

## MEMORANDUM OF UNDERSTANDING

### CAPITAL REGION PARTNERSHIP FOR SUSTAINABLE COMMUNITIES

#### 1. Purpose

The purpose of this Memorandum of Understanding (MOU) is to provide mutual understanding among members of the Capital Region Partnership for Sustainable Communities of the goals, benefits, roles and responsibilities, decision-making, new membership, and grant activities associated with the Capital Region Sustainable Communities Initiative.

#### 2. Background

Leaders from public and private sectors and community members in the Capital Region (Wisconsin) recognize the importance of working together to maintain and improve the region's strength in economic opportunity, excellent natural resources, and quality of life. Challenges – such as efficient and equitable transportation, improving water quality, providing housing options near jobs and transit, increasing capital investments and jobs, and fostering career opportunities for all - are interrelated and span municipal borders. They cannot be solved by individual municipalities or organizations acting alone or through single-focus methods. They require public-private collaboration and multi-pronged approaches.

In summer 2010, twenty-seven governmental, business and non-profit entities came together as the Capital Region Partnership (Partnership) for Sustainable Communities to seek funding for collaborative and multi-faceted approaches to regional challenges. Led by the Capital Area Regional Planning Commission (CARPC), the Partnership secured a three-year, \$1.975 million Sustainable Communities Regional Planning Grant (SCRPG) from the U.S. Department of Housing and Urban Development (HUD) for the Capital Region Sustainable Communities Initiative (CRSCI). The CRSCI promotes regional collaboration, through the Partnership, and sustainable communities through a range of activities. One of the requirements of the SCRPG is to execute an agreement, or MOU, within 120 days of the grant start date.

As part of the Capital Region's SCRGP application, each Partnership member signed a Letter of Commitment in which they committed to "work as a partner in the Regional Partnership for Sustainable Communities to cooperatively carry out the goals and program of the CRSCI and advance the Livability Principles and goals of the federal Sustainable Communities Partnership." In addition, the letters stated that, "if selected for funding, I will work with other partners to establish a formal consortium agreement, including management and governance provisions, to be executed no later than 120 days after the effective start date of the grant agreement." This Memorandum of Understanding (MOU) serves as the formal consortium agreement.

### **3. Definition of Sustainable Communities**

The Sustainable Communities Regional Planning Grant Program (SCRPG) defines sustainable communities as:

Urban, suburban, and rural places that successfully integrate housing, land use, economic and workforce development, transportation, and infrastructure investments in a manner that empowers jurisdictions to consider the interdependent challenges of: 1) economic competitiveness and revitalization; 2) social equity, inclusion, and access to opportunity; 3) energy use and climate change; and 4) public health and environmental impact.

This was the definition used in the Partnership Letters of Commitment to describe the Capital Region Sustainable Communities Initiative. This definition will serve as a working definition for the purposes of the CRSCI until such a time, if any, as the Partnership decides on a different definition.

### **4. Commitment to Goals and Long-Term Desired Outcomes**

Partnership members commit to work together to achieve the goals and long-term desired outcomes of the SCRPG Program (see Attachment A), which include the Livability Principles of the federal Partnership for Sustainable Communities.

### **5. Commitment to the Capital Region Sustainable Communities Initiative**

In pursuit of the SCRPG goals and long-term desired outcomes Partnership members commit to work together to carry out the activities of the CRSCI as described in Attachment B.

### **6. Commitment to the Capital Region Partnership for Sustainable Communities**

Partnership members commit to working together as a group to:

- A. Establish shared vision, goals, and performance measurements for sustainable communities in the Capital Region.
- B. Create a venue for positive synergy and education for Partnership members and other interested parties to increase understanding of the challenges, issues and opportunities related to sustainable communities.
- C. Establish Work Groups as needed to carry out the CRSCI.
- D. Conduct education and engagement to increase visibility and awareness of the CRSCI among for elected officials and the general public.
- E. Establish recommended implementation steps for government and private sector stakeholders to achieve sustainable development goals.

- F. Work to identify resources needed, beyond those committed to the CRSCI, to accomplish recommended implementation steps.

## 7. Benefits to Partnership Members

Through participation in the CRSCI, Partnership members can realize the following benefits:

- A. Ability to contribute to a shared understanding, vision and goals for sustainable communities in the region.
- B. Foster alignment of organizational goals with broader regional goals.
- C. Increased understanding of sustainable communities issues and regional approaches to address those issues.
- D. Increased capacity of members and the region to accomplish goals and achieve desired results.
- E. Opportunities to access funding and investment from public and private sources who recognize the value of coordinated approaches to regional challenges.
- F. Make connections with others across sectors and disciplines that may benefit your organization.
- G. Recognition, in CRSCI materials and from others, for leadership and involvement in regional sustainable community efforts.
- H. For Partnership members who are “subgrantees,” funding to carrying out CRSCI activities. (Subgrantees are entities that contract with “grantees.” Grantees are entities that contract with federal agencies like HUD. CARPC is the grantee for the SCRPG).

## 8. Common Responsibilities of Partnership Members

The following responsibilities apply to all partnership members.

- A. **Advance sustainable communities in the Capital region.** Members work to: advance sustainable communities through their commitment to the goals and long-term desired outcomes of the SCRPG Program; to carry out the activities of the CRSCI; and to take measures where feasible to implement recommendations established by the Partnership.
- B. **Appoint a primary point of contact.** Members will designate a primary representative for the Partnership. This person will be responsible for informing other key people within the municipality, agency or organization of the Partnership’s activities. The representative will also be responsible for informing other Partnership members of activities of the municipality, agency or organization relevant to the work of CRSCI. Members will inform CARPC if the representative changes, and will provide CARPC with name and contact information of the new representative.
- C. **Participate in the Partnership.** Effectiveness of the Partnership depends on full participation. Member representatives or their designees will come prepared for, attend and participate in

Partnership or Work Group meetings or other CRSCI events, as per their commitment of in-kind support. Representatives will notify CARPC in advance if they are unable to attend meetings, and will seek to designate someone else in their organization to attend the meeting in their place. Members will participate in at least one Work Group established by the Partnership.

- D. **Adopt and follow ground rules.** To facilitate constructive dialog, members will establish and follow meeting ground rules, which will be enforced by the group as a whole.
- E. **Report in-kind expenses.** CARPC is required to submit financial reports to HUD. To enable CARPC to meet this requirement, representatives will report in-kind expenses to CARPC within 10 business days of request by CARPC.
- F. **Ensure broad participation.** Members will help ensure that a full range of voices are represented and have the opportunity to influence decision-making.

## 9. Individual Responsibilities of Partnership Members

In addition to the common responsibilities listed above, individual members have specific responsibilities as outlined below and detailed in the CRSCI Workplan.

**Capital Area Regional Planning Commission (CARPC).** CARPC has responsibilities as lead agency for the SCRPG, to enter into Subgrantee Agreements, staff Partnership meetings, lead conference planning and implementation, conduct Future Urban Development Area (FUDA) planning, commission transit and market studies, conduct transit-oriented development (TOD) site planning, hire and manage SCRPG-funded staff, maintain CRSCI website and email list, and manage media relations.

**Lead Agency.** As lead agency, CARPC enters into a Cooperation Agreement with HUD to:

*Maintain the Line of Credit Control System (LOCCS) account, the telephone or online system for accessing grant funds.*

*Draw down and disperse grant funds according to the terms of the Cooperation Agreement and Subgrantee Agreements.*

*Pay related administrative expenses (all CARPC administrative staffing, rent, and legal expenses are in-kind match).*

*Monitor work of the Partnership members to collect information related to progress towards short-term grant objectives.*

*Submit all required reports to the Office of Sustainable Housing and Communities (OSHC) staff.*

**Enter into Subgrantee Agreements.** CARPC, as lead agency and “grantee” will enter into agreements with Dane County, the City of Madison, the City of Fitchburg, the Wisconsin

Department of Natural Resources (DNR), and the UW-Madison Department of Urban and Regional Planning (URPL), who will act as “subgrantees” to carry out projects as described in the Capital Region SCRPG application and CRSCI Workplan. The Subgrantee Agreements include funding amounts and terms and conditions governing each project. All of the terms and conditions of the Cooperation Agreement flow down to all subgrantees and, in turn, any entities they contract with to carry out SCRPG activities.

**Staff Partnership activities.** CARPC will provide primary staffing support to the Partnership, staff team, and Partnership Work Groups. Staffing support includes meeting planning, facilitation where appropriate, preparing meeting summaries, conducting research and presenting information, preparing reports, and other tasks as required. CARPC staff support of Partnership Work Groups will be provided to the extent possible with existing CARPC Community Planning staff and staff hired with SCRPG funds.

**Carry out conference planning.** CARPC staff will lead efforts to plan and implement three annual conferences.

**Conduct FUDA planning.** CARPC will conduct multi-jurisdictional FUDA planning in three to nine Urban Service Areas (USAs) in the region, as described in the SCRPG application and CRSCI Workplan.

**Commission transit and market studies.** CARPC, with the guidance of the Madison Area Transportation Planning Board, will select, hire and monitor consultant(s) to study and report on the potential for enhanced transit including bus rapid transit and transit-oriented development along regional transportation corridors, as described in the SCRPG application and CRSCI Workplan. CARPC will seek and select consultant(s), with guidance as needed from Partnership members and others, to study the potential demand for higher-density residential and commercial development mixed-use development in transit corridors, infill and redevelopment areas, and other potential areas to be identified.

**Create an inventory of infill and redevelopment properties.** CARPC will, with assistance from Dane County and other communities, create an inventory of properties with potential for infill development or redevelopment. Emphasis will be placed on redevelopment areas already identified in existing plans.

**Conduct TOD site planning.** CARPC will carry out TOD planning activities as described in the SCRPG application and CRSCI Workplan.

**Hire, train and manage SCRPG-funded staff.** CARPC will hire, train and manage three full-time positions, funded with the SCRPG, of a Senior Planner, Urban Designer/Planner, and Restoration Biologist/Ecologist; a half-time position of GIS Specialist; and an intern (part-time). These will be project positions, funded for the duration of the Capital

Region's SCRPG. The new positions, and existing CARPC staff identified as in-kind match in the CRSCI application (see CRSCI budget in Attachment C), will support all activities listed under CARPC responsibilities in this MOU.

**Maintain CRSCI website and email list.** CARPC will maintain a website at the domain name, [www.capitalregionscrpg.org](http://www.capitalregionscrpg.org), to provide information related to CRSCI to the public and Partnership members. CARPC will maintain a list of email addresses from people who request to receive information about CRSCI. CARPC will send information and updates, as appropriate, about CRSCI to the email list.

**Manage media relations.** CARPC will issue news releases and contact or respond to contacts with representatives of the media as appropriate.

**Madison Area Transportation Planning Board (MATPB).** MATPB will provide guidance for design of transit studies, selection of consultant(s), and evaluation of consultant(s) reports. Guidance will include preparation of a request for qualifications (if needed), request for proposals, comments to consultant(s) proposals, and comments on draft consultant(s) reports. MATPB will coordinate, as appropriate, CRSCI transit and TOD planning with the Dane County Regional Transit Authority.

**City of Madison.** The City will enter into a Subgrantee Agreement with CARPC to administer the Madison Sustainability Commerce Center project. The City will provide guidance and direction for selection of transit-oriented development (TOD) study areas.

**Dane County.** The County will enter into Subgrantee Agreements with CARPC for two projects: the Fresh Vegetable Packing House Feasibility Study and Business Plan; and the Local Fresh Food Market in South Madison Area Business Plan. Dane County will provide staffing assistance for development of an inventory of parcels suitable for infill development and redevelopment.

**City of Fitchburg.** The City will enter into a Subgrantee Agreement with CARPC for the 100 Percent Stormwater Infiltration for High-Density TOD Strategies.

**University of Wisconsin-Madison, Department of Urban and Regional Planning (URPL).** URPL will enter into a Subgrantee Agreement with CARPC for development of sustainability indicators, a data collection and reporting system, and three trainings for Partnership members and the community on sustainability indicators and data systems.

**Wisconsin Department of Natural Resources (DNR).** DNR will enter into a Subgrantee Agreement with CARPC for development and application of the Ecological Limits of Hydrological Alteration model for use in evaluating the impact on area hydrology of alternative development scenarios.

**Dane County Housing Authority, Wisconsin Partnership for Housing Development, and Project Home** – provide guidance to the Partnership for developing recommendations for a regional housing strategy.

**Urban League of Greater Madison, Latino Support Network, and United Way of Dane County** – provide guidance to the Partnership for increase participation and the voice of traditionally under-represented people in area planning and decision-making.

**The City of Middleton, Villages of Waunakee and DeForest, and Towns of Springfield, Westport and Windsor** will participate in FUDA planning.

## **10. Partnership Membership**

The 27 entities that submitted Letters of Commitment for the CRSCI (see Partnership list in Attachment D) are the signatories to this MOU and comprise the initial membership of the Partnership. Participation in the Partnership is voluntary. Members may withdraw from the Partnership at any time by submitting a letter to CAPRC (who will distribute to Partnership members), stating the reasons for the withdrawal.

## **11. Expansion of Partnership Membership**

It is the intent of the Partnership to be inclusive and broadly representative. Jurisdictions, agencies and organizations may join the Partnership by executing this MOU and thereby agreeing to its terms and commitments. Partnership members will seek to encourage new members as needed to ensure broad representation.

## **12. Meetings**

The Partnership will meet quarterly during the term of the CRSCI (February 15, 2011 to February 14, 2014). CAPRC will send meeting notices, agendas and any meeting materials by email to Partnership representatives at least one week in advance of the meetings. A quorum of at least 60 percent of Partnership members must be present to hold a meeting.

## **13. Work Groups**

The Partnership will form work groups to focus efforts on specific projects or tasks of the CRSCI, as identified in the CRSCI grant application, and make recommendations to the Partnership. Partnership and work group members will discuss and refine, as necessary, recommendations with the goal of reaching consensus. Work groups will be responsible for appointing a chair, setting a meeting schedule, establishing goals, deliverables and a timeline for completion, and reporting to the Partnership. CAPRC will provide staff support for up to three work groups. A work group of staff members from various Partnership members may convene for the purpose of planning Partnership meetings and otherwise providing guidance to the Partnership.

## **14. Decision-Making**

The goal of the Partnership is to make decisions by consensus. Decisions made by consensus have higher likelihood of implementation because they are widely supported. As an advisory group, broad support of Partnership recommendations is needed to achieve desired outcomes. Decision items must be included on the meeting agenda distributed to Partnership members in advance.

Members commit to seeking consensus through a mutually respectful give and take of thoughts and ideas with the intent of reaching a decision acceptable to all. Partnership members also recognize that dissent is a healthy component of constructive dialog. Dissent carries with it the responsibility for articulating one's viewpoint, the reasons behind the viewpoint, and a willingness to find common ground. Dissent can take the form of: 1) Disagreement with a proposed decision but willingness to accept it if it is the desire of most of the rest of the group; or 2) Objection and unwillingness to accept a proposed decision. If the first form of dissent persists after discussion, a consensus decision among those present may proceed with points of disagreement recorded in the meeting minutes. If the second form of dissent persists, it may mean that sufficient common ground does not exist to go forward with the proposed decision. In some cases, however, a supermajority of two-thirds or more of those present may decide to adopt a proposed decision if they feel such a decision is necessary to carry out the activities of the CRSCI. Supermajority decisions should not be taken when they will undermine the effectiveness of the Partnership or the CRSCI. It will be the responsibility of the Partnership to state the reasons why a decision by supermajority is necessary for the CRSCI. The Partnership may elect to establish a specific procedure and/or criteria for determining when to trigger a super majority decision.

**15. Term of MOU**

The term of the MOU is from execution of the MOU until February 14, 2014.

**16. Member Matching Funds and Signature**

[NAME OF ORGANIZATION] has read and understands the provisions of this MOU, and agrees to the terms and conditions of the MOU.

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name, Title

[NAME OF ORGANIZATION] agrees to provide the following matching contribution to support the CRSCI:

_____ Description of Match	\$ _____ Amount
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## Attachment A

### Sustainable Communities Regional Planning Grant (SCRPG) Program Goals and Long-Term Desired Outcomes

#### SCRPG Goals

The goals of the federal SCRPG Program, as listed in the Notice of Funding Availability (NOFA), are to:

1. Foster the development of sustainable communities throughout the United States that are consistent with the following **Livability Principles**:
  - a. **Provide More Transportation Choices.** Develop safe, reliable, and affordable transportation choices to decrease household transportation costs, reduce energy consumption and dependence on foreign oil, improve air quality, reduce greenhouse gas emissions, and promote public health.
  - b. **Promote equitable, affordable housing.** Expand location- and energy-efficient housing choices for people of all ages, incomes, races, and ethnicities to increase mobility and lower the combined cost of housing and transportation.
  - c. **Enhance Economic Competitiveness.** Improve economic competitiveness through reliable and timely access to employment centers, educational opportunities, services, and other basic needs by workers, as well as expanded business access to markets.
  - d. **Support Existing Communities.** Target federal funding toward existing communities—through strategies like transit-oriented, mixed-use development, and land recycling—to increase community revitalization and the efficiency of public works investments and safeguard rural landscapes.
  - e. **Coordinate Policies and Leverage Investment.** Align federal policies and funding to remove barriers to collaboration, leverage funding, and increase the accountability and effectiveness of all levels of government to plan for future growth, including making smart energy choices such as locally generated renewable energy.
  - f. **Value Communities and Neighborhoods.** Enhance the unique characteristics of all communities by investing in healthy, safe, and walkable neighborhoods—rural, urban, or suburban.
2. Support metropolitan areas and multijurisdictional partnerships that commit to adopt integrated plans, strategies, and management tools to become more sustainable.
3. Facilitate strong alliances of residents and regional interest groups that are able to maintain a long-term vision for a region over time and simultaneously support progress through incremental sustainable development practices.

4. Build greater transparency and accountability into planning and implementation efforts.
5. Expedite implementation of the Livability Principles through changes in local zoning and land use laws and regulations that remove barriers to sustainable development for housing, economic development, transportation, and related water, sewer, and other environmental quality issues.
6. Align local, state, and tribal capital improvement programs with the Livability Principles.
7. Assist all regions to move toward sustainability and livability, and, for the regions that have shown a long-term commitment to sustainability and livability, prepare them for implementation and to demonstrate on-the-ground results.

### Long-Term Desired Outcomes

The outcomes of the SCRPG Program, as stated in the NOFA, will be a generation of regional plans that are configured to produce the following:

1. **Creation of shared elements** in regional transportation, housing, water, and air quality plans tied to local comprehensive land use and capital investment plans.
2. **Aligned federal planning and investment resources** that mirror the local and regional strategies for achieving sustainable communities.
3. **Increased participation and decision-making** in developing and implementing a long-range vision for the region by populations traditionally marginalized in public planning processes.
4. **Reduced social and economic disparities** for the low-income and communities of color within the target region.
5. **Decrease in per capita Vehicle Miles Traveled (VMT)** and transportation-related emissions for the region.
6. **Decrease in overall combined housing and transportation costs per household.**
7. **Increase in the share of residential and commercial construction on underutilized infill development sites** that encourage revitalization, while minimizing displacement in neighborhoods with significant disadvantaged populations.
8. **Increased proportion of low and very low-income households within a 30-minute transit commute** of major employment centers in urban, suburban, and rural settings.

The Capital Region SCRPG application included the following additional long-term desired outcomes:

9. **Increase protection of natural resources** and **preserve farmland and viable agriculture** in the region.
10. **Increased proportion of affordable housing units that have good access to a supermarket or grocery store** that provides quality fresh foods.
11. **Increase in walking, biking and transit** as mode share.

## Attachment B

### Capital Region Sustainable Communities Initiative Activities

**Activity A: Develop a broad partnership to advance regional sustainable development.** The Capital Region Partnership for Sustainable Communities will work together to: identify shared long-term desired outcomes for regional sustainable development; provide guidance for CRSCI projects; provide leadership to advance desired outcomes through education and outreach; and promote implementation of the desired outcomes through their incorporation into local plans, policies and practices, and by using sustainability indicators to measure progress.

**Activity B: Prepare plans for enhanced transit and transit-oriented development.** Regional and local plans promote regional transit and transit-oriented development. To help accomplish these outcomes, the CRSCI will commission studies and conduct planning and design to promote enhanced transit including bus rapid transit and transit-oriented development along regional transportation corridors, better connect low-income neighborhoods and communities of color to employment and activity centers, and to foster redevelopment that addresses neighborhood needs. Desired outcomes of these activities include reduced vehicle-miles traveled and increased access for low-income neighborhoods to jobs and services.

**Activity C: Prepare Future Urban Development Area (FUDA) plans for sustainable urban growth.** Regional and local plans promote urban growth in walkable, diverse neighborhoods, and preservation of important natural resources and farmland. To help accomplish these outcomes, the CRSCI will conduct multi-jurisdictional scenario planning in communities and surrounding rural areas throughout the region. Environmental inventories of long-range planning areas and GIS-based modeling will enable analyses of alternative growth scenarios. Charrettes will engage stakeholders and citizens to help design and select preferred scenarios. Desired outcomes include local comprehensive plan amendments that guide growth to infill and redevelopment areas, and to walkable, diverse neighborhoods, and that better protect natural resources and farmland.

**Activity C: Close equity, housing and air quality gaps in local and regional plans.** Local and regional plans for area development and preservation lack some components of a full regional plan for sustainable development, as described in the SCRPG NOFA. Specifically, the plans, taken together, lack a regional housing strategy, measures to ensure participation of traditionally under-represented groups, and strategies to reduce greenhouse gas emissions and improve air quality. The CRSCI will work to close these gaps by engaging members of the SCRPG consortium to inventory existing and related efforts, identify best practices and prepare recommendations for updates to local and regional plans.

**Activity E: Demonstrate sustainable development through catalytic projects.** Communities in the Capital Region have embarked on catalytic projects that demonstrate sustainable development practices. The CRSCI includes four catalytic projects of regional significance:

- *Sustainability Commerce Center* – Bring together leading established and emerging entrepreneurial firms in the field of sustainability (energy, construction, transportation, food systems, materials, consulting, etc.) to grow green businesses and job opportunities. The facility will feature building design, construction and operations using the most advanced measures of sustainability. Located in Madison’s primary redevelopment district, Capital East, adjacent to downtown along a proposed light rail corridor and a proposed high-speed commuter rail line, the Center will also provide space and programming for public education on sustainability.
- *100 Percent Stormwater Infiltration for High-Density TOD* - Create and implement stormwater guidelines and templates to control post development runoff volumes for a planned transit-oriented development in the City of Fitchburg to demonstrate practices that allow high density development to maintain the hydrology of receiving streams and maintain the groundwater of the region on which it depends for its municipal water supply. The strategies and practices developed will provide guidance for developments throughout the region.
- *Fresh Vegetable Packing House* - Prepare a business plan for the development of an aggregation, storage and distribution facility that connects growers in the Capitol Region with wholesale buyers in southern Wisconsin and northern Illinois for the purpose of preserving, strengthening and promoting local Wisconsin agriculture and improve healthy food access in underserved communities.
- *Local Fresh Food Market in South Madison Area* – Prepare a business plan, in conjunction with Growing Power, for the development of a neighborhood-scale market that connects growers in the Capitol Region with retail buyers in the low-income and largely minority Southdale Neighborhood, as well as other area neighborhoods currently not served by a nearby grocery store.

**Activity F: Establish sustainability indicators and track progress towards long-term desired outcomes.**

The CRSCI will partner with the University of Wisconsin, Department of Urban and Regional Planning (URPL) to work with CARPC and consortium partners to develop sustainability indicators, prepare and implement a data management plan, analyze data, and assess progress towards goals using performance metrics.

**Attachment C**  
**Capital Region Sustainable Communities Initiative Budget**

**Grant Funds**

Personnel (salary and fringe)

Urban Designer/Planner (100%)	\$250,174
Senior Community Planner for scenario planning (100%)	\$256,560
Restoration Biologist (100%)	\$284,493
GIS Specialist (50%)	\$96,301
Intern Support	<u>\$11,232</u>
	\$898,760

Contracts

City of Madison (Sustainability Commerce Center)	\$300,000
City of Fitchburg (Zero Run-off/TOD Project)	\$30,000
Dane County (Local Food Processing Feasibility Study)	\$75,000
Dane County (Fresh Market Business Plan)	\$75,000
UW-Urban & Regional Planning (program evaluation)	\$105,000
Neighborhood Groups (TOD planning & Design)	<u>\$58,831</u>
	\$643,831

Consultants

Transportation (Transit Capacity Study)	\$175,000
Real Estate (housing market study)	\$50,000
Real Estate (commercial market study)	\$50,000
Ecological Limits of Hydrological Alteration Model	<u>\$50,000</u>
	\$325,000

Operating (travel, supplies and materials, printing, training, other)	\$129,841
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<i>Total Grant Funds</i>	<i>\$1,997,432</i>
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**Matching Funds (in-kind and cash)**

CARPC Personnel (salary and fringe)

Kamran Mesbah, Project Director (25%)	\$106,076
Steve Steinhoff, Day-to-Day Project Manager (100%)	\$256,560
Bridgit Van Belleghem, Community Planner (100%)	\$191,103
Mike Kakuska, Senior Environmental Planner (30%)	\$90,822
Mike Rupiper, Environmental Engineer (20%)	\$57,753
Graphic Designer (25%)	\$62,227
GIS Specialist (10%)	\$18,397
Administrative Services Manager (10%)	\$21,323
Intern Support	<u>\$8,920</u>
Total	\$813,179

Other CARPC match	<u>\$19,890</u>
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Total CARPC Match	\$833,069
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## Capital Region Partnership for Sustainable Communities Memorandum of Understanding

### Partner Match

Madison Area Transportation Research Board (transit study)	\$180,000
Madison Metro (transit study)	\$5,472
Department of Natural Resources (ELOHA model)	\$50,000
City of Madison (Sustainability Commerce Center)	\$264,000
Dane County (Vegetable Packing House & Fresh Food Market)	\$165,000
Other Partner in-kind contributions	<u>\$310,433</u>
Total Partner Match	\$974,905
<i>Total Match</i>	<i>\$1,807,974</i>

**Attachment D**

**Capital Region Partnership for Sustainable Communities List of Signatories**

The following jurisdictions, agencies and organizations submitted Letters of Commitment to support the Capital Region's funding application for a Sustainable Communities Regional Planning Grant (SCRPG). Upon receipt of the grant from the U.S. Department of Housing and Urban Development (HUD), the entities agreed to enter into a Memorandum of Understanding to carry out the Capital Region Sustainable Communities Initiative, as described in the SCRPG application and the Cooperation Agreement between HUD and the CRSCI lead agency, the Capital Area Regional Planning Commission (CARPC).

Capital Area Regional Planning Commission  
Capital Region Advocacy Network for Environmental Sustainability  
City of Fitchburg  
City of Madison  
City of Middleton  
City of Monona  
Dane County  
Dane County Housing Authority  
Home Savings Bank  
Latino Support Network  
M & I Bank  
Madison Area Builders Association  
Madison Area Transportation Planning Board  
Madison Metro  
Madison Metropolitan Sewerage District  
Project Home  
Town of Dunn  
Town of Springfield  
Town of Sun Prairie  
Town of Westport  
Town of Windsor  
United Way of Dane County  
University of Wisconsin-Madison, Dept. of Urban and Regional Planning  
Urban League of Greater Madison  
Village of Waunakee  
Wisconsin Department of Natural Resources  
Wisconsin Partnership for Housing Development