

GENERAL APPLICATION

This application form should be used for projects seeking funding from City of Madison Request for Proposals #2025-14027: **Financing for Affordable Homeownership Development, Programs, and Services.**

Applications must be submitted electronically to the City of Madison Community Development Division by **noon on September 26, 2025**. Email to: cddapplications@cityofmadison.com. Any questions, contact mdavila-martinez@cityofmadison.com.

APPLICANT INFORMATION

Applicant Name: Madison Area Community Land Trust (MACLT)	
Proposal Contact Name:	Olivia Williams (until Nov 21)/ Amber Kolner (after Nov 21)
Email (Proposal Contact):	Olivia@maclt.org Amber@maclt.org
Financial Contact Name:	Jody Knauss
Email (Financial Contact):	finance@maclt.org
Legal Status: ☒ Non-Profit ☐ Private/For-Profit ☐ Other	
Federal EIN:	39-1680095
Registered on SAM? ☒ Yes ☐ No	SAM/ UEI #: 785543500
Community Housing Development Organization?	☐ Yes ☐ No ☒ CHDO Application Attached [submitted in August]

AFFIRMATIVE ACTION

If funded, applicant hereby agrees to comply with the 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 <https://www.cityofmadison.com/civil-rights/contract-compliance/affirmative-action-plan>.

LOBBYING REGISTRATION

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. You may register at <https://www.cityofmadison.com/clerk/lobbyists/lobbyist-registration>.

CITY OF MADISON CONTRACTS

If funded, applicant agrees to comply with all applicable local, state and federal provisions. A sample contract that includes standard provisions may be obtained by contacting the Community Development Division at (608) 266-6520. If funded, the City of Madison reserves the right to negotiate the final terms of a contract with the selected agency.

SIGNATURE OF APPLICANT

Name Olivia Williams, Executive Director Date: Sep 21, 2025


box SIGN 1X3WZ3L4-46R9YWJ9

By submitting this application, I affirm that the statements and representations are true to the best of my knowledge. By entering your initials in this box **ORW** you are electronically signing your name as the submitter of the application and agree to the terms listed above.

ORGANIZATIONAL CAPACITY: COMPLETE ONCE

1. Describe your agency's experience with **current or past awards**, including challenges, successes, opportunities, and areas of improvement. If you are a **new applicant**, explain your capacity to undertake the proposed project and identify any resources, partnerships, or expertise you will rely on.

MACLT has successfully administered City of Madison housing development and service awards for 30+ years. The current staff team completed 3 homes as the developer with City of Madison Affordable Housing Fund (AHF) dollars between 2020 and 2023. MACLT is currently a partner on 3 projects (7 homes) with AHF dollars as a partner to the primary developers (Kaba Bah, and WPHD). MACLT also has experience administering CDBG funds through the Minor Home Repair Program as well as the CINH program from 2021 to 2025. MACLT's Housing Director and Finance & Operations Director have demonstrated success in distributing and reporting on CDBG via the City of Madison. These projects have allowed us to expand and improve our portfolio of permanently affordable homes while strengthening our capacity to manage publicly funded projects.

One challenge we have experienced with the housing development funds is that acquisition-rehab projects are becoming more difficult to execute in the hot housing market unless there is a friendly seller. Opportunities for acquiring naturally-occurring affordable housing (NOAH) arise intermittently, sometimes with a friendly seller willing to have a longer closing timeline or to sell below market-rate. Typically about once or twice a year we are confronted with an opportunity from a friendly seller, but we do not always have funds available. Being ready for these opportunities means that MACLT must apply for funds during the Housing Forward RFP to have them available for acquisition-rehab opportunities. For these reasons, we list project #3 as an acquisition-rehabilitation project.

We also recognize that the need to expand permanently-affordable homeownership is growing faster than we can develop housing with our staff of 4. Our current collaborations with Kaba Bah and the the Wisconsin Partnership for Housing Development on new construction projects have allowed us to expand our pipeline of permanently affordable homes, and we are excited to join them as a co-applicant again on their proposals this year as well as a new developer team. We also have been expanding our team's capacity to lead new construction projects, with 3 staff going through multiple trainings on housing development. Our new development team including Threshold Builds and Vierbicher has allowed us to make significant headway in pre-development process for what will be the largest project MACLT has seen in nearly 2 decades: the 12 townhomes at the Starkweather Plat. All of these partnerships have allowed us to take on more ambitious development projects than we could alone.

2. Do you or any team members have outstanding legal matters or ongoing litigation? If so, provide brief details. Specifically, list:
 - a. Any foreclosure, default, or bankruptcy within the past ten years.
 - b. Any litigation related to financing or construction projects within the past five years.

- c. Any Chronic Nuisance Abatement or Nuisance Case notifications issued by the Madison Police Department or Building Inspection within the past five years.
- d. Any unresolved Building Inspection citations resulting in Municipal Court Complaints within the past five years.
- e. Any litigation with the City of Madison, or within the State of Wisconsin, within the past five years.

No. Neither our organization nor any team members have any outstanding legal matters or ongoing litigation.

PROPOSAL #2

1. PROJECT SUMMARY

Name of Proposal:	MACLT Maintenance Program	
Proposal Type:	Programs/Services: Minor Home Repair	
Proposal Summary:	MACLT requests \$25,567 to continue its Maintenance Fund, providing home repair assistance to MACLT homeowners to help them maintain safe, healthy, and affordable homes, addressing urgent needs such as appliance failures and other health and safety hazards. With this funding, MACLT will prioritize emergency repairs that cannot be postponed, ensuring homeowners are not left vulnerable while maintaining long-term housing stability. Even at this targeted level, the fund will allow us to respond quickly to urgent needs, reinforcing the security, comfort, and well-being of our community members.	
Number of households served:	4	
Amount Requested from CDD:	\$25,567	
Total Proposal Budget:	\$60,762	

1A. DEVELOPMENT PROPOSAL ONLY

Specify the target price of project homes (estimate):	\$ _____
Will the homes be permanently affordable? [Yes/No]	_____
Do you have site control? [Yes/No]	_____
If yes, what is the site address:	_____
Is the site currently occupied?	_____
If proposing to build on Owl Creek Vacant Lots detailed above, list addresses of lots. If interested in all six lots, write "All".	_____

2. PROJECT DESIGN

List any features that make your proposal unique.

- For **Development Proposals** - Provide a detailed description of the **sustainability** and **accessibility** features incorporated into the project design, including their estimated incremental costs to construction. If any of the required sustainability or accessibility features **cannot** be met, explain why they are not feasible for this project.
 - If you are proposing **additional** sustainability or accessibility features that exceed the standard requirements, specify:
 - The specific features being added
 - How many units will include these enhancements
 - The estimated incremental cost associated with these enhancements
- For **Programs/Services** - What innovative or unique elements will your program include to enhance its impact or reach? For example, describe any targeted partnerships, culturally specific approaches, scalability features, or methods of tailoring services to meet the diverse needs of the community (e.g., income levels, racial/ethnic groups, or other demographics). How do these features set your program apart from others?

Since 2021, MACLT's Maintenance Fund, supported by the City of Madison, WHEDA Foundation, and Dane County, has provided homeowners with direct assistance for essential home repairs, including replacing aging flooring and appliances, addressing health hazards, and supporting emergency appliance needs. To date, the program has supplied roughly \$1 million in funding to 96% of our homeowners, ensuring their homes remain safe, healthy, and affordable. Homeowners consistently report that MACLT's post-purchase support—grants, guidance, and ongoing accessibility—gives them confidence and peace of mind.

MACLT's Maintenance Fund is unique because it serves homeowners in permanently-affordable homes, ensuring that repairs not only benefit current residents but also preserve the long-term value, safety, and livability of these homes for future owners. Unlike typical minor repair programs, MACLT uses a prioritization system that evaluates requests based on income need, health and safety impact, and habitability, ensuring that limited funds go to the most urgent projects that protect residents and the integrity of the home.

By combining targeted, needs-based funding with technical guidance and ongoing support, the program helps very-low-income homeowners maintain safe, healthy, and affordable housing, while also sustaining the quality and accessibility of the permanent housing stock for future residents. This dual focus—supporting individual homeowners and safeguarding the long-term mission of permanent affordability—sets MACLT's program apart from standard home repair programs.

3. PROJECT READINESS

Provide a summary of the steps already completed and those remaining to demonstrate project readiness.

- For **development proposals**, include land acquisition, financing, zoning approvals, or other pre-construction milestones. Reminder that multi-family proposals have additional requirements including pre-application meeting and DAT meeting that should be included in the timeline.
- For **programs and services**, include steps such as participant outreach plans, hiring and training staff, securing partnerships, timeline for utilizing funds, or developing program materials.

MACLT has established a strong foundation over the last 4 years to ensure the Maintenance Fund is ready to serve homeowners efficiently and effectively. Staff regularly engage with homeowners through home visits on request to discuss repair concerns and connect residents with existing community support services. The Housing Director and Development Manager host bi-monthly stewardship meetings to share program updates, provide information about available support, and offer homeowners a forum for open dialogue.

To streamline service delivery, MACLT maintains a curated list of local contractors and service providers, offering homeowners a “one-stop shop” for repair guidance. A monthly newsletter and social media presence ensure timely communication across the program. Additionally, staff have developed a maintenance program application platform that allows homeowners to submit repair requests and enables MACLT to track projects, prioritize needs based on health, safety, and urgency, and connect homeowners with existing resources.

With these systems in place, MACLT is fully prepared to utilize grant funds to address emergency repairs and prioritize the most necessary projects for both current and future residents in MACLT's permanently-affordable homes.

4. PROJECT FEASIBILITY – Developer/Administrator Capacity

Identify team members / partnerships for this project, along with their relevant training, certifications, licenses, experience, and contribution to the proposed project.

Development Manager – Amber Kolner – program marketing and outreach

Housing Director – Deaken Boggs – program outreach, deployment and facilitation

Finance and Operations Director – Jody Knauss – program review

5. PROJECT FEASIBILITY – Financial Capacity

Explain your approach to fulfilling financial obligations for the proposal, including any secured funding:

- For **development proposals**: Address developer equity, construction financing, other funding sources you are leveraging, and subsidy needs.
- For **programs/services proposals**: Address management of program costs, staff compensation, other sources of funding you are leveraging, and operational sustainability.

MACLT's minor home repair program leverages existing organizational resources and staff to maximize impact while controlling costs. Marketing, social media, and homeowner outreach are integrated with ongoing stewardship activities to ensure homeowners receive direct assistance for repairs rather than being left to navigate solutions on their own. Personnel costs for program management and coordination are supported by \$10,000 from the Madison Community Foundation's A Fund for Women, which funds stewardship activities.

In addition, MACLT has applied for \$31,923 from the WHEDA Foundation to support repairs at a specific home, with pending award announcements. We will also pursue additional funding from WHEDA and other sources to sustain and expand maintenance support. By leveraging existing staff, infrastructure, and secured funding while seeking supplementary support, MACLT ensures the program is financially sustainable, responsive to homeowner needs, and able to fully manage program costs.

6. PROJECT FEASIBILITY – Project Management and Timeline

Provide a project timeline for the contract term, including key milestones:

- For **development proposals**: real estate acquisition, bid process, construction start/end, marketing, and unit sale completion, etc. (2 year-max timeline)
- For **programs/services proposals**: marketing, outreach, service delivery, completions, etc. (annual timeline)

2/2025 – Review previously submitted (unfunded) maintenance applications to tier priority

3/2025 – Begin outreach with Stewardship Committee informational meeting and email notices

4/2025 – Review new applications and begin projects based on priority point system

6/2025 – Expend ½ of funding

9/2025 – Expend ¾ of funding

11/2025 – Expend remainder of funding and complete all projects for the year

12/2025 – Finalization of compliance materials

7. COMMUNITY NEED

Alignment: Explain how your project aligns with the City’s goals for affordable housing and community development and identify the target population served for your project (including income levels and demographic factors). Note if your proposal aligns with any of the preferences identified in the RFP.

MACLT’s Minor Home Repair Program directly supports the City’s goals for affordable housing and community development by maintaining safe, healthy, and accessible homes for low-income residents in permanently-affordable housing. The program focuses on homeowners within MACLT with the greatest need, prioritizing those with the lowest incomes and/or disabilities. While all homeowners can apply, MACLT’s policies ensure that funding and assistance are directed to those most in need.

Additionally, the program prioritizes repairs that improve health, safety, and accessibility, ensuring that homes remain livable for current residents and sustainable for future owners. This approach aligns with RFP priorities by addressing equity, housing stability, and the long-term preservation of affordable housing stock.

Economic Mobility: How will your proposal help participants or residents achieve economic mobility, particularly in underserved communities?

- For **development proposals**, explain how the project aligns with the income levels of the area (describe what the median income of the census tract where the development will be located) and promotes generational wealth-building and well-being.
- For **programs/services proposals**, describe how your program fosters financial empowerment and economic mobility through education, support, or direct assistance.

MACLT serves homebuyers at or below 80% of Area Median Income (AMI), many of whom are significantly below that threshold, including first-time and first-generation homeowners. Our programs are designed to address the unique challenges these families face, particularly in maintaining safe and functional homes. Unexpected repairs—like a broken appliance or leaking pipe—can create significant financial strain for families with limited resources. The Minor Home Repair Program ensures that such issues are addressed quickly and effectively, preventing financial setbacks and helping homeowners remain stable in their homes.

By providing both direct assistance and access to trusted contractors, MACLT fosters financial empowerment, giving homeowners the confidence, knowledge, and support needed to manage their homes successfully. The program strengthens homeownership stability, enhances quality of life, and supports residents’ ability to thrive within their communities, ultimately contributing to long-term economic mobility for families in underserved populations.

Expand: Explain how your project will expand opportunities for first-time homebuyers and reduce existing disparities in rates of homeownership between different segments of the Madison population.

MACLT’s Minor Home Repair Program directly supports first-time and historically underserved homeowners in permanently-affordable homes, ensuring they can maintain safe, healthy, and stable housing. By prioritizing households with the lowest incomes, permanent disabilities, or urgent health and safety needs, the program targets residents who face the greatest barriers to home maintenance—challenges that can threaten both current and future homeownership stability.

By addressing critical maintenance needs, the program reduces financial and physical burdens that could otherwise force homeowners to leave their homes, preserving both their long-term housing security and the permanent affordability of the homes for future owners.

In this way, the Maintenance Fund not only helps homeowners thrive in their homes today but also strengthens intergenerational equity and opportunity, ensuring that permanently-affordable homes remain accessible to low-income families and communities of color over time.

AGENCY, PROGRAM AND CITY SHARE EXPENSES

Agency & Program:		Emergency Maintenance Assistance								
ACCOUNT CATEGORY		City of Madison GPR	City of Madison ESG	City of Madison CDBG-CV	City of Madison Other	Non-City Sources	Total Program Budget	STAFFING: Include ALL staff working for the program		
								Staff Position Title	Total Program FTE	City-Funded FTE
A. PERSONNEL										
Salary				4,500		3,000	7,500	Housing Director	0.0600	0.0600
Tenure/Benefits				407		272	679	Finance and Operations Direct	0.0100	0.0050
Development Manager									0.0100	0.0050
Subtotal A.		0	0	4,907	0	3,272	8,179			
B. OTHER OPERATING										
Insurance				300			300			
Professional Fees							0			
Audit							0			
Postage/Office and Program Supplies							0			
Equipment/Furnishings/Depreciation							0			
Telephone							0			
Training/Conferences							0			
Food/Household Supplies							0			
Auto Allowance/Travel							0			
Vehicle Costs/Depreciation							0			
Other (Specify):							0			
Subtotal B.		0	0	300	0	0	300			
C. SPACE										
Rent				360			360			
Utilities							0			
Maintenance							0			
Mortgage Principal/Interest/Depreciation							0			
Property Taxes							0			
Subtotal C.		0	0	360	0	0	360			
D. SPECIAL COSTS										
Rent Assistance (Rent Arrears, Security Deposit, Application Fee)							0			
Utility Assistance							0			
Assistance to Individuals (Non-Rent or Utility)							0			
Service/Program Subcontracts							0			
Other (Specify): Minor Home Repair				20,000		31,923	51,923			
Subtotal D.		0	0	20,000	0	31,923	51,923			
TOTAL (A-D.)		0	0	25,567	0	35,195	60,762			

MACLT was awarded \$10,000 from Madison Community Foundation's A Fund for Women to support MACLT's stewardship activities, and these funds can support the personnel of the minor home repair program. Additionally, MACLT applied for \$15,923 from the WHEDA Foundation to support repairs at one particular home in MACLT's homeownership program (pending award announcements).

CITY OF MADISON
COMMUNITY RESOURCES PROGRAM
APPENDIX II

[illegible]

CITY OF MADISON
COMMUNITY RESOURCES PROGRAM
APPENDIX II

ACCOUNT CATEGORY	City of Madison GPR	City of Madison ESG	City of Madison CONG-LV	City of Madison Other	Non-City Sources	Total Program Budget
A. PERSONNEL						
Salary						0
Taxes/Benefits						0
Subtotal A.	0	0	0	0	0	0
B. OTHER OPERATING						
Insurance						0
Professional Fees						0
Audit						0
Postage/Office and Program Supplies						0
Equipment/Furnishings/Depreciation						0
Telephone						0
Training/Conferences						0
Food/Household Supplies						0
Auto Allowance/Travel						0
Vehicle Costs/Depreciation						0
Other (Specify):						0
Subtotal B.	0	0	0	0	0	0
C. SPACE						
Rent						0
Utilities						0
Maintenance						0
Mortgage Principal/Interest/Depreciation						0
Property Taxes						0
Subtotal C.	0	0	0	0	0	0
D. SPECIAL COSTS						
Rent Assistance (Rent Arrears, Security Deposit, Application Fee)						0
Utility Assistance						0
Assistance to Individuals (Non-Rent or Utility)						0
Service/Program Subcontracts						0
Other (Specify):						0
Subtotal D.	0	0	0	0	0	0
TOTAL (A-D)	0	0	0	0	0	0
NOTES:						

[illegible]

REVENUE AND EXPENSE REPORT SUMMARY

CITY OF MADISON
COMMUNITY RESOURCES PROGRAM
APPENDIX IV - PART 1

Name of Applicant: _____

Date of Report: _____ Period Covered: _____

Person Completing Report: _____ Telephone: _____

All expenditures must be documented. Only program expenses actually paid out for the period covered may be claimed on this report.

****Only use whole numbers, if using formulas or amounts with cents, convert to whole number before submitting to CDD.**

All Program Expenses	2025 City Allocation	City Portion of Expenses billed this Period	City Portion of Expenses billed Year-to-Date	% of City Budget Spend
A. PERSONNEL	4,907	0	0	0%
B. OTHER OPERATING	300	0	0	0%
C. SPACE	360	0	0	0%
D. SPECIAL COSTS	20,000	0	0	0%
TOTAL	25,567	0	0	0%

Vendor #:

Contract #:

Budget Adjustments and Method of Reimbursement

1. Agency may alter this budget within 10% of each deliverable by formal notification to assigned Grant Administrator. Changes which would result in modifications in excess of 10% of any original deliverable must receive Community Development Supervisor's written approval prior to contractor commitment of funds.
2. Costs for this project will be reimbursed pending approval by the Community Development Supervisor upon submission of a) a completed program report describing completed activities (Exhibit 3, Program Activity Report) and b) any other reports specified in the agency contract (Exhibit 1, Scope of Services).
3. Any funds not expended by the termination date of the Agreement are not eligible for reimbursement.

INDIVIDUAL PROGRAM EXPENSES

Applicant Name:

All expenditures must be documented. Only program expenses actually paid out for the period covered may be claimed on this report.

**Only use whole numbers, if using formulas or amounts with cents, convert to whole number before submitting to CDD.

Pgm Letter	Program Name	Program Expenses	2025 City Allocation	City Portion of Expenses Paid YTD	City Portion of Exp. Billed this Period	City Portion of Exp. Billed YTD	% of City Allocation Spent
A		PERSONNEL	4,907			0	0%
		OTHER OPERATING	300			0	0%
		SPACE	360			0	0%
		SPECIAL COSTS	20,000			0	0%
		TOTAL	25,567	0	0	0	0%
B		PERSONNEL	0			0	0%
		OTHER OPERATING	0			0	0%
		SPACE	0			0	0%
		SPECIAL COSTS	0			0	0%
		TOTAL	0	0	0	0	0%
C		PERSONNEL	0			0	0%
		OTHER OPERATING	0			0	0%
		SPACE	0			0	0%
		SPECIAL COSTS	0			0	0%
		TOTAL	0	0	0	0	0%
D		PERSONNEL	0			0	0%
		OTHER OPERATING	0			0	0%
		SPACE	0			0	0%
		SPECIAL COSTS	0			0	0%
		TOTAL	0	0	0	0	0%
E		PERSONNEL	0			0	0%
		OTHER OPERATING	0			0	0%
		SPACE	0			0	0%
		SPECIAL COSTS	0			0	0%
		TOTAL	0	0	0	0	0%
TOTAL FOR ALL PROGRAMS			25,567	0	0	0	0%

	PI Funds YTD	PI Received This Period
PROGRAM INCOME (PI) RECEIVED		

**City of Madison | Community Development Division
2025 Financing for Affordable Homeownership Development,
Programs and Services RFP #2025-14027**

MADISON AREA COMMUNITY LAND TRUST (MACLT)

MACLT Maintenance Program (Progs: Minor Home Repair)

Response Submission Due Date: October 31, 2025 at Noon Central Time.

Instructions to applicants:

Please respond briefly and succinctly to the questions below, in-line, unless otherwise specific (e.g. if additional documentation is requested), with a maximum 1/3 page response per question. Use this Word document to record your answers and return the completed document to CddApplications@CityOfMadison.Com with cc: to MDavila-Martinez@CityOfMadison.Com. Please refrain from submitting additional documentation not specifically requested at this time or using alternative formats.

Questions:

1. Provide a more detailed overview of your Minor Home Repair process—from homeowner intake and eligibility determination through to project completion and closeout? Specifically, describe how you:
 - a. Verify eligibility and income documentation for CDBG compliance;
 - To verify eligibility we ask that homeowners first submit a household income with their maintenance program application paperwork. If the household income is within 10% of the 80% CMI threshold we ask for additional documentation to verify this income level and review for accuracy. We then have homeowners attest to their income being below 80% CMI through the city's 80% CMI Income Self Certification Form prior to work starting at the home. Homeowners are required to submit updated 80% CMI Income Self Certifications with every project that is requested through the program.
 - b. Conduct home inspections and scope development;
 - MACLT homeowners provide an initial scope of development through their application, including photos. From there, MACLT staff internally review their requests and determine if a full home inspection is warranted. On the rare occasion that MACLT staff determines no pre-construction walkthrough is needed we tag the project for a post construction walkthrough to ensure the home condition is reviewed in person sometime during the maintenance program process.

- c. Incorporate required Environmental Review steps (including radon and lead testing, if applicable);
 - MACLT staff collaborates with the City of Madison staff to ensure projects do not begin until the Environmental Review processes are completed. MACLT has already acquired several radon testers and lead testers for homeowner use. We have established a tool library program that includes these testing tools for homeowners to utilize both within and outside of the maintenance program and retain detailed testing records for all homes within our program that have utilized this equipment. MACLT was an early adopter of radon testing of our homes before it was required by the City of Madison. MACLT staff will continue to work with City of Madison staff to ensure these tests are completed and up-to-date for any Environmental Review requirements.
- d. Prioritize and schedule projects;
 - Any maintenance items that would present an immediate risk to health and safety of residents would be elevated to the highest priority for scheduling. Barring any projects presenting immediate health and safety risks, projects including accessibility improvements would be given highest priority. From there, projects are reviewed using MACLT's application scoring criteria based on MACLT's Maintenance Funding Policy adopted in 2021, which prioritizes the lowest income applicants, applicants with permanent disabilities, first generation homeowners, and applicants with more extensive deferred maintenance. The preference system sets an initial prioritization level for all maintenance project requests which will allow us to schedule any projects that come in not offering any immediate accessibility improvements or not addressing immediate health and safety risks. Projects will be scheduled in conjunction with City of Madison's Environmental Review certification and barring projects with immediate health and safety risks would be scheduled on a quarterly basis.
- e. Complete and document the repair work; and
 - Homeowners are primarily responsible for gathering bids for requested work. They may work in conjunction with MACLT staff to ensure program compliance and coordination with contractors in order to complete projects. At the end of the projects, MACLT staff complete a site visit to verify work has been completed, or ask for follow-up photos for smaller projects. From there we update the internal log we have tracking the project and closing it out once payment has been issued.
- f. Close out the project, including verification of work completion and beneficiary reporting.
 - MACLT staff works to ensure the majority of beneficiary reporting documentation is collected prior to work beginning. Site visits and photos verify project completion. We report all data based on the

City of Madison guidelines and have followed all reporting requirements since our program started in 2021.

What is your typical turnaround time for each phase, and how do you manage coordination when Environmental Reviews or specialized testing introduce delays?

- Each phase is highly dependent on project severity as well as homeowner cooperation. Most internal MACLT staff-dependent project phases can be expedited on an as-needed basis to be completed on the same day of receipt of request. However, as homeowners are responsible for applying to the program, gathering bids, and completing appropriate program paperwork each of these components can primarily depend on homeowner cooperation. The Environmental Review process is only started when we have a finalized scope of work from the homeowners. This step coincides with the bid gathering process for homeowners and is the most time intensive part of the program process. This results in a similar timeline for both steps and helps ensure a smooth transition into bid selection and project completion.
 - MACLT has also gone above and beyond to supply homeowners with radon testers outside of this program to keep up to date records of radon levels within homes within our program. This allows us to provide radon levels for homes in conjunction with maintenance program Environmental Review requests and help expedite this process.
 - The typical turnaround time for a project within the minor home repair program is roughly 2 months from initial outreach to project completion.
2. Given the shift of the program to respond to emergency repairs, how will adjust your process to ensure it aligns emergency repairs timeline and meeting delays related to environmental reviews, and radon/lead testing, as applicable?
- MACLT staff respond to emergency repair requests by prioritizing home visits as needed to complete initial inspections and gather a better immediate understanding of the scope of work needed. Whenever possible, MACLT staff will work to mitigate any further damage that may be occurring within a property (eg. continued water damage). From there we will also work with the homeowner to complete any necessary paperwork on site to initiate any lead and/or radon level testing prior to leaving the property. From there MACLT staff gathers a report of the needed repairs and an initial estimated scope/cost of work which is passed directly to City of Madison staff for environmental reviews. In this report we will note the emergency nature of the work to city staff and pass along any additional context for the project including previous environmental reviews on an as needed basis. With a better understanding of timing limitations we can provide the homeowner a triage approach in addressing emergency repairs and temporary maintenance

solutions. Emergency repairs are reviewed on a case by case basis and some homeowners may be encouraged to proceed with repairs outside of the program in the event that repairs can not be completed in a timely manner.

3. For staff involved in eligibility determination, inspection, construction oversight, and compliance reporting:
 - a. What recent certifications, trainings, or credentials do they hold that are relevant to administering federally funded (CDBG) repair programs? Have there been any recent staff capacity changes or professional development initiatives aimed at strengthening compliance or technical expertise in these areas?
 - The MACLT Housing Director has received asbestos training from Advanced Health and Safety (a local comprehensive environmental service provider). He has also recently completed an affordable housing development course led by the National League of Cities and their partner Baker Tilly.
4. What does your current waitlist look like for minor home repair services (e.g., number of households, average waiting time)?
 - We have 19 projects currently in the queue without funding. Some of these projects have been waiting on homeowner follow up but a majority of the projects have come to our attention since late 2024 and beginning of 2025 as we planned to continue our program availability through 2025. Project requests slowed after funding was delayed in 2025.
 - a. What is the average out-of-pocket cost to the homeowner, if any?
 - Homeowners typically have no out-of-pocket expenses. In rare instances of larger projects, homeowners sometimes contribute, with an average cost of approximately \$2,621.14.
 - b. How many applications are denied each year, and what are the most common reasons for denial (e.g., income ineligibility, scope too large, property condition, etc.)?
 - Roughly 1 out of every 10 applications that come in are rejected due to the household being outside of income eligibility. With homeowners who have scopes beyond the minor home repair program, we work to explore the potential of other resources, such as through Project Home or Movin' Out. The 10% of applicants that are over income are the only applications that are clearly “denied”
 - c. How do you prioritize applicants when resources are limited or when total repair costs exceed available funding to the household?
 - We rely on our prioritization system as described above. We also actively communicate with homeowners regarding program limitations and ensure they are aware limitations to funding and resources available.

5. Describe how you select and manage subcontractors for your minor home repair projects.
 - MACLT has worked to assemble a strong list of subcontractors for both our minor home repair program as well as internal housing development needs who have already agreed to requirements of the program. This list has been curated as a way to support the minor home repair program and is structured around collecting all relevant information from subcontractors to provide accurate reports within the minor home repair program.
 - a. What steps do you take to ensure transparency and fairness in subcontractor selection?
 - While we have built out a list of subcontractors for homeowners to utilize, homeowners are also primarily responsible for providing bids for our home repair program. This allows homeowners to reference a list of contractors and determine how best their home would like to move forward with work and provide bids from those specific contractors. MACLT finalizes bid selection by reviewing all relevant bids and proceeding with the most cost effective subcontractor for project completion.
 - b. How are you working to meet or exceed Minority-, Women-, and Disadvantaged-Owned Business Enterprise (MWDBE) participation goals?
 - MACLT staff reviews the City of Madison's list of MWDBE contractors yearly and proactively reaches out to connect with these contractors to determine their interest in being added to the MACLT contractor list. If they are interested in being added we ensure we gather the same information that we do for each contractor and share their information with homeowners as relevant projects come up.
 - c. Do you maintain an outreach or rotation system to ensure equitable contracting opportunities for small and emerging local businesses?
 - We share all relevant contractors' contact information for projects that come to our attention within and outside of the minor home repair program.
6. When translation, interpretation, or other accessibility services (e.g., for applicants with disabilities or limited English proficiency) are needed during the intake, inspection, or project coordination process:
 - a. How does MACLT ensure these services are provided?
 - MACLT homeowners translation, interpretation, and accessibility needs are documented upon their initial purchase of an MACLT home. From there as we issue programming we ensure those needs are met on an ongoing basis. The biggest example of this is

when our program opens back up we not only email homeowners but also send out physical notices to homeowners to ensure program availability is communicated effectively.

- b. Do you have a dedicated budget line item or flexible funds to cover interpretation, translation, or accessibility accommodations?
 - Yes, these costs are not in our CDBG-specific budget, but we have utilized supplemental funds from various sources, such as Roots and Wings Foundation, Rotary Foundation, and Oscar Rennebohm Foundation to support accommodations requests.
 - c. If not, how are those costs currently managed or absorbed within your program delivery?
 - Throughout the delivery of the minor home repair program we have not run into the need for specific interpretation, translation, or accessibility accommodations that are not already addressed within our program format. If we were to run into these program needs MACLT has established connections with local interpreters and translators to help provide these services and we could expand our expenditure within our general communication budget to accommodate future needs.
7. The project timeline in your proposal lists 2025 as the implementation year. Can you confirm whether that is correct, or if the intended timeline should reflect 2026 activities?
- We would make our program applications available as soon as possible and reactivate applications that came into the program within 2025. As such any project timeline reference that noted 2025 is intended to be inclusive of previous applications gathered prior to the program restart. No funding would be issued until 2026.