# Youth-Centered Housing Development (YCHD) Application

This application form should be used for projects seeking City of Madison YCHD funds. Please format for logical page breaks. Applications must be submitted electronically to the City of Madison Community Development Division by **noon on July 14, 2023**. Email to: [cddapplications@cityofmadison.com](mailto:cddapplications@cityofmadison.com)

## Applicant INFORMATION

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| Proposal Title: |  | | | | | | | |
| Name of Applicant: |  | | | | | | | |
| Mailing Address: |  | | | | | | | |
| Telephone: |  | | Fax: | |  | | | |
| Admin Contact: |  | | Email Address: | |  | | | |
| Project Contact: |  | | Email Address: | |  | | | |
| Financial Contact: |  | | Email Address: | |  | | | |
| Website: |  | | | | | | | |
| Legal Status of Maj. Owner: | For-profit | Non-profit | | LIHTC Application (*if applicable*):  4% only | | | 4+4% | 9% |
| Anticipated WHEDA Set-Aside (*if applicable*): | General  Non-Profit  Supportive Housing | | | | | | | |
| Federal EIN: |  | | | SAM/ UEI #:\* | |  | | |

\* If seeking federal funds

## 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/individual-developers>.

**LOBBYING RESIGTRATION**

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

Enter Name:

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.

Date:

## PROPOSAL DESCRIPTION

1. Please provide a brief overview of the proposal. Describe the impact of the proposed development on the community as well as other key characteristics.

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1. Please describe the following aspects of the proposed development:

Total number of units:

Total number affordable of units (<60% CMI):       Total % affordable of units (<60% CMI):

Total amount of AHF requested per affordable unit:

Number of units supported by Section 8 project-based vouchers, if known:       PBV CMI level:

This project will have a Permanent Period of Affordability Commitment

1. Please indicate the organization of the development team for the proposed development:

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| --- | --- |
| Non-Profit Developer | For-Profit Developer |
| Non-Profit Controlling Member | For-Profit Controlling Member |

## AFFORDABLE HOUSING NEEDS

1. Describe Development Team’s knowledge of and experience in addressing the affordable housing needs of young adults.

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**INTEGRATED SUPPORTIVE HOUSING UNITS**

1. If greater than eight, provide the number and percent of Integrated Supportive Housing Units proposed, the income category(ies) targeted for these units?

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1. Describe the consultation and coordination between Developer, the Property Manager and the lead Supportive Service Coordination Agency that occurred prior to this application and planned to design the development in terms of matching unit mix (income and size) to the targeted population.

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1. Please describe your proposed integrated supportive housing approach. If seeking tax credits, how will this approach go beyond meeting WHEDA’s supportive housing requirements outlined in the Appendix S Checklist?

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1. Identify the partnership(s) with supportive service agencies that have been or will be formed to serve the target population(s) for the supportive housing units. Provide a detailed description of the type and level of supportive services (% FTE and ratio of staff: household) that will be provided to residents on-site and how services will coordinated with the Dane County Supervised Independent Living Program.

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1. CDD expects that supportive service partners have access to adequate compensation for the dedicated services provided to residents of the development. In order to ensure the success of the development, the partnership(s), and the tenants, describe the level of financial support to help pay for or subsidize supportive services that the development will provide annually to the identified supportive service partner(s). Identify any other non-City funding sources contemplated or committed for supportive services outside of this project. Explain any arrangement with developer fee sharing, “above the line” payments in the operating budget, “below the line” payments out of available cash flow and/or percent of developer fee shared.

Attach a letter from the service provider(s) detailing the services they intend to provide to residents of the supportive housing units, the cost of those services and how those services will be financially supported (i.e., through the development, fundraising, existing program dollars, etc.).

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## PROPERTY MANAGEMENT: Tenant Selection & affirmative marketing

1. Describe your plans to incorporate flexible tenant selection criteria for households who are connected to supportive services, in order to provide housing opportunities for persons who would otherwise face common obstacles obtaining housing (e.g., poor credit, negative rental history, criminal conviction records, etc.). Specifically outline how this development’s tenant selection criteria is consistent with the City of Madison Tenant Selection Best Practices (Attachment B-1 of the RFP) and provides the maximum feasible flexibility in tenant selection to the general population.

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1. Describe the planned approach, relationship and coordination between the Property Manager and the lead Supportive Service Coordination Agency for lease up and ongoing services. Have these entities previously participated in an in-depth pre-lease up coordination process with targeted populations in coordination with relevant community partners (e.g., CDA, DCHA, VASH, CE, etc.)?

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1. How will you affirmatively market to populations that will be identified as least likely to apply? Detail specific partnerships that the development team, Property Manager, and/or other agencies in this proposal have had with community agencies and organizations that provide direct housing search and related assistance to households least likely to apply. Please reference successful past practices, relationships with agencies and/or marketing materials used.

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1. Describe the proposed development’s security deposit policy (e.g., ½ or 1x’s rent, other set amount(s), criteria for variations if credit is conditional, etc.). Is the higher deposit policy waived for households with a guaranteed rent subsidy or voucher? What is the minimum required income to rent ratio (e.g., 1.5 to 1)? Are the lease up policies consistent with the City’s Tenant Selection Plan Best Practices (Attachment B-1 of the RFP)?

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1. If applicable, what percentage of maximum LIHTC rents are used for 50 & 60% units? Describe the proposed development’s policy toward limiting rent increases for lease renewals? How will it be ensured that prospective long-term tenants be protected from significantly and rapidly rising contract rents increases allowed under the published rent limits, even under the rent limit increase requirements in this RFP and Loan Agreement.

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## SITE INFORMATION

1. Describe the proposed project’s consistency with the land use recommendations, goals and objectives as may be relevant in adopted [plans](https://www.cityofmadison.com/dpced/planning/plans/440/), including the City of Madison Comprehensive Plan (adopted 2018), Neighborhood Plans, Special Area Plans, the Generalized Future Land Use Map (interactive version linked [here](https://cityofmadison.maps.arcgis.com/apps/webappviewer/index.html?id=71c4ec1397554f2ab702f2c6c377bb3a)), and any other relevant [plans](https://www.cityofmadison.com/dpced/planning/plans/440/).

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## City and COmmunity Engagement Processes

1. Have you presented to the City’s Development Assistance Team (DAT)? If so, please summarize the staff comments to your proposal and reference the date of the presentation. If not, what is the anticipated date of the DAT presentation?

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1. How will the Property Manager and Supportive Service partner entities work together to ensure a successful development well-integrated with the immediate neighborhood and community? What neighborhood engagement strategies will you implement moving forward?

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**SITE AMENITIES**

1. Describe the exterior amenities that will be available to tenants and guests (e.g., tot lot or play structure, outdoor exercise equipment, patio, permanent tables and chairs, greenspace, grill area, gardens, etc.).

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1. Describe the interior common area amenities that will be available to tenants and/or guests (e.g., community rooms, exercise room, business center, etc.). For relevant features, please describe how common area amenities will enhance support or contribute to a supportive environment for youth.

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1. What is the anticipated number of total number parking spots, both underground and surface, that will be provided to tenants of the development? What is the ratio to units? What is the associated monthly cost? Will the parking cost in this development vary by CMI level?

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1. For proposals contemplating first floor commercial space, describe how the use and/or tenant of the space will be a benefit to the immediate neighborhood (e.g. childcare, senior center, community facility, neighborhood-serving commercial etc.). Explain how the use of the space was identified to fill a service gap or enhance the surrounding community. Describe if a prospective tenant or use has already been identified or how a prospective tenant will be found and will help inform the space’s design.

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1. Describe the interior apartment amenities, including plans for internet service (and cost to tenants, if any) and a non-smoking indoor environment throughout the building.

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## PROposal TIMELINE

1. Please list the estimated/target completion dates associated with the following activities/benchmarks to illustrate the timeline of how your proposal will be implemented.

| **Activity/Benchmark** | **Estimated Month/Year of Completion** |
| --- | --- |
| Draft Site Plan Ready to Submit to Dev. Assistance Team (DAT) [*Target/Actual Month/Date*] |  |
| 1st Development Assistance Team/ Meeting (Due by 8/4/23) [*Target/Actual Month/Date*] |  |
| Application to WHEDA, if applicable. |  |
| Complete Equity & Debt Financing |  |
| Acquisition/Real Estate Closing |  |
| New Construction Bid Publishing |  |
| New Construction Start |  |
| Begin Lease-Up/Marketing |  |
| New Construction Completion |  |
| Certificates(s) of Occupancy Obtained |  |
| Complete Lease-Up |  |
| Request Final AHF Draw |  |

**HOUSING INFORMATION & UNIT MIX**

1. Provide the following information for your proposed project. List the property address along with the number of units you are proposing by size, income category, etc. If this is a scattered site proposal, list each address separately with the number of units you are proposing by income category, size, and rent for that particular address and/or phase. Attach additional pages if needed.

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| **ADDRESS #1:** | |  | | | | | | | | | | |
|  | | **# of Bedrooms** | | | | | | **Projected Monthly Unit Rents, Including Utilities** | | | | |
| **% of**  **County Median Income (CMI)** | **Total**  **# of**  **units** | | **# of Studios** | **# of 1 BRs** | **# of 2 BRs** | **# of 3 BRs** | **# of 4+ BRs** | **$ Rent for Studios** | **$ Rent for**  **1 BRs** | **$ Rent for**  **2 BRs** | **$ Rent for**  **3 BRs** | **$ Rent for**  **4+ BRs** |
| **≤30%** | 0 | | 0 | 0 | 0 | 0 | 0 |  |  |  |  |  |
| **40%** | 0 | | 0 | 0 | 0 | 0 | 0 |  |  |  |  |  |
| **50%** | 0 | | 0 | 0 | 0 | 0 | 0 |  |  |  |  |  |
| **60%** | 0 | | 0 | 0 | 0 | 0 | 0 |  |  |  |  |  |
| **Affordable Sub-total** | **0** | | **0** | **0** | **0** | **0** | **0** |  |  |  |  |  |
| **80%** | 0 | | 0 | 0 | 0 | 0 | 0 |  |  |  |  |  |
| **Market\*** | 0 | | 0 | 0 | 0 | 0 | 0 |  |  |  |  |  |
| **Total Units** | **0** | | **0** | **0** | **0** | **0** | **0** | Notes/Utility Allowance Assumptions: | | | | |

\*40% = 31-40% CMI; 50% = 41-50% CMI; 60% = 51-60% CMI; 80% = 61-80% CMI; Market = >81% CMI.

\*40% = 31-40% CMI; 50% = 41-50% CMI; 60% = 51-60% CMI; 80% = 61-80% CMI; Market = >81% CMI.

**NOTE: For proposals contemplating project-based vouchers (PBVs),** please list vouchered units under the same CMI designation that you will be representing to WHEDA (e.g. if the LIHTC application to WHEDA presents 8 PBV units as 50% CMI or 60% CMI units, please include those on the “50%” or “60%” row in the above table(s)). The City of Madison will enforce this income designation in the AHF Loan Agreement, if this proposal is awarded funds. Include a comment in the Notes, e.g., Eight (8) 50% CMI units will have PBVs.

1. Utilities/amenities included in rent:  Water/Sewer  Electric  Gas  Free Internet In-Unit

Washer/Dryer  Other:

1. Please list the source of calculating your utility allowance, and the total utility allowance per bedroom size:

Utilities Allowance Used:  CDA  DCHA  HUSM (HUD HOME)

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| **Unit Size (Number of Bedrooms)** | **Total Monthly**  **Utility Allowance**  **($)** |
| **Efficiency** |  |
| **1-Bedroom** |  |
| **2-Bedroom** |  |
| **3-Bedroom** |  |

## Energy Efficiency, Renewable Energy & Sustainable Design

1. What is your organization’s experience in developing projects that incorporate extraordinary sustainable, energy efficient, and/or green building design techniques? Please list any awards, industry standards or third-party certifications achieved on projects developed in the past ten years, such as LEED®, WELL, Passive House, etc.

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1. Describe how this proposed development will contribute to the City’s goal of 100% renewable energy and net-zero carbon emissions (originally adopted March 21, 2017). What size/range of solar array is anticipated? If not yet known, what percentage energy offset is the development aiming to provide via the solar array. For more information, see [100% Renewable Madison Report](https://madison.legistar.com/View.ashx?M=F&ID=7072081&GUID=1129163D-F7C1-41D8-9694-AA9EFFCA66FF).

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1. Describe the proposed project’s energy efficiency goals. Identify any third party certification, such as LEED®, WELL, Passive House or similar, that will be sought.

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1. Describe this development’s proposed strategies to reduce reliance on municipal water sources (i.e. water efficiency). Will the development incorporate systems to recapture and/or reuse water generated on-site?

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1. Describe this development’s approach to accessibility, including the number and percent of accessible units proposed for each of level of accessibility (i.e. Type A and B units). Elaborate on this development’s plan to meet or exceed WHEDA’s minimum requirements as well as exceeding building code standards for Type A units.

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1. Describe this development’s level of commitment to the principles of Universal Design. Explain the extent to which the development team will incorporate the greatest feasible levels of Universal Design in residential units, commercial spaces, and common areas in accordance with the requirements outlined in the RFP. What percentage or number of units in the proposed development will incorporate Universal Design principles?

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**DEVELOPMENT TEAM**

1. Describe the project’s organizational structure. Please attach an organizational chart detailing the roles of the applicant, all partners, and the ownership and controlling interest percentages of each entity.

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1. For projects that will be co-developed with a non-profit partner, please explain the non-profit’s role in the development. State if the non-profit will have a controlling interest (as memorialized in organizational documents), Right of First Refusal, or General Partner Purchase Option. If not, please elaborate on how the non-profit organization will be involved in the long-term ownership of the development.

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1. For projects that will be co-developed with a BIPOC or minority developer, please explain the BIPOC or minority developer role in the development. State what percentage stake the BIPOC or minority developer will have in the development, cash flow, etc. (as memorialized in organizational documents). If the development team will partner with a BIPOC or minority developer but will not provide a stake in the organization structure, please explain this decision and elaborate on how the BIPOC or minority developer will be involved in the long-term ownership of the development.

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1. Have you or will your development team be willing to provide a meaningful internship, employment opportunity, or development partnership role, to a student or graduate of the Associates in Commercial Real Estate (ACRE) program on this or another project? If so, describe how your development team will address this priority?

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1. Identify all key roles in your project development team, including architect, general contractor, legal counsel, property management agent, supportive services provider(s), and any other key consultants, if known.

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| **Contact Person** | **Company** | **Role in Development** | **E-mail** | **Phone** |
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1. For the following development team roles, please identify the number and/or percentage of women and persons of color employed by that company.

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|  |  | **BIPOC** | | **Women** | |
| **Company** | **Role in Development** | **#** | **%** | **#** | **%** |
|  | Developer |  |  |  |  |
|  | Co-Developer |  |  |  |  |
|  | Co-Developer |  |  |  |  |
|  | General Contractor |  |  |  |  |
|  | Property Manager |  |  |  |  |
|  | Architect |  |  |  |  |
|  | Service Provider |  |  |  |  |

## REFERENCES

1. Please list at least three municipal/financing references who can speak to your work on similar developments completed by your team.

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| --- | --- | --- | --- |
| **Name** | **Relationship** | **Email Address** | **Phone** |
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**PleASE ATTACH THE FOLLOWING ADDITIONAL INFORMATION** (such as assessment and referral, on-site intensive case management, etc.) **AND CHECK THE BOX WHEN ATTACHED:**

1. A completed Application Budget Workbook, showing the City’s proposed financial contribution and all other proposed financing.

2. Description of the Development Team’s Experience and Capacity per Section 2.4, Item 2 of the RFP.

3.a. Letter(s) from Supportive Service Provider(s) detailing what services are necessary to be adequate for the number of supportive housing units and target population as well as what level of services they intend to provide.

3.b. A preliminary site plan and drawings, if available.

NOTE: If a preliminary site plan is not available at the time of application, submittal will be required for DAT on August 4, 2023 with submittal with week prior.