the resources necessary to develop a new center while still ensuring existing programming continued. Therefore, BLW is requesting Future Funds for a Project Manager to assist with the new community center. This short lived revitalization opportunity will create a physical asset, a neighborhood center, that will (a) help residents develop skills in education, employment, and wellbeing; and, (b) build a stronger community by bringing people from diverse socioeconomic and racial backgrounds together.

BLW is interested in working with a Project Manager familiar with construction, city requirements, community engagement, and nonprofit fundraising. This would keep all parties coordinated. A Project Manager would allow BLW to stay involved in the development project while maintaining day-to-day operations. A Project Manager would guide the development of the center in the following ways:

- Respond to resident questions and work with the City hired architect/facilitator team to obtain resident input
- Coordinate the architectural process for the center with that of the larger housing project, monitor construction, identify and procure furnishings, and plan for a major move
- Market the new space
- Communicate Dave Porterfield, Real Estate Developer from Movin' Out, Inc., Tim Radelet, Executive Director of Movin' Out, Inc., and Chris Jaye, President of Mirus Partners, Inc.
- Communicate with local stakeholders such as the Alderwoman, neighborhood associations, and City staff

This project will mobilize residents to take ownership of the new center and its programs. Funding from Future Funds would provide BLW the short-lived opportunity to revitalize the community by expanding the population it serves. It would bring Waunona and Bridge residents together for planning of programs. Thank you for your consideration of this short-lived revitalization project to bring community members together from diverse backgrounds on Madison's southeast side.