



**Capital Improvements for Non-profit Housing (CINH) Program**

**APPLICATION**

- Applicants should read the CINH program guidelines document before completing this application.
- Applicants must be an already established non-profit corporation (Non-stock Corporation) organized under Chapter 181 of Wisconsin Statutes and in compliance with the Wisconsin Department of Financial Institutions (DFI) and own the property seeking rehabilitation support.
- Applications will be accepted by May 15<sup>th</sup>, June 15<sup>th</sup>, July 15<sup>th</sup> and final opportunity August 15<sup>th</sup>, 2023.
- The CINH program has a budget of approximately \$1,500,000 of CDBG funds. Once funds are exhausted, applications will no longer be accepted. Applications are considered on a first-come, first-served basis.

Questions can be directed to [cdd@cityofmadison.com](mailto:cdd@cityofmadison.com) or to Community Development Specialist Chelsea Volden-Stammen [CVolden-Stammen@cityofmadison.com](mailto:CVolden-Stammen@cityofmadison.com)

Organization Name: Madison Development Corporation  
 Contact Name: Cashton Laufenberg Phone: 6084248925  
 Contact Email: cashton@mdcorp.org  
 SAM/ Unique Entity Identifier # TEL6C7AK1RH3

Project Addresses (Street Number, Name and Zip Code)	Does this property already have City, HOME or CDBG Loan? Yes/No	Number of Units in the building?	Is this property currently occupied by 51% LMI households Yes/No	<u>Davis Bacon</u> : Eight (8) or more units in this project? Yes/No	Year property was built?	Amount of CDBG funds requested?
Ex: 215 Martin Luther King, 53703	Yes	15	Yes	No	1981	\$65,000
5021 Old Middleton Rd Madison 53705	No	16	Yes	Yes	1966	\$466,393.65

1. Was income reviewed through self-certification or 24 CFR Part 5 Review?

Income certification is done at the time of the initial application. Residents for renewals do self certifications on Even years and full income certifications again on odd years.

2. Please describe, in detail, the proposed scope of the rehab project by address:

Upgrade all common area flooring \$14,410.65  
Re-Paint interior common areas \$15,533  
New roof and roof hatch - \$38,750  
Driveway repaving \$162,000  
Interior and exterior common area lighting upgrades to LED – \$9,100  
New building gutters \$8,400  
Basement leak repairs \$15,000  
Replace concrete pads and patio and remove hill step at front entry of building \$39,000  
New Kitchen Cabinets for all units \$16,000  
New Kitchen counters for all units \$16,000  
New Vanity and Vanity tops for all units \$16,000  
New Toilets for all units \$8,800  
Update all lighting fixtures in each unit \$13,600

Remodel one First Floor apartment and convert to a full ADA unit \$85,000. Resident would volunteer to be relocated to a hotel paid for by MDC. MDC would provide the tenant storage and resident would be moved back into the unit once completed.

3. Will the project require relocating tenants during construction/rehab work?

Yes  No

If yes, please set up a meeting with CDD to discuss Uniformed Relocation Act costs prior to submitting the application.

4. Are at least 5% of its units in the development accessible to and usable by individuals with disabilities?

Yes  No

5. If no, after project completion, will at least 5% of the units be accessible to and usable by individuals with disabilities?

Yes  No

#### 6. PROJECT TIMELINE

Description	Projected Dates (Mo/Yr)
Rehabilitation Bid Publishing	(Mo/Yr)05/01/2023
Rehabilitation Start	(Mo/Yr)Pending Funds
Rehabilitation Completion	(Mo/Yr)09/30/2023

#### 7. SOURCES AND USES OF FUNDS

This is a statement of how much money is required to complete the project, its source, and how it will be used. By definition, sources must equal uses.

SOURCES OF FUNDS	Amount	Source: Lender, Grantor, etc.
First Mortgage Loan:		
Subordinate Loan:		
City Financing Requested:		
Project Equity (own funds):		
Other:	\$466,393.65	CINH Program
<b>TOTAL SOURCES:</b>	<b>\$466,393.65</b>	

USES OF FUNDS	Amount	Source
Renovations/improvements (existing building):	\$457,593.65	CINH Program
Relocation Costs:	\$8,800	CINH Program
Other:		
<b>TOTAL USES:</b>	<b>\$466,393.65</b>	

**ALL APPLICATIONS:**

- Funded applicants are responsible for complying with all of the terms and conditions outlined in the CINH Program Guidelines.
- Applications to the Capital Improvements for Non-profit Housing Program will be considered on a first-come, first-served basis.
- Final approval of funds above \$50,000 will be awarded, via a Resolution, by the City’s Common Council with recommendations from the CDBG Committee. Timeline for a commitment of funds is contingent upon committee’s schedule.

**APPLICATION CERTIFICATION**

The Applicant certifies that all information in this application, and all information furnished in support of this application, is given for the purpose of the City of Madison Capital Improvements for Non-profit Housing Program and is true and complete to the best of the applicant’s knowledge and belief.

Signature *Caitlin J. Kelly* Director of Property Management Date: 05/09/2023

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[cdd@cityofmadison.com](mailto:cdd@cityofmadison.com)



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Ex: 215 Martin Luther King, 53703	Yes	15	Yes	No	1981	\$65,000
2116 Fisher Street Madison 53713	Yes	5	Yes	No	1956	\$95,200

1. Was income reviewed through self-certification or 24 CFR Part 5 Review?

Tenants at this building do a full income and asset certification each year.  
Tenant Certification Forms on file.

2. Please describe, in detail, the proposed scope of the rehab project by address:

Building furnace replacement – Boiler and Hot Water \$15,000  
New appliances for all residents - \$1,500 per standard unit X 4, 3,600 for the ADA unit appliances  
Roof repair and old chimney removal \$29,200  
All new flooring for 3 units with old flooring, LVP upgrade \$4,200 per unit.  
New building gutters \$1,000  
wood deck replacements for each apartment - \$17,400  
Energy efficient lighting upgrades for exterior- \$3,400  
humidity controlled fans for all units bathrooms, including drywall repairs to change fans \$1,400 per unit.

3. Will the project require relocating tenants during construction/rehab work?

Yes  No

**If yes**, please set up a meeting with CDD to discuss Uniformed Relocation Act costs prior to submitting the application.

4. Are at least 5% of its units in the development accessible to and usable by individuals with disabilities?

Yes  No

5. If no, after project completion, will at least 5% of the units be accessible to and usable by individuals with disabilities?

Yes  No

**6. PROJECT TIMELINE**

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First Mortgage Loan:		
Subordinate Loan:		
City Financing Requested:		
Project Equity (own funds):		
Other:	\$95,200	CINH Program
<b>TOTAL SOURCES:</b>	<b>\$95,200</b>	

USES OF FUNDS	Amount	Source
Renovations/improvements (existing building):	\$95,200	CINH Program
Relocation Costs:	N/A	
Other:	N/A	
<b>TOTAL USES:</b>	<b>\$95,200</b>	

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Signature Castro Jolley, Director of Property Management Date: 05/09/2023

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Ex: 215 Martin Luther King, 53703	Yes	15	Yes	No	1981	\$65,000
738 E Dayton St Madison 53703	Yes	12	Yes	Yes	1973	\$120,334.31

1. Was income reviewed through self-certification or 24 CFR Part 5 Review?

6 Low HOME units do full income and asset verifications every year. Other 6 units do income certification with initial application then for renewals do self certifications on Even years and full income certifications on odd years

2. Please describe, in detail, the proposed scope of the rehab project by address:

Roof replacement and exhaust venting upgrade – New Roof \$28,300 Venting an additional \$6,000  
Driveway replacement - \$51,150  
Redo 9 basement doors and trim from flood that made them swell – doors \$7,182 trim \$1,000  
New appliances – \$1,500 per unit = \$18,000  
Common area flooring replacement \$8,702.31

3. Will the project require relocating tenants during construction/rehab work?

Yes  No

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City Financing Requested:		
Project Equity (own funds):		
Other:	\$120,334.31	CINH Program
<b>TOTAL SOURCES:</b>	<b>\$120,334.31</b>	


USES OF FUNDS	Amount	Source
Renovations/improvements (existing building):	\$120,334.31	CINH Program
Relocation Costs:	N/A	N/A
Other:		
<b>TOTAL USES:</b>	<b>\$120,334.31</b>	

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