



***MILWAUKEE COUNTY
HOUSING FOR HEALTHY INITIATIVES***

APPLICATION RELEASE DATE

May 23, 2013

MILWAUKEE COUNTY
HOUSING FOR HEALTHY INITIATIVES

APPLICATION FOR FUNDING 2013

Completed applications and all required attachments must be physically received and time-stamped (postmark not acceptable) at the Community Development Grants Administration office **no later than 4:00 p.m. on Monday, June 24, 2013.** No extensions will be granted.

Submit the original and nine (3) copies to:

Mr. James Mathy, Housing Administrator
Milwaukee County Housing Division
2711 W. Wells St., Room 102
Milwaukee, Wisconsin 53208

Faxed or electronic applications will **not** be accepted. All proposals received after the closing date noted above will be returned to the applicant without review.

PLEASE BE CERTAIN TO

- Complete and submit *1 original and 3 unbound copies* of all documents:
- Attach all required supporting documentation as requested in the application.
- Follow the prescribed format for Application preparation closely. Present information in the order indicated.
- Do not submit materials other than those specifically requested. Letters of Support and Appendices submitted under separate cover will be discarded.

If your Application is funded, some additional documentation will be required prior to executing a contract between Milwaukee County and your organization.

MILWAUKEE COUNTY

HOUSING FOR HEALTHY INITIATIVES

APPLICATION FOR FUNDING 2013

BACKGROUND:

The Housing Division has been an active partner in the Milwaukee County Mental Health Redesign. The Community Linkages Committee of the Redesign focused on several housing goals including an effort to increase the supply of supportive housing. It was recognized that there is a shortage of quality housing options for emerging adults aging out of foster care that were being serviced by Milwaukee County's Wraparound program. O-YEAH is a federally funded initiative (from Substance Abuse and Mental Health Services Administration) designed to provide services and support to young people, ages 16 to 25, to successfully transition to adulthood.

The Wisconsin Bureau of Prevention, Treatment and Recovery (BPTR), in partnership with Wraparound Milwaukee, are creating age and developmentally appropriate and youth-guided local systems of care that will improve outcomes for youth and young adults with serious mental health conditions. With respect, dignity and the focus on strengths, these young heroes will develop, coordinate and mobilize resources to support their quest for successful independence into adulthood.

The Housing Division has secured \$200,000 to be used by a non-profit agency for the purpose of acquisition or rehabilitation of apartments that would partner with Wraparound to serve this population.

FUNDING GUIDELINES

- Only non-profit agencies will be funded. Agencies do have the option of partnering with landlords/developers. Priority will be given to agencies with housing or community development experience that also have experience with this population.
- Agencies must provide 8 units of housing with these funds. The units must be individual apartments and not congregate living. The apartments can either be an 8 unit building or the agency can secure 8 units for this program in a larger complex.

ACTIVITIES MUST OCCUR IN MILWAUKEE COUNTY

Funds should primarily be used to leverage and complement other sources of financing and to close funding gaps. Priority will be given to projects that demonstrate substantial leveraging of other funds.

ELIGIBLE APPLICANTS

A nonprofit organization organized under Chapter 181 of the Wisconsin Statutes, qualified as a Section 501(c)(3) organization, at the time of grant application submission.

MILWAUKEE COUNTY

HOUSING FOR HEALTHY INITIATIVES

APPLICATION FOR FUNDING 2013

AFFORDABILITY REQUIREMENTS

Rental Housing funded shall remain affordable for a minimum of 30 years, with a review of the affordability requirement at 15 years. The Housing Division shall have discretion to remove a particular housing development from the program at the time of the 15-year review. This agreement is contingent upon continued service funding from Milwaukee County Wraparound.

INCOME ELIGIBILITY

Financial assistance from the Fund is limited to projects that serve households/individuals at or below 60% of the County Median Income.

APPLICATION SCORING

The advisory board will give weighted consideration to applications that will:

- Leverage other funds (private and/or public).
- Coordination with Milwaukee County Wraparound and other community services
- Use workers from the neighborhood and/or give priority to Minority/Women/Disadvantaged/Emerging/Section 3 business enterprise contractors.
- Encourage more neighborhood diversity and increase housing choices within the neighborhood.
- Use green building principles.
- Coordinate with and enhance the work of other entities in the neighborhood, such as employers, business improvement districts, schools, job training agencies or social service agencies.

MILWAUKEE COUNTY

HOUSING FOR HEALTHY INITIATIVES

APPLICATION FOR FUNDING 2013

ACCESSIBILITY REQUIREMENTS

1. New construction or substantial rehabilitation projects receiving funds must comply with the following standards:
 - Section 504 of the Rehabilitation Act of 1973-<http://www.epa.gov/civilrights/sec504.htm>.
 - Fair Housing Act as amended - <http://www.hud.gov/offices/fheo/disabilities/fhefhag.cfm>.
 - Americans with Disabilities Act (with respect to marketing-office and common areas) - <http://www.ada.gov/stdspdf.htm>.
 - Wisconsin Open Housing Act - http://dwd.wisconsin.gov/er/discrimination_civil_rights/publication_erd_11057_p.htm.
 - Architectural Barriers Act - <http://www.access-board.gov/about/laws/aba.htm>.

INSTRUCTIONS FOR COMPLETING THE APPLICATION

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Mr. James Mathy, Housing Administrator
Milwaukee County Housing Division
2711 W. Wells St., Room 102
Milwaukee, Wisconsin 53208

Questions may be directed to James Mathy of the Milwaukee County Housing Division at James.Mathy@milwcnty.com. Your application should be submitted on or before the above indicated date and time and should include all items indicated below:

1. A fully completed application. If a question does not apply, indicate this on the application.
2. Project cost analysis including acquisition, construction, rehabilitation, renovation and other applicable costs,
3. Additional sources of funding. Provide copies of any financial commitments obtained for acquisition, construction and permanent loans.
4. A minimum 5-year projected pro-forma. Applicants should include audited financial statements for three years, if in existence for less than three years, all statements received to date (balance sheets, cash flow statements, and profit and loss statements). For special limited purpose corporations, the supporting organization's statements.
5. Tax returns for three years (Individual 1040, Corporate 1120, Form 990, and Partnership 1065).
6. Site photos showing front and rear of building (if applicable). If vacant land, pictures from the north, south, east and west.

MILWAUKEE COUNTY
HOUSING FOR HEALTHY INITIATIVES

APPLICATION FOR FUNDING 2013

7. Resumes and qualifications of the development team.

Milwaukee County reserves the right to request additional information as deemed necessary by the Housing Division

NOTICES

Milwaukee County reserves the right to reject any or all proposals. Contract awards based on submitted proposals shall further be subject to actual availability of sufficient funds. Should the availability of funds be reduced, Milwaukee County can modify and reduce the award. In the event of such a modification or reduction, the recipient shall be notified in advance.

All materials submitted shall become public records retained by Milwaukee County, with the following exceptions: late and/or incomplete applications or requests for funding for projects that are not a part of this solicitation, will be returned to the applicant without further review, and materials not requested as part of the application packet will be discarded.

If Applicant makes a false statement or misrepresentation in this Application and funds are awarded, the funds and contract will be in default and the County may declare all of any part of the funds paid out immediately due and repayable to the County and the contract voided.

FUNDING DECISION

The actual decision to award funds is considered first by a Milwaukee County Housing Division panel made up of citizens and staff and forwarded to the County Board for final review and approval. Applicants that are not recommended for funding will be notified by mail within 30 days of County Board action.

ALL AWARDS ARE SUBJECT TO NEGOTIATION OF FINAL TERMS.

MILWAUKEE COUNTY

HOUSING FOR HEALTHY INITIATIVES

APPLICATION FOR FUNDING 2013

Organization Name: _____		
Organization Address: _____	City _____	Zip _____
Contact Person: _____	Title _____	
Telephone Number: _____	Fax: _____	
E-Mail: _____	FEIN _____	

Indicate the amount requested in the appropriate category below. **Please submit a separate application for each category being requested.**

Activity	2013 Funds Available	Amount Requested
- Rehabilitation of Existing Structure		\$ _____
- New Construction		\$ _____
TOTAL	\$200,000	\$ _____
Indicate the percentage and amount of funds requested that will be used to fund accessibility improvements or modifications. →	____ % \$ _____	

Proposals must be authorized and signed by the Chief Executive Officer -AND- an official of the Board of Directors.

Signature: _____
 Printed Name: _____

Date: _____
 Title: _____

Signature: _____
 Printed Name: _____

Date: _____
 Title: _____

PART I: PROJECT DESCRIPTION

MILWAUKEE COUNTY
HOUSING FOR HEALTHY INITIATIVES

APPLICATION FOR FUNDING 2013

1. **Describe the Project:** Briefly identify the project location and the specific activity to be completed.

- a. **If project involves construction or rehabilitation, please attach photos of the site and sketches or drawings of the proposed project.**

_____ Photos and/or sketches are attached

_____ Project does not involve construction or rehabilitation

- b. **Briefly describe the specific services to be provided through a partnership with Milwaukee County Wraparound. Also, describe the partners and specific funding source(s) for the services to be provided.**

MILWAUKEE COUNTY
HOUSING FOR HEALTHY INITIATIVES

APPLICATION FOR FUNDING 2013

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Reviewer's Comments:

Score:

MILWAUKEE COUNTY
HOUSING FOR HEALTHY INITIATIVES

APPLICATION FOR FUNDING 2013

1. Site Control is in the form of:

- Deed
- Purchase Agreement
- Option (Expiration Date _____)
- Other _____
- Applicant does not have site control

a. Please Attach Written Documentation of Site Control

2. Site is currently zoned: _____

a. Please Attach Written Verification of Zoning Designation

3. Is the zoning appropriate for your project?

- Yes No

If no, is rezoning currently in process and when is it anticipated that this issue will be resolved?

Date _____

4. Describe what, if any, Environmental Assessment activities have been conducted.

a. Please attach a copy of any environmental findings/reports received.

******Lack of site control at the time of application will not disqualify applicants.**

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MILWAUKEE COUNTY

HOUSING FOR HEALTHY INITIATIVES

APPLICATION FOR FUNDING 2013

PART IV: PROJECT FINANCING

1. Please Attach the Following Items

- Sources and Uses of all funds
- Development Budget
- Project 5-Year Pro-Forma (Not required for Homeownership projects)
- Cash Flow Statement

2. Provide the following information and attach written verification of any commitments received. If you do not have any commitments, provide the name of the lender you are working with.

Lender Name _____ Phone number _____

Contact Person _____

Address _____

Commitment Amount \$ _____ Rate/Term _____

3. Identify the total amount of other funds (private and/or public) in the project that would be leveraged by Housing Division dollars?

Funding Source	Amount Leveraged
	\$
	\$
	\$
	\$
	\$
	\$
	\$
TOTAL FUNDS LEVERAGED	\$

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MILWAUKEE COUNTY
HOUSING FOR HEALTHY INITIATIVES

APPLICATION FOR FUNDING 2013

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MILWAUKEE COUNTY
HOUSING FOR HEALTHY INITIATIVES

APPLICATION FOR FUNDING 2013

PART V: CAPACITY AND EXPERTISE

1. Has your agency previously undertaken this type of project before?

_____ Yes _____ No

a. If yes, identify the three most recent projects completed:

2. Identify the staff responsible to complete the project and indicate any experience specifically related to this project

2. Briefly summarize the project management plan. Identify the staff or agency responsible for ongoing project management and any experience specifically related to this project.

Attach copy of Management Plan.

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HOUSING FOR HEALTHY INITIATIVES

APPLICATION FOR FUNDING 2013

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PART VI: FURTHERANCE OF HOUSING DIVISION GOALS

1. Explain how this project serves the lowest-income segment of the population:

2. Does the project affordability period exceed the minimum period required by Milwaukee County (please refer to page 3)?

_____ Yes _____ No

Affordability Period Required by County: _____ (years)

Affordability Period Proposed for Project: _____ (years)

3. Does this project increase the diversity of housing types in the neighborhood?

Responses to this question should describe how the proposed project will provide a new type of housing choice in the neighborhood in which it is situated.

_____ Yes _____ No

MILWAUKEE COUNTY
HOUSING FOR HEALTHY INITIATIVES

APPLICATION FOR FUNDING 2013

a. If yes, please describe:

4. Will this project utilize green building principles?

_____ Yes _____ No

a. If yes, please describe:

5. Will this project coordinate with and enhance the work of other entities in the neighborhood, such as employers, business improvement districts, schools, job training agencies or social service agencies?

(e.g. Example #1: Developers may have an MOU with a job training agency, agreeing to help train and/or employ the agency's clients – either in the construction of the project or in the ongoing management and operations of the project.

Example #2: Developers may have sited their project in a specific location as a result of discussions with neighborhood employers that have identified the lack of suitable affordable housing for their employees as a concern.)

_____ Yes _____ No

MILWAUKEE COUNTY
HOUSING FOR HEALTHY INITIATIVES

APPLICATION FOR FUNDING 2013

a. If yes, please describe:

7. Will this project serve as a starting point for future projects to serve this population?

_____ Yes _____ No

a. If yes, please describe:

In this section please describe all the methods the project will utilize to employ and contract with local residents and businesses:

8. Will this project utilize workers from the neighborhood?

_____ Yes _____ No

a. If yes, please describe method of recruitment:

MILWAUKEE COUNTY
HOUSING FOR HEALTHY INITIATIVES

APPLICATION FOR FUNDING 2013

9. Will this project provide training opportunities or utilize local training programs to enhance employment opportunities to local residents?

_____ Yes _____ No

a. If yes, please describe:

10. Will this project give priority to Certified Milwaukee County Disadvantaged business enterprise contractors?

_____ Yes _____ No

a. If yes, please describe:

11. Will the project use contractors who pay family-supporting wages for all workers on the project?

_____ Yes _____ No

a. If yes, please describe:

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HOUSING FOR HEALTHY INITIATIVES

APPLICATION FOR FUNDING 2013

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