**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.

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| **APPLICANT INFORMATION** |  |
| **Applicant Name:**  |
| **Proposal Contact Name:** |  |
| **Email (Proposal Contact):** |  |
| **Financial Contact Name:**  |  |
| **Email (Financial Contact):** |  |
| **Legal Status:** [ ]  Non-Profit [ ]  Private/For-Profit [ ]  Other |
| **Federal EIN:**  |  |
| **Registered on SAM?** [ ]  Yes [ ]  No | **SAM/ UEI #:** |
| **Community Housing Development Organization?** | [ ]  Yes [ ]  No [ ]  CHDO Application Attached |

**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.

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**SIGNATURE OF APPLICANT**

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Name Date:

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 initials 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.

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1. Do you or any team members have outstanding legal matters or ongoing litigation? If so, provide brief details. Specifically, list:
	1. Any foreclosure, default, or bankruptcy within the past ten years.
	2. Any litigation related to financing or construction projects within the past five years.
	3. Any Chronic Nuisance Abatement or Nuisance Case notifications issued by the Madison Police Department or Building Inspection within the past five years.
	4. Any unresolved Building Inspection citations resulting in Municipal Court Complaints within the past five years.
	5. Any litigation with the City of Madison, or within the State of Wisconsin, within the past five years.

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**SUBMIT THE FOLLOWING QUESTIONS FOR EACH PROJECT PROPOSAL.**

**PROPOSAL #1**

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| 1. PROJECT SUMMARY
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| Name of Proposal: | Type here |
| Proposal Type:  | Click for drop-down menu |
| Proposal Summary: | Type here |
| Number of households served: |        |
| Amount Requested from CDD: | $      |
| Total Proposal Budget: | $      |

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| 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”. |       |

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| 1. 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?
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| Type here |

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| 1. PROJECT READINESS
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| 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.
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| Type here |

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| 1. PROJECT FEASIBILITY – Developer/Administrator Capacity
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| Identify team members / partnerships for this project, along with their relevant training, certifications, licenses, experience, and contribution to the proposed project. |
| Type here |

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| 1. PROJECT FEASIBILITY – Financial Capacity
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| 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.
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| 1. PROJECT FEASIBILITY – Project Management and Timeline
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| 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)
 |
| Example : 03/2025 - Begin Outreach |

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| 1. 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 other demographic factors). Note if your proposal aligns with any of the preferences identified in the RFP. |
| Type here |
| **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.
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| Type here |
| **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. |
| Type here |

**PROPOSAL #2**

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| 1. PROJECT SUMMARY
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| Name of Proposal: | Type here |
| Proposal Type:  | Click for drop-down menu |
| Proposal Summary: | Type here |
| Number of households served: |        |
| Amount Requested from CDD: | $      |
| Total Proposal Budget: | $      |

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| 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”. |       |

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| 1. PROJECT DESIGN
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	+ 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?
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| Type here |

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| 1. PROJECT READINESS
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| 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.
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| Type here |

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| 1. PROJECT FEASIBILITY – Developer/Administrator Capacity
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| Identify team members / partnerships for this project, along with their relevant training, certifications, licenses, experience, and contribution to the proposed project. |
| Type here |

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| 1. PROJECT FEASIBILITY – Financial Capacity
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| 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.
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| 1. PROJECT FEASIBILITY – Project Management and Timeline
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| Example : 03/2025 - Begin Outreach |

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* For **programs/services proposals**, describe how your program fosters financial empowerment and economic mobility through education, support, or direct assistance.
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| Type here |
| **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. |
| Type here |

**PROPOSAL #3**

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| 1. PROJECT SUMMARY
 |  |
| Name of Proposal: | Type here |
| Proposal Type:  | Click for drop-down menu |
| Proposal Summary: | Type here |
| Number of households served: |        |
| Amount Requested from CDD: | $      |
| Total Proposal Budget: | $      |

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| 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? |       |
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| Example : 03/2025 - Begin Outreach |

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