

**City of Madison
Community Development Division
Request for Proposals
RFP #8957-2020
Developers Seeking 2021 WHEDA Tax-Credits
For Rental Housing Development**

Due Date: July 15, 2020

**Prepared by:
Alfred McConnell
Jim Rodgers
Odessa Senior Housing, LLC
2677 Orrington Avenue, Evanston IL 60201**



Table of Contents

1. RFP Application Form and Budget Workbook
2. Development Team's Experience & Capacity
 - a. Experience developing multifamily housing for low- and moderate-income households, including:
 - i. Experience obtaining and utilizing LIHTC, including number of projects, number of units and location of LIHTC and/or affordable housing units your organization has developed;
 - ii. Experience obtaining and utilizing federal, state, city and other financing resources, including number of projects, number of units and location of projects with federal LIHTC, HOME, CDBG, EECBG, or Section 108 funds.
 - b. Experience with participating in public/private joint ventures.
 - c. Years in existence and staff qualifications (briefly).
 - d. Financial capacity of the organization to secure financing and complete the proposed project.
 - e. Developer's experience with, including number of projects, number of units and location of projects developed with integrated support housing units.
 - f. Proposed property management entity or partner's experience including number of projects, number of units and location of projects managed. Be sure to address the property management entity's performance record and approach with integrated support services as well as with inclusive and culturally-sensitive property management and marketing practices.
 - g. List of any architectural awards, service awards, or green building certifications that your organization has received.
 - h. Project Organizational Chart, including ownership interest percentages.
3. Additional Application Materials
 - a. Letter(s) from Supportive Service Provider(s) detailing the type and level of services they intend to provide and affirming that the level of services that will be made available are adequate for the number of supportive housing units and target population.
 - b. Detailed site map and a second map showing the site in the context of the City using the Affordable Housing Targeted Area Map.
 - c. A preliminary site plan and drawings, if available.
 - d. Focus on Energy Initial Application confirmation page. (Question 49 AHF Application).
 - e. Tenant Selection Plan (Attachment B-1) & attached parameters for criminal background checks.
 - f. HUD Affirmative Fair Housing Marketing Plan (Attachment B-2).
 - g. Oakbrook Corporation Management Property Management List.
 - h. Written confirmation of zoning status.
4. Designation of Proprietary and Confidential Information – Attachment D - NA

Affordable Housing Fund (AHF) Application

This application form should be used for projects seeking City of Madison AHF funds. Applications must be submitted electronically to the City of Madison Community Development Division by **noon on July 15, 2020**.

Email to: cddapplications@cityofmadison.com

APPLICANT INFORMATION

Proposal Title: Avenue Square Senior Apartments (Final name not yet determined)

Amount of Funds Requested: \$1,500,000 Type of Project: New Construction Acquisition/Rehab

Name of Applicant: Odessa Senior Housing, LLC

Mailing Address: 2677 Orrington Avenue, Evanston IL 60210

Telephone: (847) 491-9707 Fax: _____

Admin Contact: Jim Rodgers Email Address: jrodgers4514@gmail.com

Project Contact: Jim Rodgers Email Address: jrodgers4514@gmail.com

Financial Contact: Jim Rodgers Email Address: jrodgers4514@gmail.com

Website: _____

Legal Status: For-profit Non-profit Type of LIHTC Application: 4% 9%

Anticipated WHEDA Set-Aside: General Preservation Non-Profit Supportive Housing

Federal EIN: _____ DUNS #: _____

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 <http://www.cityofmadison.com/dcr/aaFormsID.cfm>.

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: Alfred G McConnell

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: AM

PROPOSAL DESCRIPTION

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

Avenue Square Senior [Apartments] will be a newly constructed eighty unit (80 unit) affordable, senior (55+) development located at 1802-1818 Packers Avenue & 2102 Schlimgen Avenue in Madison, Wisconsin. The eighty (80) units will include sixty (60) units at 60% or less of the CMI income and rent limits and sixteen (16) of those units will be further segmented for individuals and families at the 30% CMI limit. This development has incorporated a development strategy that ends the isolation of very low-income households through the creation of economically diverse housing. Twenty (20) units will be no income restriction market rate units that represent 25% of the apartment building units, providing a full complement of rental cost choices at this development location.

This senior-only (55+) building is a 80-unit, four-story elevatored building with 58 underground parking spaces and 44 surface parking spaces. At least 1,048 square feet of commercial space will also be located in this building. A commercial tenant has not been identified at this time.

This senior development will provide a much-needed senior-housing option for Madison's north senior residents, an area of Madison that has had no new senior affordable housing developed since the late 1990s when Sherman Glen senior apartments was built less than 6/10ths of a mile away. As part of the site redevelopment, a single family home at 1802 Packers Ave., an existing small vacant office building and shed at 1814 Packers Ave, and a two unit at 1818 Packers will be demolished. The introduction of this development will provide more affordable housing options in this market area and assist with gentrification and displacement risk concerns as identified in the City of Madison commissioned report in 2019 "Equitable Development."

Please note the development team is submitting this funding request contemplating a 9% tax credit application to WHEDA in December. Pending further review of the new WHEDA tax credit scoring criteria, finally posted on July 10, 2020, potentially as well, a 4% application to WHEDA may be submitted in December for LIHTC tax credit consideration.

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

Type of Project: New Construction Acquisition/Rehab
 Type of Project: Multi-family Senior (55+ or 62+ yr. old): _____

Total number of units: 80

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

Total % affordable of units (<60% CMI): 75%

Total amount of AHF requested per affordable unit: 25,000

Number of units supported by Section 8 project-based vouchers, if known: 0 PBV CMI level: _____

AFFORDABLE HOUSING INITIATIVE FUND GOALS & OBJECTIVES

3. Please check which of the following goals outlined in the Request for Proposals are met with this proposal:

1. Increase the supply of safe, quality, affordable rental housing throughout the City that ensures long-term affordability and sustainability.
2. Preserve existing income- and rent-restricted rental housing to ensure long-term affordability and sustainability.
3. Improve the existing rental housing stock in targeted neighborhoods through acquisition/rehab to create long-term affordability and sustainability.

AFFORDABLE HOUSING NEEDS

4. Describe your knowledge of and experience in identifying affordable housing needs of the City of Madison.

Since the mid-1990s, Alfred G. McConnell has gained extensive experience in identifying affordable-housing needs and in creating affordable-housing developments in Wisconsin and Illinois (See Section 2 for an attached list of tax-credit housing). While none of the developments listed are specific to the City of Madison, the expertise required to accurately assess affordable housing needs is directly transferable to the metropolitan Madison market.

Jim Rodgers was born and raised in Madison and has spent 25+ years intricately involved in affordable-housing development and asset management throughout Wisconsin and retains a special knowledge of the City related to his Madison roots. As a child and young teenager, Jim bicycled in this Aberg neighborhood.

In the fall of 2019, McConnell and Rodgers identified the subject site as a potential 2020 WHEDA tax-credit application candidate. In December 2019, the development team submitted the subject site to WHEDA (the Wisconsin state housing authority) as the subject of a 9% tax-credit application. In April 2020, WHEDA approved the subject tax-credit application.

5. Please describe the anticipated demand for the proposed target populations served in this location.

A market study was completed in December 2019 as part of 9% application for tax credits for 1814 Packers that contemplated 64 affordable units at 1814 Packers Avenue and 2102 Schlimgen Avenue. This application to the Affordable Housing Fund is for now for 80 total units and 60 affordable units.

The building footprint has been expanded to include now 1802 & 1818 Packers Avenue which has allowed the unit count to increase to 80 units total.

The following findings were contained in the prior 64 unit Avenue Square market study (a requirement of WHEDA for any tax-credit application):

- A capture rate of 3%. This capture rate indicates that the primary market area appears to include a sufficiently large target market to absorb the proposed apartments.
- A penetration rate of 16.2%. This penetration rate means that the subject development and its most direct competitors must attract approximately 16% of all potentially qualifying target market households to achieve full occupancy, which leaves the remaining 84% of qualifying target market households to be satisfied by less directly competitive forms of rental housing. The market-study provider considers the market's 16.2% penetration rate, assuming development of the subject property as very strong evidence that:
 1. The primary market area is not overbuilt with affordable independent-senior rental housing
 2. There is a large unmet need for affordable independent-senior rental housing in the primary market area.

The market study indicates:

1. An absorption rate of 14 apartments per month
2. 95% occupancy in four (4) months, which is a relatively quick absorption rate.

Historically low vacancy rates and strong lease-up schedules continue to be positive characteristics of the Madison market. Given the location of the subject site and given that there have been no new senior apartments constructed in this submarket for almost 20 years, it is expected that Avenue Square will easily be fully leased within 4-6 months of issuance of the certificate of occupancy.

Upon request, this market study can be submitted to the City for further review. The City should know that the Avenue Square market study includes two other proposed developments in this market area:

1. MSP's proposed Huxley development (55 senior apartments; 55 family apartments)
2. The subject development team's second proposed tax-credit project (i.e., The Madisonian Apartments at 1825 & 1837 Aberg Avenue, Madison), a project that received an award of tax credits in April 2020.

INTEGRATED SUPPORTIVE HOUSING UNITS

6. Provide the number and percent of integrated supportive housing units proposed, the income category(ies) targeted for these units, and the population(s) you propose to serve (e.g. households experiencing or at risk of homelessness, formerly homeless families residing in Permanent Supportive Housing no longer in need of intensive support services, veterans, persons with disabilities, formerly incarcerated individuals, other, etc.).

Avenue Square will include 16 integrated supportive-housing apartments (20% of the total number of apartments in the proposed development), with those rent levels being 30% of the county median income (CMI).

The following are some of the details of those 14 apartments (at 30% CMI) that could have integrated supportive services provided by outside agencies with case management services available:

- 1-3 apartments for formerly incarcerated individuals -- case management services provided by Madison Urban Ministry
- Minimum 7 units for Veterans (Homeless/Nearly Homeless) -- anticipated case management services provided by Veterans Medical Center Homeless Program & Dane County Veterans Center
- 1-12 apartments for seniors (age 55+ and meeting 100%-150% of federal poverty guidelines) -- case management services provided by NewBridge

However, such defined support services do not preclude other supportive agencies from interfacing with residents at Avenue Square.

7. Please describe your proposed integrated supportive housing approach that will go beyond meeting WHEDA's supportive housing requirements outlined in the Appendix S Checklist of the WHEDA Qualified Allocation Plan targeting veterans and/or persons with disabilities. Please elaborate on which target populations you plan on serving and what supportive service partnership approach(es) you will use.

As indicated in Question 6, we intend to fill the integrated supportive-housing apartments with the following ranges of individuals/families in need of additional supportive services at the 30% CMI level:

- 1-3 apartments for formerly incarcerated housing (MUM)
- Minimum 7 apartments for Veterans (Anticipated Veterans Medical Center Homeless Program & Dane County Veterans Center)
- 1-12 apartments for seniors, by NewBridge

While these identified ranges of supportive-service apartments (along with identified supportive-service partners) meet all the requirements of the WHEDA tax-credit application (including Appendix S of the Qualified Allocation Plan), if our ranges of 30% of the apartments are not filled with the targeted supportive housing populations specified above, the development team will go above and beyond these requirements by working with outside agencies and organizations to identify individuals and/or families from the community-wide priority list in a good-faith attempt to fill at least a portion of the remaining available apartments with residents in need of supportive services. Already, we have been in contact with Melissa Sorensen at the Salvation Army who has agreed to help us fill any vacant 30% CMI-level apartments with residents who receive case management services through the DAWNS and RISE programs available through the Salvation Army.

8. 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, including service provider(s) from the Continuum of Care (see Attachment C), if applicable. Provide a detailed description of the type and level of supportive services (such as

assessment and referral, on-site intensive case management, etc.) that will be provided to residents of the proposed project.

Collaborative referral-based supportive-service partnerships will be established with NewBridge, MUM, and the Dane County Veterans Service Office, the Veterans Medical Center Homeless Program, and The Aging and Disability Resource Center (ADRC).

1. NewBridge Madison (NewBridge) offers referral and extended case-management support to older adults (generally within 100 - 150% of federal poverty guidelines) who require or request assistance from NewBridge's existing programming. NewBridge programs span from case management to nutrition counseling, matching older adults with volunteers to provide transportation and assistance to increase the ability of these older adults to maintain independence in their respective homes/apartments. Other NewBridge programming includes its Food Bridge Program in conjunction with RSVP and the River Food Pantry, whereby volunteers pick up and deliver groceries from local food pantries to home-bound/apartment-bound older adults to provide greater food security to vulnerable individuals. NewBridge also has a foot-care partnership for older adults and provides health equipment such as wheel chairs, walkers, canes, shower chairs, etc., for a small donation. These items are "loaned" to people during their time of need. NewBridge also offers a variety of classes and activities for learning, socializing, and community involvement on a monthly basis. A formal partnership between NewBridge and the Odessa Senior Housing, LLC, once the development has completed construction, will be executed, whereby Odessa Senior Housing, LLC will pay NewBridge \$15 per apartment per year for the following additional NewBridge programming:
 - a. NewBridge will host monthly office hours for case management staff to meet individually with residents at Avenue Square.
 - b. NewBridge will provide quarterly programming to benefit the needs of older adults at Avenue Square. (See Section 3a for support letter.)
2. MUM (referral and extended case management MUM for up to two years) offers referral assistance to members of the general public as well as to formerly incarcerated individuals. The majority of MUM's clients are formerly incarcerated people. MUM's caseworkers can refer clients to Avenue Square and/or to sources that might be able to help these individuals secure housing at Avenue Square. MUM caseworkers match formerly incarcerated individuals to its "Circles of Support" groups, conducted by volunteers who meet weekly with the formerly incarcerated to help with their transition from prison to the community.

The MUM Circles of Support program matches formerly incarcerated individuals with volunteers in the community who are there to listen, encourage, and share what they know about local activities and resources and to help the formerly incarcerated stay accountable for, and focused on, their goals. Circles of Support provides a safe place where the Core Team Member can be heard, encouraged, and respected while they discuss the challenges they might be experiencing as they transition back into the community. Each Circle is comprised of four to five trained volunteers (Circle Members) who meet regularly (usually for up to a year) with the formerly incarcerated person (the Core Member). Circle Members are able to provide Core Members with alternative solutions to problems and mentoring as they work through various challenges.

MUM's case management services already include a lengthy follow-up period, typically ranging from six months to a year and sometimes up to two years to fully assist formerly incarcerated individuals transitioning back into the communities in which they want to live. (See Section 3a for support letter).

3. Dane County Veterans Service Office (Referral): This is the county agency responsible for assisting veterans in accessing benefits and providing referrals to resources in the community, including affordable housing. Therefore, Oakbrook Corporation Management (our third-party property management company, "Oakbrook") will provide marketing and outreach assistance to veterans to be coordinated with the Dane County Veterans Service Office.

The Dane County Veterans Services Office assists veterans who might need supportive services and are eligible for veteran-specific services to identify where to obtain those services from a range of providers who are primarily funded by the U.S. Department of Veterans Affairs. A Memorandum of Understanding (MOU) was signed by Daniel A. Connery, Dane County CVSO, on November 6, 2019 with our 2020 application for tax credits. This MOU will be updated to receive maximum points under 'Veterans Housing' 2021 WHEDA tax credit scoring criteria. Oakbrook will establish a working relationship with the Dane County Veterans Service Office locally and will work with them and their contracted service providers and tenants (who are veterans) to address any possible issues that could affect a veteran's success in maintaining tenancy. (See Section 3a for copy of the MOU signed by the Dane County Veterans Services Office.)

While there is no formal support letter or MOU with the Veterans Medical Center Homeless program (located at 345 W. Washington, Madison), we have received an invitation from staff at this office that when this project is nearing completion, the development team should contact their office. At such time, we will meet with staff from the Veterans Medical Center Homeless program who are most likely to refer veterans to Avenue Square and provide them with the information they need about the housing choices available at 1802-1818 Packers Avenue & 2102 Schlimgen Avenue for the veterans they serve with housing issues.

4. The Aging and Disability Resource Center (ADRC), through its own existing services and outreach, will make referrals to 1802 - 1818 Packers Avenue & 2102 Schlimgen Avenue for our 30% set-aside apartments. These referrals will be made based on ADRC's assessment of each referral's needs and the current availability of 30% CMI housing at 1802 - 1818 Packers Avenue & 2102 Schlimgen Avenue.

9. In order to ensure the success of the development, the partnership(s), and the tenants, describe the level of financial support that the development will provide annually to the identified supportive service agency/agencies, if applicable. 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.).

The supportive-service partnerships that have been arranged for this development proposal will aid in the success of the development by providing the necessary supportive services for residents who require them. Specifically, NewBridge will provide all case management funding and support necessary for those residents referred from their funding sources. NewBridge and Odessa Senior Housing LLC have entered into a "Senior Housing Partnership Agreement" whereby NewBridge has agreed to provide monthly on-site office hours at Avenue Square so that caseworkers can meet individually with residents to provide designated case management services. Additionally, NewBridge will provide quarterly informational programming sessions for residents. These extra case-management services will be funded with a \$15 per year per apartment fee paid by Odessa Senior Housing LLC to NewBridge Madison, Inc. (See Section 3a for executed Senior Housing Partnership Agreement.)

MUM, through its own funding sources, will provide case management services for the MUM referrals that the development receives.

The Dane County Veterans Services Office can provide information to veterans about available case-management services through the Veterans Supportive Services for Veterans Families program (SSVF) and the HUD VASH Vouchers, both federally funded programs that help veterans maintain independence in their home and community, assist with housing and personal needs, locate health and housing assistance, evaluate eligibility on financial benefits, and assist in coordinating caregiver roles.

Due to the financial constraints of Avenue Square's operating budget, the majority of funding support will be provided by our supportive-service partners with the exception of the Senior Housing Partnership Agreement executed with NewBridge Madison, Inc.

10. Identify any sources of non-City provided funding sources contemplated for supportive services.

NewBridge non-City of Madison funding sources include the United Way of Dane County, Dane County Department of Human Services, City of Monona, and Friends of NewBridge.

The majority of MUM's supportive services for potential future residents of 1802-1818 Packers Avenue & 2102 Schlimgen Avenue (referred by MUM) are funded by community donations, other non-City of Madison grants, and the United Way. For the Just Bakery Program, 83% of this program is non-City of Madison funded.

Dane County Veterans Service Office funds its veterans' case management from the Dane County operating budget.

TENANT SELECTION, AFFIRMATIVE MARKETING & BARRIERS TO ENTRY

11. 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 or families who would otherwise face common obstacles obtaining housing (e.g., poor credit, negative rental history, criminal conviction records, etc.). Specifically outline how this proposal embraces 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 and supportive service units.

Oakbrook Corporation Management (Oakbrook) will implement a flexible Tenant Selection Plan that embraces all areas of the City of Madison Tenant Selection Best Practices to reduce barriers to fair housing choices. One unique element of Oakbrook's Tenant Selection Plan that highlights its flexibility is that Oakbrook does not ask for or consider landlord references in the application process. Oakbrook maintains this approach across its wide portfolio. Therefore, Oakbrook's screening practice offers great flexibility to applicants, eliminating one possible barrier for those applicants facing difficulty in obtaining and successfully maintaining housing. Because of this flexibility Oakbrook is able to identify qualified residents from the targeted populations to occupy the available supportive service units.

See Section 3.e. Tenant Selection Plan (Attachment B-1) and Oakbrook criminal background screening criteria.

12. Describe the planned approach, relationship and coordination between the Property Manager and the lead Supportive Service Coordination Agency for lease up and ongoing services. How will these entities work together to ensure a successful development in the context of the greater neighborhood and community?

From ownership, the property manager will be given the lead contact name, email address, and phone contact for our supportive-service partners, NewBridge, MUM, and Dane County Veterans Services Office (and Veterans Medical Center) at least 150 days prior to construction completion to establish working relationship(s) that would establish protocols and flexibility. By direct contact, Oakbrook can more easily identify qualified residents from the targeted populations and expectations of communication between the management agent site team and the supportive-service coordinator and provide an update on the progress of the affordable housing construction and number of affordable apartments available at each CMI level. At 120, 90, 60, and 30 days prior to construction completion, the Property Manager will contact the lead supportive-service contact and provide updates on current availability of apartments at the specific affordable income levels. Additionally, the Property Manager will inquire about any potential applicants the supportive-service provider is currently assisting who might be interested in applying for current vacant apartments at Avenue Square. Property management will adhere to a marketing schedule whereby the 30% "supportive apartments" will be marketed for a period of 30 days prior to being marketed to other income-qualified renters. After that 30-day period has passed, then applications will be processed on a first-come, first-served basis. Direct marketing outreach (from our Property Manager) will occur at regular intervals to provide maximum exposure to our supportive-service partners on the current availability of affordable apartments. After lease-up, the Property Manager will contact the lead contact at the service-provider agency within 48 hours of receipt of pending vacancies for all 30% supportive-housing apartments. The purpose of this contact is to again inquire if the supportive-service provider has any current clients who are in need and would benefit from the pending available affordable apartment. Property Manager staff will provide designated private meeting space for in-house case-management visits on an as-needed basis. Property management staff will promote and provide adequate communication to all residents regarding upcoming supportive-service agency presentations and/or activities scheduled via apartment newsletters, along with additional information regarding all of the services that our supportive-housing partners can provide to our Avenue Square residents. The Property Manager will also establish a working relationship with the current chair(s) of the Sherman Neighborhood Association and will check-in at least once annually. The purpose of the check-in is to ensure that Avenue Square (and its resident population) is being a good neighbor as assessed via feedback from the neighborhood chair and to make additional inquiries about other additional supportive services needed in the neighborhood with which Avenue Square and its supportive-service partners could potentially assist.

13. Describe the proposed development's minimum occupancy standards that will prevent or reduce over-housing residents in such limited affordable housing opportunities.

The Tenant Selection Plan for this project (Located in section 3.e) lists the occupancy guidelines. For this project, our guidelines will be at least one (1) household member per bedroom at time of move-in. Reasonable accommodations regarding this occupancy standard will be made for people with disabilities, based on their needs.

14. Describe your affirmative marketing strategy and any other strategies to engage your intended population. Specifically outline how you will embrace the City of Madison's Affirmative Marketing Plan Best Practices (Attachment B-2 of the RFP), especially for Asian and Latinx populations which tend to be under-represented in AHF Completion Reports.

Oakbrook has completed an Affirmative Fair Housing Marketing Plan (AFHMP) for this proposal (located in section 3.f.). This completed plan establishes an affirmative marketing strategy (targeting those least likely to apply) through expanded targeted marketing outreach and staff training. Employees will receive initial fair-housing training upon hire and annual training thereafter to ensure each development is following fair housing practices. Direct marketing (brochures) to minority-group agencies (and using key words in electronic media) will be used to widely market and generate minority leasing traffic. Project and applicant demographics will be evaluated annually to determine whether minority groups appear to be responding to marketing efforts. Oakbrook will record details of all leasing traffic inquiries to ensure its affirmative marketing plan is working and successful. A review of these details will be an indicator to Oakbrook if its target market strategies are effective.

If such evaluation shows targeted minority groups (with special focus on Asian and Latinx) not responding to marketing efforts, Oakbrook will collect more marketing data from minority referrals and adjust marketing accordingly. Adjustments might include expanding marketing efforts geographically or adding minority referral contacts.

Enclosed in Section 3.f. for review is a copy of the completed HUD Affirmative Fair Housing Marketing Plan by Oakbrook that incorporates the Affirmative Marketing Plan Best-Practices as contained in Attachment B-2.

15. How will you affirmatively market to populations that will be identified as least likely to apply? Please reference successful past practices, relationships with agencies and/or marketing materials used.

Oakbrook uses a variety of practices to affirmatively market to populations that have been identified as least likely to apply. Oakbrook will use its standard marketing rental guides, rental online platforms, and the property website to affirmatively market the subject property. The Equal Housing Opportunity logo will be prominently featured on all printed and digital materials.

As well, Oakbrook will affirmatively market the property by conducting direct outreach to complimentary organizations. A sample of organizations Oakbrook has successfully marketed to (with a majority senior focus) include, but is not limited to, Centro Hispano of Dane County, African American Communication, Collaboration Council, Apartments of Dane County, Catholic Charities of Madison, Aging and Disability Resource Center of Dane County, and Lutheran Social Services. Oakbrook has previously marketed to and worked with all these organizations.

These established relationships have contributed to Oakbrook's history of successful lease-ups and stabilized, affordable properties that provide reliable housing to vulnerable populations throughout the Madison area. Oakbrook's direct affirmative marketing outreach includes maintaining and establishing new relationships with case management staff who play a vital role in connecting Oakbrook to a prospective tenant in need of housing. Additionally, these case managers provide an important communication link to those on waiting lists who might not have access to a phone or email on a regular basis.

16. 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.). What is the policy for units with a guaranteed rent subsidy or voucher?

Per the Tenant Selection Plan Best Practices City of Madison Affordable Housing Initiative (Attachment B-1), Avenue Square will implement a maximum security deposit equal to one-half of one month's rent as a standard for all affordable apartments.

17. Describe the proposed development's policy on limiting rent increases for lease renewals? How will prospective long-term tenants be protected from significantly and rapidly rising contract rents allowed by WHEDA?

As allowed by WHEDA proforma modeling within our approved 9% tax-credit application this year, a 2% annual rental increase policy will be followed at lease renewal. Every effort will be made to restrict rents below that 2% threshold where possible for the affordable housing apartments and especially for the 30% rent-restricted apartments where rental increases have a more significant impact on those individuals' and family's monthly household budgets. A minimum 2% increase will be generally required to maintain the cash flow necessary to pay debt-service due to the expected rise in operational expenses at a 3% rate on an annual basis. However, our ability to hold the line on rental increases (especially related to 40% and below CMI households) will be directly related to our debt-service coverage ratio.

Ownership and management will diligently work to secure additional rental assistance with applications to the Dane County Housing Authority for dedicated project based vouchers if and when they become available.

PUBLIC PURPOSE AND RISK

18. Please describe the public purpose of your proposal and the risks associated with the project.

The public purpose of this project is to create new, high quality affordable housing, especially for those individuals at 50% or less of the county median income. Additional public purpose is to provide for formerly incarcerated individuals, veterans and their families and seniors, at a 30% or less CMI, a high quality affordable place to live that also has supportive services partnerships in place to provide greater access to programs and services that promote independence for those that may need additional supportive services.

Another public purpose is to provide more affordable housing options for seniors in a location of the City of Madison that has been deemed an area of increasing concern, especially for seniors to be displaced by gentrification. As highlighted in a City of Madison commissioned report in 2019, "Equitable Development."

Another public purpose is to provide construction jobs and permanent long-term jobs to assist in stimulating the economy in this part of Madison. In a study completed by the Skill Integrity Responsibility Council, Inc. January 2011, titled, 'The Impact of Construction on the Wisconsin Economy', this study concluded that a \$10 million dollar construction project stimulated the production of 170 total jobs segmented as follows:

- 91 jobs from the immediate employment in the constructions sectors
- 24 jobs from other sectors of the economy that supply goods and services to the construction industry
- 55 jobs emerge from the induced effects caused by subsequent rounds of funding (economic multiplier effect)

The total construction budget of this proposal \$17.705 Million implies the creation of 301 jobs for residents of Madison, Wisconsin and Dane County.

Regarding risks some are known with a degrees of certainty.

The availability of Dane County Affordable Housing Funds for this proposal - ZERO PERCENT CHANCE. We did not apply because this year's Dane County scoring criteria again included the requirement that you must be located outside ½ mile of an existing or to be constructed tax credit development in the City of Madison in order to secure 25% of their pointing criteria. With MSP Real Estate's Huxley deal moving forward with an award of credit within a 1/2 mile, this site will not receive any locational pointing and effectively then is a non-contender in the Dane County AHF RFP funding round this year. We also did not apply for those funds because of the number of deals in Dane County that we are aware of, we count at least twelve, that will earn those necessary locational points. Very simply, we could not compete for Dane County Affordable Housing Funds this year.

The availability of Federal Home Loan Bank Funds is unknown. Securing an award of Federal Home Loan Bank funds in any year is as competitive (or more competitive) than securing an award of LIHTC credits. The best we can say is we will apply for these funds as we are able to.

Finally, what will tax-credit pricing be early next year? Will the COVID-19 environment severely impact the economy in unpredictable ways even now to limit or eliminate tax-credit investor interests in purchasing Low Income Housing Tax Credits? Can we secure necessary pools of soft financing vital to this proposal moving forward? Will this proposal be subject to rising interest rates, debt-service, and construction costs, again unforeseen (at this time), and could those numbers fluctuate in unanticipated ways to create a project that is no longer financially feasible? And while these are all generally the same risks faced for tax-credit housing developments year in and year out, this year's historic uncertainty remains extremely high due to COVID-19 and the possibility of further fall-out that is currently not on anyone's radar.

SITE INFORMATION

19. Address of Proposed Site: 1802-1818 Packers Avenue & 2102 Schlimgen Avenue

20. In which of the following areas on the Affordable Housing Targeted Area Map (see Attachment A) is the site proposed located? Please check one.

- Preferred Area (New Construction Only)
 Super-Preferred Area (New Construction Only)

- Eligible Area (New Construction & Acquisition/Rehabilitation)
 Targeted Rehab Area (Ineligible for New Construction, but preferred for acquisition & rehabilitation)

21. Identify the neighborhood in which the site is located: Sherman Neighborhood Association
22. Date Site Control Secured: 11-29-2019
23. Explain why this site was chosen and how it helps the City to expand affordable housing opportunities where most needed. Describe the neighborhood and surrounding community. Provide the streets of the closest major intersection as well as known structures/activities surrounding the site that identifies where the site is located. (Attach a map indicating project location. Include one close-up map of the site and a second map using the AHF Targeted Area Map to show the site in the context of the City.)

The development team liked this site because it is located in the Sherman neighborhood which is a convenient walkable, bikeable neighborhood. It's walkscore of 54 is considered 'somewhat walkable' and bike score of 62 considered 'bikeable.' All the amenities of daily living are within a mile of this location: Lakeview Library, Willy St. Coop North & Pick N Save grocery stores, banks, pharmacy, Sunday morning Northside Farmers Market, Mallards Baseball, Warner Park and many popular businesses and restaurants. The Dane County Regional Airport and the interstate 90/94 are also easy access points from this site. Predominantly single-family and small multi-unit buildings reside in this neighborhood. Sherman Middle School and Shabazz High School are within the neighborhood boundaries.

The site is also in a 'Preferred Area' as identified by the City of Madison Affordable Housing Fund map for this year, this was another important attribute of this site related to the City's specified preferences for the location of new affordable housing.

Avenue Square Senior Apartments is a 55+ age restricted senior development and it does have convenient access to 7 day public bus transportation with a bus stop approximately 125 feet from the site boundary line and the North Transfer Point Bus station is also 4/10th's of a mile away providing a range of transportation options for future residents.

The development team also liked this location because of our ability to assemble 4 sites here, 1802, 1814 & 1818 Packers Avenue and 2102 Schlimgen Avenue creating a site size that makes the operational economics and construction budget realities, while extremely challenging, workable with the right amount of support. A rezoning request is pending for 1802 & 1818 Packers Avenue on July 27, 2020.

MATC Main and Commercial Avenue Campuses, Lakeland College, Vet Counseling Center and Dane County Employment Center and Senior Center at Warner Park are all conveniently located within a mile of this site all providing additional activities, support and community engagement that can assist with a residents well being and purpose, further assisting with long term occupancy and stability to the resident population within the building. NewBridge, a supportive service partner is located at the Warner Park Community Center as well, one mile away.

According to our review of the market place there has not been any recent LIHTC housing developed within less than 6/10th's mile of this location since 1999, There is a 88 unit senior project, called Sherman Glen that was developed in 1999. This senior development proposal should further assist the City with providing a broader range of affordable housing units to an area that has also been identified as having heightened gentrification concerns due in part to this site location within 600 feet of the northern most boundary of the Oscar Mayer Special Area planning area (OMSAP). An area that expects to be a high growth area for the City of Madison due to the large tract of acreage available for development within the OMSAP boundaries.

Finally given its location right on Packers Avenue, where the daily traffic count is 44,000 vehicles (as counted in 2018), this site was also deemed a good long-term location to promote high occupancy with excellent visibility to drive-by traffic.

See Section 3.b for the attached maps showing the close up of the site and another map showing where the site is located in context of the City Affordable Housing Targeted Area Map.

24. Identify any existing buildings on the proposed site, noting any that are currently occupied. Describe the planned demolition of any buildings on the site.

1802 Packers, is a small single family rental property, not well maintained, that is currently rented and occupied. Tenant is on month to month lease. 1814 Packers, is a vacant small office building which served as a Hertz rent-car office, along with additional abandoned shed. Both have been vacant since approximately 2005. 1818 Packers, is a currently rented 2 unit flat. Both units are rented. Current leases end March 31, 2021.

Demolition of these buildings would be expected once all the funding sources for this application have been awarded. Demolition is not expected to occur until after January 2022. .

25. Identify the distance the following amenities are from the proposed site.

Type of Amenities & Services	Name of Facility	Distance from Site (in miles)
Full Service Grocery Store	Pick N Save	.5
	Willy Street Co-Op	.75
Public Elementary School	Mendota Elementary School	1.83
Public Middle School	Sherman Middle School	.3
Public High School	East High School	1.5
Job-Training Facility, Community College, or Continuing Education Programs	Dane County Job Center	.5
	Dream Bikes	.6
	Feed Bakery Training Program	.55
	Lakeland College	.1
	MATC - Commercial Avenue	.9
	MATC - Truax Campus	1.3
Childcare	Isthmus Montessori Academy	.1
Public Library	Lakeview Public Library	.7
Neighborhood or Community Center	Warner Park Community Center	1.0
	Goodman Community Center	1.6
Full Service Medical Clinic or Hospital	UW Health Family Medical Clinic	.6
	UW Health Internal Medicine Clinic	1.5
	William T. Evjue Clinic	1.5
Pharmacy	Pick N Save Pharmacy	.5
	UW Health Pharmacy	.6
	Walgreens	.75
Public Park or Hiking/Biking Trail	Sherman School Playground	.3
	Eken Park	.75
	Windom Way Park	.5
	Maple Bluff Beach Park	.95
	Demetral Field	.9
	Warner Park	1.0
Banking	BMO Harris Bank	.6
	Heritage Credit Union	.6
	Old National Bank	.8
	Great Midwest Bank	.75
	Associated Bank	.70
Retail	Northgate Shopping Center	.5
	Lakewood Plaza Shopping Center	.9
	Sherman Plaza	.7
	Madison East Shopping Center	1.3
	Fiore Shopping Center	1.9

Other (list the amenities):	Senior Center Activites located at the Warner Park Community Center-NewBridge North	1.0
	Senior Center Activities located at the Goodman Community Center	1.6
	River Food Pantry	1.0

26. What is the actual walking distance between the proposed site and the nearest seven-day per week transit stops (i.e. weekday and weekends)? List the frequency of service at that bus stop during both the weekday and on the weekends (e.g., hourly, ½ hour, commuter hours). List the bus route(s) numbers, seven-day transit stop street intersections and describe any other transit stops (include street intersections and schedule) located near the proposed site. Please do not include full bus schedules.

Located just 125 feet from the southern boundary of the site on Packers Avenue is a bus stop for the following day bus routes, routes 20 and 21. 4/10ths of mile to the south is the Madison Metro North Transfer Point.

The following bus routes stop at the North Transfer Point:

Full weekday, weekend and holiday service:
Routes 02, 04, 17, 20, 21, 22 (Reduced scheduling at this time due to Covid19)

Bus routes 02, 17, 20, 7 days a week every 1/2 hour.
Bus routes 4, 21, 22, 7 days a week every hour.

27. Describe the walking and transit routes for children to get to their elementary and middle schools.

We are a 55+ age restricted building so will be rare to have children reside here. Information was still gathered to answer this question.

1802-1818 Packers is 1.83 miles from Mendota Elementary School and .3 miles from Sherman Middle School. While Emerson Elementary School is closer this property location does reside within the Mendota Elementary School District.

For transportation to Mendota Elementary, according to Michael LaCount, Transportation Cooridinator for the Madison Metropolitan School District, elementary aged children would be picked up likely at a current yellow bus stop located at the corner of Schlimgen Avenue and Loftsgordon Avenue which is .10 miles away (well within acceptable walking distance). The bus capacity, based on current numbers, could accommodate up to an additional 39 children in the morning and 41 children in the afternoon.

Middle school age kids are not eligible for District provided, yellow bus transportation, and bus service would be provided by the Madison Metro Transit (bus) service. A review of the Madison Metro route schedule for Sherman Middle School doesn't show a direct route, but children could board a bus on Packers (Routes 20/21) to the North transfer station and take bus route 22 that heads west on Aberg and north on Sherman and get off at bus stop at the school grounds. However, the distance to Sherman Middle school is only .3 miles straight down Schlimgen Avenue, not a high traffic street, (2,000 vehicles per day as counted in 2018) with no major intersection crossings so would expect most middle school age children would walk to school. The Packers/Schlimgen addresses are well within Sherman Middle School's walk area and therefore transportation is not provided for middle school aged students.

28. Describe the transit options for people to access employment and amenities such as childcare, after school activities, grocery stores, the nearest library, neighborhood centers, and other amenities described above.

Avenue Square as indicated in question 26 is located near a 7 day bus stop and also within ½ mile of the North Transfer Bus Station.

The site scored a 62 bike score which is classified as 'Bikeable' on walkscore.com. The site also scored a 54 walk score which is labeled as 'Somewhat Walkable' with some errands that can be accomplished on foot. Pick N Save Grocery, Pick N Save Pharmacy, banking locations, health clinic, library, retail, parks, educational locations and job training are all generally within $\frac{3}{4}$'s of a mile of the site.

Warner Park Community Center located 1 mile northwest of the site, is a multi-purpose, state of the art public facility for community activities including recreational, educational and cultural programs and events. The facility includes a gymnasium, fully equipped exercise room, game room and dry and wet craft rooms. Madison School Community Recreation (MSCR) provides various classes and programs and the North/Eastside Senior Coalition provides a nutrition site with other programs and events for seniors there as well.

NewBridge, a supportive service partner also has an office at the Warner Park Community Center and can provide case management services at this location as well.

The project will also be providing underground and surface parking, but this location does provide the resident the option of using public transportation, walking or biking to many of the common locations of daily living.

Dependent on end construction budget numbers, Avenue Square may be able to offer a dedicated van for weekly trips to the grocery store, pharmacy, local senior center, and other social outings. Alf McConnell currently does provide a van service for ALL of the residents that reside at his Parkveiw senior campus in Caledonia, WI (Racine County).

29. Describe the impact this housing development will have on the schools in this area. What percent are the current enrollment and 5-year projected capacities for the area schools? Ideal enrollment is considered 90%. Are the schools projected to be at, above, or below capacity? Approximately how many elementary and middle school children are projected to live at the proposed housing development based on your proposed unit mix and previous housing experience. CDD recommends contacting Kristian Chavira at the Madison Metropolitan School District for information on potential impact to public schools at kachavira@madison.k12.wi.us. Existing school capacity information can also be found at: https://accountability.madison.k12.wi.us/files/accountability/uploads/2019-11_fall_enrollment_reports.pdf

Due to age restriction on the building at this location the projected number of children to reside here is extremely small.

Received email from Kristian Chavira at the Madison Metropolitan School District, who stated the following on 7-8-2020:

The proposed development on Packers Ave. is in the Mendota ES/Sherman MS/East HS attendance area feeder pattern. The percent of current capacity used by homerooms instruction at the schools, as of fall 2019, are as follows: 92% at Mendota Elementary, 49% at Sherman Middle, and 62% at East High School.

The student generation rates according to the 2018-2038 Student Enrollment Projections Update report available on the MMSD Building Excellence webpage are 0.053 students per a unit for 4-story buildings. Using these rates, the number of projected students due from this proposed development is 4.24 students. The actual number of students may differ from this projection due to the age restriction on the 80 unit building.

Given the projection of 4.24 students is likely to be spread over three schools and 14 grades (4K to 12) it is reasonable to expect the effect of these developments on the percent of the schools' capacities used for homeroom space to be minimal.

30. Describe the historical uses of the site. Identify if a Phase I Environmental Site Assessment has been completed and briefly summarize any issues identified. Identify any environmental remediation activities planned, completed, or underway, and/or any existing conditions of environmental significance located on the proposed site.

Located at 1802 Packers Avenue is a single family home. Madison property tax records indicate this house was built in 1900. Located at 1814 Packers Avenue is a former Hertz Rent a Car office that according to Madison Property records was originally built in 1930, likely originally a small single family home. There is a second out building on this site that may have been originally built in 1945. 1818 Packers Avenue is a 2 unit rental. Madison property tax records indicate it was built in 1930. 2102 Schlimgen is a driveway and parking into 1814 Packers Avenue. A Phase I has not yet been completed. We are not aware of any existing conditions of environmental significance at

this time. Testing for asbestos/lead paint conditions in the existing buildings due to age will need to be completed prior to demolition to determine what remediation will be necessary.

31. Current zoning of the site: TR-C4 & NMX An interactive version of the Zoning Map can be found linked [here](#).
32. Describe any necessary planning and zoning-related approvals (rezoning, conditional use permit, demolition, etc.) that must be obtained for the proposal to move forward.

A land use application was filed with City on May 20, 2020 for 71 units. The Urban Design Commission considered this application on July 1, 2020. UDC requested some minor aesthetic changes to the exterior of the building, some additional plantings and mitigation of potential sound intrusions (perceived road noise from Packers Avenue, future F-35's, train noise from functioning track along the western property line) through construction upgrades. This land use application will come before the Plan Commission on July 27, 2020. Submitted for consideration are conditional use approvals for NMX zoned property and demolition permits for existing buildings. Additionally, a rezone request of addresses 1802 & 1818 Packers Avenue from current TR-C4 to NMX to meet the zoning density requirements necessary for overall site development. An amendment to the land use application will be introduced to adjust the unit count of the building from 71 units to 80 units prior to the July 27th City Planning meeting. This expected amended change was discussed with City planning staff on July 13, 2020. Our architect is providing updated unit floor plans for City consideration at the July 27, scheduled meeting. We anticipate approval of this requested change.

33. Describe the proposed project's consistency with adopted planning documents, including the City of Madison Comprehensive Plan (both adopted and draft of the Comprehensive Plan update), the Neighborhood Plan(s), the Generalized Future Land Use Map, and any other relevant plans. An interactive version of the Generalized Future Land Use Map can be found linked [here](#).

The New City of Madison Comprehensive Plan (updated from 2006) with revisions through "Imagine Madison" was approved by the Common Council on August 7, 2018. This new plan continues to emphasize a need for housing for affordable to low-income and moderate-income households. The "Neighborhoods and Housing" section of the Comprehensive Plan indicated the following goals:

Goal: Madison will be a safe and welcoming city of strong and complete neighborhoods that meet the needs of all residents.

Goal: Madison will have a full range of market-rate and affordable housing opportunities throughout the City.

One of the most important issues identified by "Imagine Madison" participants was the need for housing that is affordable to low-income and moderate-income households, with an emphasis on location, accessibility, and integration into neighborhoods with many amenities.

The two primary ways to create affordable housing opportunities in complete neighborhoods:

- Encouraging more amenities in all neighborhoods
- Locating affordable housing in areas that already have amenities.

Affordable housing was a consistently identified priority throughout the Imagine Madison process. Participants emphasized the need for more affordable housing that is well served by transportation options and amenities. Public input highlighted issues related to homelessness, housing cost burden, housing for low-income families, and affordable housing for older adults. This proposal is consistent with meeting these housing goals as stated in the Comprehensive Plan.

OMSAP: Our site is located just 600 feet north of the northern boundary of the OMSAP. We believe our affordable development proposal checks the boxes of many of the Cities stated objectives and goals for this area of the City (as outlined in the OMSAP) and have culled out for further evidence and support the following: According to the draft plan dated February 26, 2020, less than 150 residents currently live in the 425-acre planning area and expectations are that, over time, new development within OMSAP boundaries will produce an additional 2,500 new housing units, equating to almost 4,000 additional residents. Therefore, providing more affordable housing options in this area will allow lower-income residents more opportunities to stay within the neighborhood and avoid being displaced due to gentrification.

The OMSAP has ten stated objectives which are the guiding principles for development in this area. We call to your attention to two of these ten objectives. We believe our proposal fulfills the following two relevant objectives:

OBJECTIVE 2. MAINTAIN HOUSING AFFORDABILITY AND MINIMIZE DISPLACEMENT: Explore and adopt policies, programs, and overall a comprehensive framework to ensure a variety of housing types, values, and particularly affordable housing, serve all family structures and meet the demand of future employees while consciously avoiding racial, cultural, and elderly displacement in surrounding neighborhoods.

OBJECTIVE 10. PROACTIVELY UTILIZE CITY FINANCIAL RESOURCES AND STATUTORY POWERS TO OPTIMIZE TAX BASE GROWTH AND ACHIEVE THE VISION: Leverage and deploy redevelopment tools such as: tax-increment financing, opportunity zones, public/private partnerships, grants, land use/zoning, neighborhood plans, developer, and business recruitment target land acquisition and land banking, to achieve the vision, densify the area, and significantly increase its tax base. While this proposal is located just outside the boundaries of the OMSAP this proposal is located in a "Preferred Area" on the "2020 Affordable Housing Targeted Area Map" per the requirements of the RFP#8957-2020 Affordable Housing Fund.

Regarding the generalized future land use map for this location indicates the following residential categories:

Medium Residential – 20-90 units per acre and 2-5 stories in height. (1818 Packers Avenue)

Neighborhood Mixed Use – 70 units or less and 2-4 units in height. 1802-1814 Packers Avenue)

Our proposal aligns with the generalized targeted future land use for this area of the City which allows for larger multifamily buildings. Our combined addresses of 1802-1818 Packers contains 1.3 acres with 80 units proposed, equals 61.5 unit density of housing per acre.

A highlighted strategy/objective in the Comprehensive plan and the OMSAP is to create complete neighborhoods across the City of Madison by supporting development of a wider mix of housing types, sizes, and costs, as well as to provide housing options with social services for residents who need it most, including residents experiencing homelessness. Our development is consistent with these objectives (providing 1-bedroom, 2-bedroom for seniors) and will provide housing that serves lowest-income to moderate-income individuals and families, as well as social services for residents who need such services the most (including veterans and residents formerly experiencing homelessness), which services are to be provided by the development team's partnerships with existing housing supportive-service providers in the community.

This proposal also provides a 'wider mix of housing' at this location as this proposal has incorporated a development strategy that ends the isolation of very low-income households through the creation of economically diverse housing. Twenty (20) units (25%) will be no income restriction market rate units.

Additionally, incorporated into the construction of this development are green building enhancements, including a rooftop solar system (if the construction budget allows) to assist with meeting the City of Madison's objectives regarding renewable energy and green building techniques.

CITY AND COMMUNITY ENGAGEMENT PROCESSES

34. Briefly summarize the staff comments during your Pre-application meeting with City of Madison Planning and Zoning staff. Please include the date.

Met with Kevin Firchow and Jacob Moskowitz on October 17th, 2019 to initially discuss site and potential for affordable housing option. Kevin indicated site from a planning perspective would need several conditional use approvals to proceed along with a rezone of 1802 & 1818 Packers Avenue from TR-C4 to NMX. Kevin indicated that this proposal was consistent with Future Land Use Map for this location (1802-1818 Packers). Kevin also indicated that the City would only look to allow development on 1814 Packers with the caveat that 1802 Packers must be included in any future development design proposal at this location. Zoning indicated the NMX zoning designation would allow for the development of a multifamily building as contemplated during this initial meeting. Zoning and Planning both indicated the NMX zoning would require a small commercial component to allow a higher density of apartment units at this location.

35. 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?

Yes, DAT meeting was completed for a slightly lower unit count (64 units) development proposal on November 14, 2019. That presentation did not include 1818 Packers Avenue because we did not have control of that site at that time. Kevin Burow, from Knothe & Bruce presented building design concept to DAT staff. Comments/feedback from DAT staff revolved around required setbacks, conditional uses, urban design commission and zoning approvals necessary to proceed forward.

36. Describe the response of the alderperson in which the proposal is located, as well as the adjacent alderperson(s), if applicable. What issues or concerns with the project did s/he identify, if any? How will those be addressed?

Alder Syed Abbas was extremely supportive of our request to schedule and hold a neighborhood meeting to further discuss this development proposal under a very tight timeframe during a time that included the Thanksgiving holiday. Alder Abbas did request we look into incorporating sustainable and energy efficiency features into the building design. Alder Abbas also indicated that he was aware of many seniors in his district that were house burdened and that his district was in need of more affordable housing options. Alder Abbas, relayed that a prior affordable housing proposal the prior year was presented to the Sherman Neighborhood Association as a workforce housing (family development) and was met with resistance from the Sherman Neighborhood Association in part due to providing a more densely populated 'family' building on a high traffic transportation corridor. Alder Abbas also requested that we work closely with the neighborhood association and he did facilitate that process for our development team.

Going forward with a family development at this location was expressed as a concern we therefore put forward a senior proposal for neighborhood consideration. Our architect is also designing a building that must meet a certain threshold of energy efficiency requirements under the Wisconsin Green Built homes criteria and we fully intend on placing a properly sized solar array on the rooftop to address the common area energy needs of the building. However, the end sizing of the solar array remains conditioned on construction budget feasibility. We will also include 2-3 EV charging stations at a minimum in the underground parking area.

37. Describe the neighborhood and community input process, including notification to and input from the nearby Neighborhood Association(s), already underway and planned. What issues or concerns with the project has been identified, if any? How will those be addressed?

A Sherman Neighborhood Association presentation about our affordable housing proposal (64 units) was scheduled and held on November 26, 2019 at the Warner Park Community Center. A 30 day prior notification to the neighborhood association was adhered too and questions and feedback were received from the Sherman Neighborhood Association Co-chairs prior to our scheduled Sherman Neighborhood Association presentation on November 26, 2019. Feedback prior to the meeting and at the neighborhood meeting mainly revolved around traffic concerns at the Packers/Schlimgen intersection. Sean Malloy from Transportation & Engineering department was invited and did attend and provide the neighborhood association with information related to what criteria needed to be met to install a signal light at the Packers/Schlimgen intersection. There were no concerns expressed at the neighborhood meeting regarding building design. The neighborhood group was very accepting of a 4 story building as a senior proposal, no issues surrounding that concept. The neighborhood group expressed a strong desire to have this site redeveloped as it remains an ongoing eyesore now as a vacant unused site for extended period of time, we believe longer than 15 years. However, the building design presented at this neighborhood meeting (November 26, 2019) did not include 1818 Packers site as part of the overall site development. An updated site design was verbally virtually presented at the quarterly Sherman Neighborhood Association meeting (July 6, 2020) relaying the slightly increased footprint and size of the development to 71 units. No concerns were voiced at all regarding this increased size at this location. Neighborhood Association anxious to have something done at this corner. An additional email update was provided to Alder Abbas and Sherman Neighborhood Association Co-Chairs on July 15, 2020 indicating our intention to now develop up to 80 units of senior housing at this location.

38. Amid the environment created by the COVID-19 pandemic, how will you engage and communicate with residents and stakeholders differently than in years past?

Because Avenue Square Senior Apartments is a 55+ senior proposal and current assessments of a severe health crisis are more likely for individuals 60 and older it would be a major priority of ownership and management, for the safety of our residents, to both engage them and communicate with them and other stakeholders in ways that ensure greater safety for all should the COVID-19 pandemic continue for an extended period of time (We expect to finish construction June 2023). Strategized communication so that all current recommendations both locally and via CDC guidelines would be strictly adhered to that would minimize the spread of COVID-19 and maximize the health of our apartment community. Developed COVID-19 pollicies through written communication would be delivered to the residents and posted in the common areas to remind residents of the current expected behaviors to

increase the safety for all. Social programming would be paused until circumstances warrant a change. Community meetings would be conducted online along with an assessment of households that are not able to join online using community spaces with attendance in small groups with social distancing required if deemed that it can be done safely. Managers would conduct more frequent checks on the residents to see how they are doing during this time and to make them feel safe in their apartment home. Should extreme measures be the requirement of the day, external visits from family members, friends, outside supportive service providers and other necessary contractors may be required to be eliminated for extended periods. Common good, common sense, constant highly visual reminders throughout the common areas would all be stressed continually again to increase and ensure the safety, health and well-being for the residents of Avenue Square Senior Apartments. Management agent communication on all of these issues in clear concise repetitive ways will also be mandatory.

39. Describe your plans for supplemental neighborhood meetings and other ways of engaging residents. How will residents be engaged or given the opportunity to participate in the design process (e.g., steering committee, charrette, survey, presentations, website, etc.)?

An initial neighborhood meeting was held on November 26, 2019 at the Warner Park Community Center. At that meeting residents were provided the initial design proposal for 64 units and overall expected senior tenancy of the proposal. An updated 71 unit proposal was presented at the most recent Sherman Neighborhood meeting on July 6, 2020. Public meeting notice signs were also posted at the site, within the specified timeframe required, prior to our scheduled City of Madison Planning of July 27th, 2020 planning meeting at which time interested residents can make additional feedback regarding this proposal. Jim Rodgers, from our development team attended the July 6th 2020 Sherman Neighborhood Association meeting via zoom virtually and provided a verbal update on our 71 unit proposal and received comments. No negative feedback was received. The Sherman Neighborhood Association remains very accepting of a 4-story senior proposal at this location. The consistent feedback we've received from the Sherman Neighborhood Association is they want this cornered cleaned up and repurposed and that its been an eyesore for way too long and they want a signalized traffic light at the Packers/Schlimgen intersection which in most respects is unrelated to this proposal. The neighborhood group wants a signal light at the Packers/Schlimgen intersection because at certain hours of the day it is near impossible to turn left onto Packers Avenue from Schlimgen Avenue. A member of the development team will attend and provide periodic updates during future Sherman Neighborhood Association meetings as deal specific changes occur that warrant these updates. An email update was provided to Alder Abbas and the Sherman Neighborhood Association Co-Chairs on July 15, 2020 indicating our intent to amend the unit count and increase to 80 units at this site location.

40. Describe how this development will promote social equity in the community and the greater Madison area. How will the proposal embrace the City's Racial Equity and Social Justice Initiative?

Avenue Square Senior Apartments, by definition, is an 'affordable housing' proposal and therefore will provide affordable and safe housing that allows all persons an equal opportunity to live in housing that does not cost burden their individual household budgets. Avenue Square Senior apartments, furthermore is located in a safe neighborhood with adequate linkages to the surrounding area and efficient public transportation nearby. And by securing housing that fits within a families/individuals budget further allows those families and individuals more discretionary spending for educational needs, healthy food, necessary medical expenditures and for activities of leisure to enjoy the benefits of growth and change that will part of the OMSAP just to the south of this site. The design, look, and feel of Avenue Square Senior apartments we argue will rival most market rate housing being built today, further evidencing a social equity component to this housing. This housing, as established under it's Affirmative Fair Housing Marketing Plan will be marketed to attract all persons equally. Our development team in partnership with our third-party property manager will engage in opportunities to listen, learn, and be more active in promoting antiracism in our organization and in our daily work with the residents we serve.

Said differently, we must be proactively, anti-racist, inclusive and equitable. We must acknowledge our responsibility to examine our practices that perpetuates a status quo. We must build our personal knowledge base and create greater awareness of the possibility of biases that allow us to engage in more meaningful anti-racist practices in our affordable housing industry through our hiring practices and tenant selection practices that curate a culture of equity and inclusion.

SITE AMENITIES

41. 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.).

Avenue Square Senior Apartments exterior amenities will include private balconies or patios for each unit. A outdoor community patio deck is planned to be built off of the fourth floor. Nine of the units on the first floor offer direct entry from the parking lot or front sidewalk of the building and have a private porch.

42. Describe the interior common area amenities that will be available to tenants and/or guests (e.g., community rooms, exercise room, business center, etc.). What parking will be provided and at what cost? Will the cost vary by CMI level? For family developments, will there be a year-round indoor play space for children?

Common area amenities will include a community room for tenants and guests that will feature a full kitchen along with a Flat screen TV. A exercise room and craft room will also be available for use by all residents. There will also be an on-site manager that will have a leasing office to assist residents at the property.

There will be 58 underground parking spaces with a currently expected monthly rental rate of \$35. A gradient of underground parking monthly rental rates based on CMI level can be offered if the overall operational budget provides a DCR ratio above 1.20. Additionally there are 44 surface parking spaces available that provides a 1.44 (stalls/unit) parking ratio. Since this development is a 55+ senior development a year-round indoor play space for children was not included in the building design.

43. 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.

75% of the apartments will feature vinyl plank flooring in the kitchen, dining area, and living room, with carpet in the bedrooms. 25% of the apartments will feature vinyl plank flooring in the kitchen area and carpeting in the dining area, living room, and bedrooms. Each apartment will have its own washer and dryer. All apartments will include a stainless steel refrigerator, dishwasher, range, and microwave. The building will offer free basic Internet for all residents. The building will be designated a "No Smoking" building/apartments. There will be no difference between the LIHTC apartments and the market-rate apartments.

PROPOSAL TIMELINE

44. 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) [<i>Target/Actual Month/Date</i>]	11/2019
1 st Development Assistance Team/ Meeting (Due by 8/6/20) [<i>Target/Actual Month/Date</i>]	11/14/2019
1 st Neighborhood Meeting (Due by 8/19/20) [<i>Target Month/Date</i>]	11/26/2019
Submission of Land Use Application (Zoning Map Amendments Due by 9/16/20)	5/20/2020
Submission of Land Use Application (Permissively Zoned Due by 10/7/20)	NA
Plan Commission Consideration (If Rezoning, Due by 11/23/20 for 12/1/20 Common Council)	7/27/2020
Urban Design Commission Consideration, if applicable [<i>Target Month/Date</i>]	7/01/2020
Application to WHEDA	12/2020
Complete Equity & Debt Financing	12/2021
Acquisition/Real Estate Closing	12/2021
Rehab or New Construction Bid Publishing	2/2022
New Construction/Rehab Start	3/2022
Begin Lease-Up/Marketing	2/2023
New Construction/Rehab Completion	6/2023
Certificate(s) of Occupancy Obtained	6/2023
Complete Lease-Up	10/2023
Request Final AHF Draw	6/2022

HOUSING INFORMATION & UNIT MIX

45. 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.

ADDRESS #1:		1802-1818 Packers Avenue, Madison					Projected Monthly Unit Rents, Including Utilities				
% of County Median Income (CMI)	Total # of units	# of Bedrooms					\$ Rent for Studios	\$ Rent for 1 BRs	\$ Rent for 2 BRs	\$ Rent for 3 BRs	\$ Rent for 4+ BRs
		# of Studios	# of 1 BRs	# of 2 BRs	# of 3 BRs	# of 4+ BRs					
≤30%	16	0	13	3	0	0		565	678		
40%	0	0	0	0	0	0					
50%	32	0	25	7		0		938	1126		
60%	12	0	12	0	0	0		1126			
LIHTC Sub-total	60	0	50	10	0	0					
Market*	20	0	13	7		0		1150	1450		
Total Units	80	0	63	17	0	0	Notes:Utility Allowance, \$49 - 1 bdrm, \$62 - 2 bdrm				

*40% = 31-40% CMI; 50% = 41-50% CMI; 60% = 51-60% CMI; Market = >61% CMI

ADDRESS #2:		# 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
40%	0	0	0	0	0	0					
50%	0	0	0	0	0	0					
60%	0	0	0	0	0	0					
LIHTC Sub-total	0	0	0	0	0	0					
Market*	0	0	0	0	0	0					
Total Units	0	0	0	0	0	0	Notes:				

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

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

Washer/Dryer Other: _____

ENERGY EFFICIENCY, RENEWABLE ENERGY & SUSTAINABLE DESIGN

47. What is your organization's track record of 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, LEED®, WELL, Passive House, etc.

In 2013, as part of the construction process of the 73-unit Parkview III building, the development team installed a geothermal system that is expected to save 30% in cooling costs and 10% in heating costs annually.

In 2018, as part of the construction of Parkview Gardens III, an 84-unit assisted-living and memory-care building, the development team installed a geothermal system that is expected to save 40% in cooling costs and 20% in heating costs annually.

Both geothermal systems serve common areas where both heating and cooling occur, sometimes simultaneously, with common-area ventilation from energy recovery ventilation units, which are about 70% efficient.

In 2014, Parkview Gardens I, a 24-apartment assisted-living building, had a 20 kW solar array installed on the roof.

In 2014, Parkview III, a 73-apartment independent-living building, had a 50 kW solar array installed on the roof.

In 2018, Parkview Gardens III, an 82-apartment assisted living and memory care building, had a 135 kW solar array installed on the roof.

48. Please describe how this proposed development will contribute to the City's goal of 100% renewable energy and zero-net carbon emissions (originally adopted March 21, 2017). For more information, see [100% Renewable Madison Report](#).

This project will be certified as "Green Built," according to the Wisconsin Green Built Home standards, to score the maximum point criteria under WHEDA Scoring Category 2 - Energy Efficiency and Sustainability.

This project will be built to the maximum points required under the Wisconsin Green Built Homes Checklist per our 2021 tax-credit application.

This project will be built with the following green efficiencies: All appliances to be energy star rated, windows featuring a U-Value less than or equal to 0.35, high-efficiency boilers (92% or higher) and furnaces (95% or higher), high efficiency air conditioner (14 Seer or higher A/C system), Energy Star light fixtures, showerheads, kitchen/bathroom faucets with GPM less than code or install of low-flow aerators and dual flush or ultra-low-flow toilets with GPF less than code or Watersense labeled. These efficiencies will give the residents savings on their gas and electricity bills, along with a significant savings to the project for common-area utilities, including water/sewer, gas, and electricity.

An array of PV solar panels is planned on the roof at 1802-1814 Packers Avenue. Minimum expected energy generation sizing will be in a range between 50kW and 100kW systems. Ultimate sizing will be based on end costs and payback considerations yet to be determined by other potential grants not yet awarded, but minimum sizing is expected to be a 50kW solar array.

We will also install 2-3 EV ready plug-in stalls in the underground parking area. End numbers are not available at this time, but every consideration will be given to installing a higher ratio of "pre-wired" EV stalls at the time of construction to increase the percentage of "EV capable" underground parking stalls to somewhere in the range of 10% to 30%. (Given the expected life of the building, this expense is prudent.)

Incorporating a rooftop solar system into the construction of this development will be in support of the City of Madison's following goals:

- Reduce electrical energy generation needs via fossil fuels by using a renewable energy source (i.e., solar)
- (Help to) Offset the carbon emissions of this development
- Promote green awareness by using affordable housing funds to promote renewable energy construction, thereby further publicizing the city's commitment to move to a net zero carbon emissions goal

We are committed to working with the City of Madison, contractor, engineers, and architects to incorporate sustainable elements into the final building design.

Finally, other ideas we are currently researching to advance this goal, dial down energy usage, and decrease the carbon footprint by our building and residents:

1. Internal car sharing by residents. www.zerology.com
2. Tenant behavioral change initiatives to incentivize individual reduction in energy usage. (Gas, Electric and Water) Gamification of energy usage to drive sustained behavioral changes. (Since tenants typically have heat paid within rental payment structure what motivates them to turn their thermostat down, especially seniors!)
3. Smart thermostats with centralized operating system control ability
4. Green lease amendments
5. Annual full building energy benchmarking collection and analysis.
6. Use of MGE Shared Solar Program for tenant side electrical usage.

All of these stated ideas will have benefits and merit, and some at more cost than others. Fiscal realities will drive end abilities to use these ideas and others we interact with, during the design stage of this building.

49. Please describe the proposed project's energy efficiency goals. Please attach a copy of the confirmation page demonstrating that your organization has submitted an Initial Application for Focus on Energy's Energy Design Assistance program. Identify any third party certification, such as LEED®, WELL, Passive House or similar, that will be sought.

We have submitted an initial application to Focus on Energy's Design Assistance program. We will work with Focus on Energy to increase our energy efficiency design and will also follow the requirements for Green Built Homes. Per our WHEDA application, Green Built Homes is required to certify we have met energy design standards to obtain at least 200 points at issuance of the 8609 tax-credit certification.

See Section 3.d. for Focus on Energy Initial Application confirmation page.

50. How will this project contribute to creating a walkable, human-scaled community inside and outside the property lines?

1802-1818 Packers Avenue is an urban infill site in a location that is close to a variety of amenities that will give a range of transportation options, including walking (Walkscore 54), cycling (Bikescore 62) and 7 day public transit available within 125 feet of the site. The site design of the ground floor units on Packers includes direct entry into those units from the sidewalk via a front porch and steps mirroring at least albeit on a small scale at this ground floor level a more neighborhood feel with the several front porches and stairs at eye level when one walks by the building. The apartment building parking is moved to the inside of the buildings envelope and eliminates the visual impact of parking areas further with its underground parking availability.

Included in our site design will be 14 outdoor bike rack stalls and 80 underground bike rack stalls to promote alternative means of transportation to and from the site.

Preliminary landscaping plans have been developed with some screening of parking area noted but every consideration will be given to using more landscaping to further screen surface parking and maintain diverse, visually interesting environments along pedestrian walkways to encourage the community to interact with the project site.

Avenue Square Senior Apartments also has a community room and craft room for gatherings and activities for friends and family to interact with the residents.

No commercial tenant has been identified at this time for this location but every effort will be made to entice a synergistic commercial tenant that will provide an amenity to the residents and stimulate greater interaction with the community outside the property lines.

Finally, adequate lighting will be provided throughout the site to promote safety for all and remain pleasing to the eye.

51. Describe how the local south-Central Wisconsin climate will inform the design of the proposed development and the challenges it will present.

Every effort was made in the building design layout to maximize sun exposure into the apartments during the winter and to minimize sun exposure during the summer. However, not all of the apartments will enjoy this design benefit due to the constraints of the size of the site. Underground heated parking in this senior building will allow a majority of seniors this amenity during the cold winter months.

52. 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?

We will be using low-flow fixtures in all areas of the apartments and in the building's common areas: Showerheads of 1.75 GPM or less, kitchen/bathroom faucet aerators with a rating of 1.5 GPM or less than code, and dual flush or ultra-low-flow toilets with GPF less than code or Watersense labeled. Use of systems to recapture and reuse water has not been fully vetted at this time, but we will continue to research and consider this prior to the start of construction. We remain open to the concept of graywater usage on site.

53. What building design and HVAC considerations will your team include to enhance community resiliency for building inhabitants in the face of a potential future pandemic?

As a standard feature, the building design already incorporates automatic door openers at the main entrance to the building and from the underground parking area to minimize touch points at these high traffic areas. We will look to incorporate sensed faucets and touch free soap dispensers in the public rest rooms and community kitchen area to again minimize touchpoints, as well as automatic paper dispensers.

The building design considerations should increase the rate at which the air inside is replaced with air from the outside and should find ways to filter the inside air more frequently and to a higher standard to remove dangerous particles. Other building design considerations include installing sensors that monitor temperature, humidity, and air quality to further combat airborne pathogens.

It is too early to tell what can or cannot be done at what cost effective rate, but this subject needs to be vetted further with our architect/engineer as they work toward final drawings. We cannot provide final building design specifications at this time but certainly appreciate why this question is being raised at this time!

Other longer-term property management maintenance practices will also need to be enhanced and proactive. For example, active monitoring of installed air quality sensors with adjustments made as necessary, related to the time of year. Additionally, frequent and diligent changing of air filters will be part of a normal preventative maintenance program. These are just two of many likely regiments to make the building healthier for its residents.

54. Describe this development's approach to accessibility, including the number and percent of accessible units proposed for each of level of accessibility. Will this development meet or exceed the minimum requirements? For rehab, describe the accessibility modifications that will be incorporated into the existing development.

The project will meet or exceed all local, state, and federal accessibility requirements. In addition, a percentage of the apartments will be fully accessible to individuals with physical disabilities, including roll in showers, ADA approved appliances, grab bars, lowered switches and outlets, etc. This project will also meet all WHEDA "Universal Design" and "Appendix M" requirements. There will be a total of 20% of the apartments that will meet WHEDA accessibility requirements, and 5% of the apartments will be fully handicap-accessible.

The development team places a priority on universal design and will incorporate this design value throughout the project.

55. For proposals that include rehabilitation, have you completed a capital needs assessment for this property? If so, summarize the scope and cost; Attach a copy of the capital needs assessment.

NA

REAL ESTATE PROJECT DATA SUMMARY

56. Enter the site address (or addresses if scattered sites) of the proposed housing and answer the questions listed below for each site.

	# of Units Prior to Purchase	# of Units Post-Project	# Units Occupied at Time of Purchase	# Biz or Residential Tenants to be Displaced	# of Units Accessible Current?	Number of Units Post-Project Accessible?	Appraised Value Current (Or Estimated)	Appraised Value After Project Completion (Or Estimated)	Purchase Price
Address:	1802-1818 Packers Avenue								
	1	80	1	0	1	70	NA	NA	\$578,000
Address:									
Address:									

57. Identify any existing buildings on the proposed site, noting any that are currently occupied. Describe the planned demolition of any buildings on the site.

Located at 1802 Packers Avenue is a single family home. This home is rented to a month to month tenant. Located at 1814 Packers Avenue is former Hertz Rent a car office and lot that has been vacant for at least 15 years. Located at 1818 Packers Avenue is a 2 unit rental. Both units at 1818 Packers are occupied and rented with year lease and month to month tenants. All buildings would be demo'd. Timing of demolition expected February/March 2022.

58. Will any business or residential tenants will be displaced temporarily or permanently? If so, please describe the relocation requirements, relocation plan and relocation assistance that you will implement or have started to implement.

No businesses will be displaced by this development proposal.

Both 1802 & 1818 Packers are currently rented. It is our understanding that the tenant at 1802 is on a month to month tenancy.

This development team purchased 1818 Packers in November 2019 so we own and manage 1818 Packers at this time. One tenant is on a month-to-month lease and the other tenant does have a year lease. Future leases offered and executed will coincide with expected development dates for the property.

If federal financial assistance is secured for the project, Odessa Senior Housing, LLC will develop a relocation assistance plan that is compliant with the federal Uniform Relocation Act.

DEVELOPMENT TEAM

59. Describe the project's organizational structure. Please attach an organizational chart detailing the roles of the applicant, all partners, and the ownership interest percentages of each party.

Odessa Senior Housing, LLC (or its assigns) is a single purpose Limited Liability Company (LLC) (the Project LLC). An investor member (to be identified) will own 99.99% of the Project LLC. Tax Credit Syndicator or Corporate Investors)- invests money, controls terms of partnership agreement, gets limited control of design and structure of project as condition to making investment (i.e. only makes investment if satisfied with design and structure of project) and cannot be involved in management and day-to-day decision making of partnership. Also there will be a .01% Managing Member(s) - who are responsible for carrying out purposes of the partnership and making day-to-day decisions, overall management and control of the business, assets and affairs of the partnership, ensures compliance with requirements of LIHTC program and financing documents, & supervises management agent.

Alfred G. McConnell and Jim Rodgers combined are 49% members of the .01% Managing Member interest and are responsible for putting together and overseeing work of development team (architect, contractor, accountant, lawyer, consultant, management agent), getting site control, obtaining all necessary governmental approvals, obtaining necessary funding, negotiating financing documents, determining design and scope of construction, negotiating and enforcing contracts and ensuring construction completed in good and worker like manner, on time and within budget and supervising management agent.

Southwest Wisconsin Community Action Program (SWCAP), a Wisconsin not-for-profit corporation, is the 51% member of the .01% Managing Member interest. SWCAP operates a variety of state and federal programs to assist low-income individuals and families in becoming self-sufficient and to help communities grow and prosper. SWCAP operates in Grant, Green, Iowa, Lafayette and Richland counties. SWCAP will provide supportive service assistance and guidance where applicable to ownership and management agent, most likely related to veterans supportive assistance in conjunction with the Madison based Community Action Coalition for South Central Wisconsin. SWCAP and Alf McConnell have a long standing partnership over 25 years whose partnership has provided additional monetary assistance to low-income residents that SWCAP serves.

See organizational chart Section 3. i.

60. 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, 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.

NA. SWCAP will provide supportive service assistance and guidance where applicable to ownership and management agent, most likely related to veterans supportive assistance in conjunction with the Madison based Community Action Coalition for South Central Wisconsin.

61. 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.

Contact Person	Company	Role in Development	E-mail	Phone
Kevin Burow	Knothe & Bruce	Architect	kburow@knothebruce.com	608.836.3690
Paul Lenhart	Krupp General Contractors	General Contractor	plenhart@kruppconstruction.com	608.249.2020
Wayman Lawrence	Foley & Lardner	Attorney	wlawrence@foleylaw.com	608.257.5035
Mike Morey	Oakbrook Corporation	Management Agent	mmorey@oakbrookcorp.com	608.238.2600
John Kaston	Vierbicher	Civil Engineer	jkas@vierbicher.com	262.408.5708
Linda Ketchum	MUM	Supportive Service Provider	linda@emum.org	608.256.0906
Jim Krueger	NewBridge	Supportive Service Provider	jimk@newbridgemadison.org	608.512.0000
Daniel Connery	Dane County Veterans Service Office	Supportive Services Partner	connery@countyofdane.com	608.266.4158

62. For the following development team roles, please identify the number and/or percentage of women and persons of color employed by that company.

Company	Role in Development	# or % Employees who are Women	# or % Employees who are Persons of Color
Odessa Senior Housing, LLC	Developer	33%	0%
Krupp	General Contractor	13.9%	8.3%
Oakbrook Corporation	Property Manager	90%	10%
Knothe & Bruce Architects	Architect	40%	5%
MUM NewBridge	Service Provider	63% 85.7%	50% 20%

DEVELOPMENT TEAM EXPERIENCE AND CAPACITY

Please describe the development team’s experience in obtaining and successfully implementing LIHTC developments in accordance with the Additional Application Materials Section 2.4, Item 2 of the RFP.

REFERENCES

63. Please list at least three references who can speak to your work on similar developments completed by your team.

Name	Relationship	Email Address	Phone
Matthew Fink	Lender	matthew.fink@firstmidwest.com	224-318-4038
Wayman Lawrence	Attorney	wlawrence@foleylaw.com	(608) 257-5035
Jim Glueck	Architect	glueckarch@sbcglobal.net	(608) - 251-2551

PLEASE ATTACH THE FOLLOWING ADDITIONAL INFORMATION 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 detailed map of the site and a second map using the AHF Affordable Housing Targeted Area Map showing the site in the context of the City.
- 3.c. A preliminary site plan and drawings, if available.
- 3.d. A Capital Needs Assessment report of the subject property, if the proposal is for a rehabilitation project and if the report is available at the time of application.
- 4. A confirmation page demonstrating that an Initial Application for Energy Design Assistance was submitted to Focus on Energy
- 5. Written confirmation from the Zoning Administrator of permissive zoning or a letter confirming the proposed site's zoning status and process.

NOTE: If a preliminary site plan is not available at the time of application, submittal will be required for DAT on August 6, 2020 with submittal with week prior. If the Capital Needs Assessment is not available at the time of application for a rehab project, submittal will be required by August 19, 2020.

1. RFP Application Form and Budget Workbook

APPLICANT & PROJECT NAME:

Odessa Senior Housing, LLC, Avenue Square Senior Apartments

1. CAPITAL BUDGET

Enter ALL proposed project funding sources.

FUNDING SOURCES

Source	Amount	Non-Amortizing (Y/N)	Rate (%)	Term (Years)	Amort. Period (Years)	Annual Debt Service
Permanent Loan-Lender Name:						
WHEDA	\$ 4,725,000	Y	5.35%	15	35	\$298,937
Subordinate Loan-Lender Name:						
Subordinate Loan-Lender Name:						
Tax Exempt Loan-Bond Issuer:						
AHP Loan	\$ 500,000	Y	0.00%	15		
City-AHF Deferred Loan	\$ 750,000	N	2.75%	16	30	\$36,742
City-AHF Interest/Cash Flow Loan	\$ 750,000	Y	0.00%	30		
City-TIF Loan						
Other-Specify Lender/Grantor:						
Other-Specify Lender/Grantor:						
Other-Specify Lender/Grantor:						
Tax Credit Equity	\$ 10,442,448					
Historic Tax Credit Equity						
Deferred Developer Fees	\$ 538,233					
Owner Investment						
Other-Specify:	\$ -					
Total Sources	\$ 17,705,681					

Construction Financing			
Source of Funds	Amount	Rate	Term (Months)
Construction Loan-Lender Name:			
WHEDA	\$ 12,500,000	3.41%	21
Bridge Loan-Lender Name:			
AHP/AHF/Deferred	\$ 2,840,325	0.00%	
Tax Credit Equity:			
To be determined	\$ 1,726,423		
Total	\$ 17,066,748		

Estimated pricing on sale of Federal Tax Credits: \$ 0.88

Estimated pricing on sale of State Tax Credits:
(if applicable)

Remarks Concerning Project Funding Sources:

Tax credit pricing /demand down based on recent conversations with several tax credit syndicators.

APPLICANT:

Avenue Square Senior Apartments

2. PROJECT EXPENSES

Enter the proposed project expenses

Acquisition Costs	Amount
Land	\$578,000
Existing Buildings/Improvements	\$0
Other (List)	
	\$0
Construction:	
Construction/Rehab Costs	\$11,852,308
Construction Profit	\$533,354
Construction Overhead	\$237,046
General Requirements	\$533,354
Construction Supervision	\$0
FF&E/Personal Property	\$0
Demolition	\$60,000
Site Work	\$0
Landscaping	\$0
Letter of Credit/P&P Bond	\$3,000
Construction Contingency	\$659,119
Other (List)	
	\$0
Architectural & Engineering	
Architect - Design	\$229,000
Architect - Supervision	\$32,000
Engineering	\$19,000
Other (List)	
	\$0
Interim/Construction Costs	
Builder's Risk/Property Insurance	\$42,000
Construction Loan Interest	\$380,000
Construction Loan Origination Fee	\$120,000
Real Estate Taxes	\$14,000
Park Impact Fees	\$31,000
Other Impact Fees	\$0
Other (List)	
	\$0
Financing Fees	
Cost of Bond Issuance	\$19,000
Permanent Loan Origination Fee	\$0
Credit Enhancement	\$0
Other Permanent Loan Fees	\$0
Soft Costs	
Appraisal	\$0
Market Study	\$7,500

<-- If applicable, please list the costs attributable to "above and beyond" green building/Net Zero construction components included in the Construction Costs line item:

	Total Cost:
Solar Panels 75 kW, projected	\$225,000
EV stalls (2-4)	
Shell enhancements. Other beyond code improvements	

Environmental Reports	\$11,000
Survey	\$6,000
Permits	\$0
Lease-Up Period Marketing	\$0
Tax Credit Fees - Application	\$2,000
Tax Credit Fees - Compliance	\$0
Tax Credit Fees - Allocation	\$110,000
Accounting/Cost Certification	\$12,500
Title Insurance and Recording	\$20,000
Relocation	\$0
FF&E	\$0
Capital Needs Assessment (if rehab)	\$0
Legal	\$43,000
Other (List)	
Rent-up Marketing	\$25,000
Fees:	
Bridge Loan Fees	\$0
Organizational Fees	\$5,000
Syndication Fees	\$7,500
Total Development Fee	\$1,680,000
Developer Overhead	\$0
Other Consultant Fees	\$0
Other (List)	
	\$0
Reserves Funded from Capital:	
Lease-Up Reserve	\$0
Operating Reserve	\$434,000
Replacement Reserve	\$0
Capital Needs Reserve	\$0
Debt Service Reserve	\$0
Escrows	\$0
Other: (List)	
	\$0
TOTAL COSTS:	\$17,705,681

APPLICANT:

Avenue Square Senior Apartments

3. PROJECT PROFORMA

Enter total Revenue and Expense information for the proposed project for a 30 year period.

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13	Year 14	Year 15	Year 16
Gross Income	901,764	919,799	938,195	956,959	976,098	995,620	1,015,533	1,035,843	1,056,560	1,077,691	1,099,245	1,121,230	1,143,655	1,166,528	1,189,858	1,213,656
Less Vacancy/Bad Debt	63,123	64,386	65,674	66,987	68,327	69,693	71,087	72,509	73,959	75,438	76,947	78,486	80,056	81,657	83,290	84,956
Income from Non-Residential Use*	19,836	20,233	20,637	21,050	21,471	21,901	22,339	22,785	23,241	23,706	24,180	24,664	25,157	25,660	26,173	26,697
Total Revenue	858,477	875,646	893,159	911,022	929,243	947,827	966,784	986,120	1,005,842	1,025,959	1,046,478	1,067,408	1,088,756	1,110,531	1,132,742	1,155,396
Expenses:																
Office Expenses and Phone	10,000	10,300	10,609	10,927	11,255	11,593	11,941	12,299	12,668	13,048	13,439	13,842	14,258	14,685	15,126	15,580
Real Estate Taxes	112,000	115,360	118,821	122,385	126,057	129,839	133,734	137,746	141,878	146,135	150,519	155,034	159,685	164,476	169,410	174,492
Advertising, Accounting, Legal Fees	12,000	12,360	12,731	13,113	13,506	13,911	14,329	14,758	15,201	15,657	16,127	16,611	17,109	17,622	18,151	18,696
Payroll, Payroll Taxes and Benefits	99,000	101,970	105,029	108,180	111,425	114,768	118,211	121,758	125,410	129,173	133,048	137,039	141,150	145,385	149,746	154,239
Property Insurance	19,000	19,570	20,157	20,762	21,385	22,026	22,687	23,368	24,069	24,791	25,534	26,300	27,089	27,902	28,739	29,601
Mtc, Repairs and Mtc Contracts	60,000	61,800	63,654	65,564	67,531	69,556	71,643	73,792	76,006	78,286	80,635	83,054	85,546	88,112	90,755	93,478
Utilities (gas/electric/fuel/water/sewer)	64,000	65,920	67,898	69,935	72,033	74,194	76,419	78,712	81,073	83,505	86,011	88,591	91,249	93,986	96,806	99,710
Property Mgmt	50,000	51,500	53,045	54,636	56,275	57,964	59,703	61,494	63,339	65,239	67,196	69,212	71,288	73,427	75,629	77,898
Operating Reserve Pmt		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Replacement Reserve Pmt	20,000	20,600	21,218	21,855	22,510	23,185	23,881	24,597	25,335	26,095	26,878	27,685	28,515	29,371	30,252	31,159
Support Services	1,200	1,236	1,273	1,311	1,351	1,391	1,433	1,476	1,520	1,566	1,613	1,661	1,711	1,762	1,815	1,870
Other (List)																
Tax Credit Monitoring Fee	2,400	2,472	2,546	2,623	2,701	2,782	2,866	2,952	3,040	3,131	3,225	3,322	3,422	3,524	3,630	3,739
	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Operating Expenses	449,600	463,088	476,981	491,290	506,029	521,210	536,846	552,951	569,540	586,626	604,225	622,352	641,022	660,253	680,060	700,462
Net Operating Income	408,877	412,558	416,178	419,732	423,214	426,618	429,938	433,168	436,302	439,333	442,253	445,056	447,734	450,278	452,681	454,934
Debt Service:																
First Mortgage	347,464	347,464	347,464	347,464	347,464	347,464	347,464	347,464	347,464	347,464	347,464	347,464	347,464	347,464	347,464	347,464
Second Mortgage		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other (List)																
	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Debt Service	347,464	347,464	347,464	347,464	347,464	347,464	347,464	347,464								
Total Annual Cash Expenses	797,064	810,552	824,445	838,754	853,493	868,674	884,310	900,415	917,004	934,090	951,689	969,816	988,486	1,007,717	1,027,524	1,047,926
Total Net Operating Income	61,413	65,094	68,714	72,268	75,750	79,154	82,474	85,704	88,838	91,869	94,789	97,592	100,270	102,814	105,217	107,470
Debt Service Reserve	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Deferred Developer Fee	61,413	65,094	68,714	72,268	75,750	79,154	82,474	85,704	88,838	91,869	94,789	97,592	100,270	102,814	105,217	107,470
Cash Flow	0	0	0	0	0	0	0	52,338	88,838	91,869	94,789	97,592	100,270	102,814	105,217	107,470
AHF City Interest Loan	36,742	36,742	36,742	36,742	36,742	36,742	36,742	36,742	36,742	36,742	36,742	36,742	36,742	36,742	36,742	36,742

*Including commercial tenants, laundry facilities, vending machines, parking spaces, storage spaces or application fees

DCR Hard Debt	1.18	1.19	1.20	1.21	1.22	1.23	1.24	1.25	1.26	1.26	1.27	1.28	1.29	1.30	1.30	1.31
DCR Total Debt	1.06	1.07	1.08	1.09	1.10	1.11	1.12	1.13	1.14	1.14	1.15	1.16	1.17	1.17	1.18	1.18

Assumptions

Vacancy Rate	7.0%
Annual Increase Income	2.0%
Annual Increase Expenses	3.0%
Other	

*Please list all fees (per unit per month) and non-residential income:

Underground Parking \$30/month X 58 spaces X 95%

APPLICANT:

3. PROJECT PROFORMA (cont.)

Enter total Revenue and Expense information for the proposed project for a 30 year period.

	Year 17	Year 18	Year 19	Year 20	Year 21	Year 22	Year 23	Year 24	Year 25	Year 26	Year 27	Year 28	Year 29	Year 30
Gross Income	1,237,929	1,262,687	1,287,941	1,313,700	1,339,974	1,366,773	1,394,109	1,421,991	1,450,431	1,479,439	1,509,028	1,539,209	1,569,993	1,601,393
Less Vacancy/Bad Debt	86,655	88,388	90,156	91,959	93,798	95,674	97,588	99,539	101,530	103,561	105,632	107,745	109,900	112,097
Income from Non-Residential Use*	27,231	27,775	28,331	28,897	29,475	30,065	30,666	31,279	31,905	32,543	33,194	33,858	34,535	35,226
Total Revenue	1,178,504	1,202,074	1,226,116	1,250,638	1,275,651	1,301,164	1,327,187	1,353,731	1,380,806	1,408,422	1,436,590	1,465,322	1,494,628	1,524,521
Expenses:														
Office Expenses and Phone	16,047	16,528	17,024	17,535	18,061	18,603	19,161	19,736	20,328	20,938	21,566	22,213	22,879	23,566
Real Estate Taxes	179,727	185,119	190,673	196,393	202,284	208,353	214,604	221,042	227,673	234,503	241,538	248,784	256,248	263,935
Advertising, Accounting, Legal Fees	19,256	19,834	20,429	21,042	21,673	22,324	22,993	23,683	24,394	25,125	25,879	26,655	27,455	28,279
Payroll, Payroll Taxes and Benefits	158,866	163,632	168,541	173,597	178,805	184,169	189,694	195,385	201,247	207,284	213,503	219,908	226,505	233,300
Property Insurance	30,489	31,404	32,346	33,317	34,316	35,346	36,406	37,498	38,623	39,782	40,975	42,204	43,471	44,775
Mtc, Repairs and Mtc Contracts	96,282	99,171	102,146	105,210	108,367	111,618	114,966	118,415	121,968	125,627	129,395	133,277	137,276	141,394
Utilities (gas/electric/fuel/water/sewer)	102,701	105,782	108,956	112,224	115,591	119,059	122,631	126,310	130,099	134,002	138,022	142,162	146,427	150,820
Property Mgmt	80,235	82,642	85,122	87,675	90,306	93,015	95,805	98,679	101,640	104,689	107,830	111,064	114,396	117,828
Operating Reserve Pmt	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Replacement Reserve Pmt	32,094	33,057	34,049	35,070	36,122	37,206	38,322	39,472	40,656	41,876	43,132	44,426	45,759	47,131
Support Services	1,926	1,983	2,043	2,104	2,167	2,232	2,299	2,368	2,439	2,513	2,588	2,666	2,746	2,828
Other (List)														
	3,851	3,967	4,086	4,208	4,335	4,465	4,599	4,737	4,879	5,025	5,176	5,331	5,491	5,656
Total Expenses	721,476	743,120	765,414	788,376	812,028	836,388	861,480	887,324	913,944	941,363	969,603	998,692	1,028,652	1,059,512
Net Operating Income	457,028	458,954	460,702	462,262	463,623	464,776	465,707	466,406	466,861	467,059	466,987	466,630	465,976	465,009
Debt Service:														
First Mortgage	347,464	347,464	347,464	347,464	347,464	347,464	347,464	347,464	347,464	347,464	347,464	347,464	347,464	347,464
Second Mortgage	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other (List)														
	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Debt Service	347,464	347,464	347,464	347,464	347,464	347,464	347,464	347,464	347,464	347,464	347,464	347,464	347,464	347,464
Total Annual Cash Expenses	1,068,940	1,090,584	1,112,878	1,135,840	1,159,492	1,183,852	1,208,944	1,234,788	1,261,408	1,288,827	1,317,067	1,346,156	1,376,116	1,406,976
Total Net Operating Income	109,564	111,490	113,238	114,798	116,159	117,312	118,243	118,942	119,397	119,595	119,523	119,166	118,512	117,545
Debt Service Reserve	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Deferred Developer Fee	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Cash Flow	109,564	111,490	113,238	114,798	116,159	117,312	118,243	118,942	119,397	119,595	119,523	119,166	118,512	117,545
AHF City Interest Loan	0	0	0	0	0	0	0	0	0	0	0	0	0	0

*Including laundry facilities, vending machines, parking spaces, storage spaces or application fees

DCR Hard Debt	1.32	1.32	1.33	1.33	1.33	1.34	1.34	1.34	1.34	1.34	1.34	1.34	1.34	1.34
DCR Total Debt	1.32	1.32	1.33	1.33	1.33	1.34	1.34	1.34	1.34	1.34	1.34	1.34	1.34	1.34

Assumptions

Vacancy Rate	7.0%
Annual Increase Income	2.0%
Annual Increase Expenses	3.0%
Other	

2. Development Team's Experience & Capacity

- a. Experience developing multifamily housing for low- and moderate-income households, including:**
- i. Experience obtaining and utilizing LIHTC, including number of projects, number of units and location of LIHTC and/or affordable housing units your organization has developed;**

Alfred G. McConnell has more than 25 years' experience developing affordable housing. The bulk of this affordable senior-housing LIHTC experience has revolved around methodically growing a highly successful senior-living campus (six phases thus far, with five additional phases in various stages of planning) in Caledonia (located immediately north of Racine). Other LIHTC affordable housing development experience is with projects located in Milwaukee (Becher Terrace; 80 apartments) and in Rockford, Illinois [140 units; a family community developed with tax credits awarded by the Illinois Housing Development Authority (IHDA)] developed in 1996-1997. This project was sold in 2013).

Mr. McConnell's long-term business plan has always been to intelligently grow the Parkview Senior-Living Community (the "Parkview campus" or the "campus") in Caledonia, Wisconsin, as a senior housing campus (mostly affordable). The growth of the Parkview campus has been conducted at a measured pace to ensure there would not be an oversaturation of affordable, senior housing developments in the Racine/Caledonia marketplace. By careful introduction of new phases of senior housing units over time at the Parkview campus has resulted in consistently high occupancy rates at this campus that have been maintained for 20 years and a current wait list of more than a hundred prospective residents. However, as it has turned out, the demand for Parkview apartments has outpaced the supply. Unfortunately, the one thing that has stunted the growth of this business plan (i.e., developing more affordable Parkview buildings on this campus) is the inability of senior housing developments to consistently score high enough in WHEDA's tax-credit scoring matrix due to WHEDA's "Serves Large Family" 5-point scoring section.

We offer this information here simply to reiterate our belief that the City should embrace when "senior" affordable deals are able to score high enough in the WHEDA criteria as they will continue to be a minority allocation of the available future LIHTC awards.

Mr. McConnell's core passion is the development of senior affordable housing in a careful, concentrated way. His development style is atypical of affordable housing developers by and large as he committed capital to purchase in excess of 20 acres of additional land at this Parkview campus location. Therefore, his Parkview campus could accommodate five additional Section 42 developments, comprising a total of several hundred more senior apartments. This senior campus (which is a mixed-income community) has a current valuation in excess of \$75 million.

As the Developer Experience table below demonstrates, since 1996, Mr. McConnell has secured awards for tax credits for 7 total projects in the Midwest:

- 7 senior projects that have provided over 346 units of senior housing
 - Parkview Gardens I & II are Assisted Living housing tax credit developments
- 1 family project that has provided 140 units of family housing in Illinois.

Please review the list of developments completed in the following table:

DEVELOPER EXPERIENCE

Development Name	Parkview I	Parkview II	Parkview III	Parkview Gardens I	Parkview Gardens II	Becher Terrace	Forest Glen
City	Caledonia					Milwaukee	Rockford
State	Wisconsin					Wisconsin	Illinois
Developer Contact Name	Alfred G. McConnell					Alfred G. McConnell Scott Stevlingson	Alfred G. McConnell
Development Type	New Construction					New Construction	New Construction
Family/Elderly	Elderly	Elderly	Elderly	Elderly	Elderly	Elderly	Family
Type(s) of Subsidy	Section 42	Section 42 FHLB-AHP	Section 42 FHLB-AHP	Section 42 FHLB-AHP	Section 42 FHLB-AHP	Section 42 Section 8 FHLB-AHP	Section 42
Placed-in-Service Date	December 2000	May 2005	October 2013	March 2008	December 2013	October 2011	May 1997
Number of Total Units	73	73	73	24	23	80	140
Number of Low-Income Units	67	58	73	19	23	80	56

ii. **Experience obtaining and utilizing federal, state, city and other financing resources, including number of projects, number of units and location of projects with federal LIHTC, HOME, CDBG, EECBG, or Section 108 funds.**

As indicated in the “Developer Experience” table above, Mr. McConnell has secured the following Federal Home Loan Bank of Chicago Affordable Housing grant awards (FHLBC) and Home awards:

- Parkview II: 58 LIHTC units, awarded \$493,000 FHLBC affordable housing grant in 2005
- Parkview III: 73 LIHTC units, awarded \$438,000 FHLBC affordable housing grant in 2013
- Parkview Gardens I: 19 LIHTC units, awarded \$199,500 FHLBC affordable housing grant for affordable assisted living development in 2008.
- Parkview Gardens II: 23 LIHTC units, awarded \$207,000 FHLBC affordable housing grant for affordable assisted living development in 2013.
- Parkview Gardens II: HOME award for \$369,000 in 2013.
- Becher Terrace: 80 LIHTC units, awarded \$369,500 FHLBC affordable housing grant 2012.

Jim Rodgers, a member of the Odessa Senior Housing, LLC development team has the following experience related to City of Madison and Dane County Affordable Housing financing resources and FHLBC. Mr. Rodgers recently served as the Director of Finance for many years at MSP Real Estate. In that capacity, Mr. Rodgers was part of a three-member team developing affordable housing mainly targeted at the City of Madison and was the principle drafter of all RFP responses for City of Madison and Dane County affordable housing funds. During Mr. Rodgers’ tenure at MSP Real Estate (2014-2019), the following LIHTC tax credits and affordable housing funds were awarded to MSP Real Estate in the City of Madison.

Normandy Square Senior Apartments, 6509 Normandy Lane, Madison, WI

58 Total Units

48 Affordable Units (12-30% Supportive Units)

Source	Amount	Comments
2017 LIHTC Tax Credits Awarded by WHEDA	\$595,587	Awarded credits 2017
2018 Additional LIHTC Tax Credits Awarded by WHEDA	\$ 59,970	Awarded credits 2018
City of Madison AHF Funds	\$ 850,000	Awarded Fall 2016
Dane County AHF Funds	\$ 342,220	Awarded Fall 2017

The Grove Apartments, 202 & 206 Cottage Grove Road, Madison, WI

112 Total Units

95 Affordable Units (23-30% Supportive Units, 1-40% Unit)

Source	Amount	Comments
2018 LIHTC Tax Credits Awarded by WHEDA	\$1,339,272	Awarded credits 2018
City of Madison AHF Funds	\$3,000,000	Awarded Fall 2017
Dane County AHF Funds	\$ 591,346	Awarded Fall 2018
Chicago FHLB Grant	\$ 750,000	Awarded Dec 2018

2020 The Oscar Apartments, 1212 Huxley Street, Madison, WI

110 Total Units

94 Affordable Units (23-30% Supportive Units)

Source	Amount	Comments
City of Madison AHF Funds	\$1,700,000	Awarded Fall 2019
Dane County AHF Funds	\$1,187,550	Awarded Fall 2019

b. Experience with participating in public/private joint ventures.

Kroehler Manufacturing Plant

In the 1980s, Liberty Mortgage & Development Company (one of Mr. McConnell's companies) secured \$3,000,000 in Industrial Revenue Bonds, which were issued by DuPage County, Illinois, for the historic rehab 20% of the former furniture manufacturing building which had become vacant.

From the late 1890s until the late 1970s, Kroehler Manufacturing Company assembled furniture at the above-described manufacturing plant in Naperville, Illinois. Smaller profit margins during the 1960s and early 1970s undermined the company's performance. Operating at a loss, the company closed production at the Naperville plant in 1978.

Using Industrial Revenue Bond financing, the vacant Kroehler Manufacturing Company was converted into Fifth Avenue Station, a mixed use complex of 127 apartments, 80,000 square feet of retail space, and a five-story atrium office consisting of approximately 50,000 square feet. In 1985, the two-square-block complex was placed on the National Register of Historic Places. Commuters riding the Metra trains into Chicago can still see the Kroehler name on the side of the building, a symbol of a once prosperous business that provided employment to generations of Naperville residents for almost 100 years.

Forest Glen Apartments

In 1995, Liberty Mortgage & Development Company (Alfred G. McConnell) worked with the Illinois Housing Development Authority, Chicago, Illinois ("IHDA"), to secure \$9,325,928 in bond proceeds at a 3% interest rate from the Illinois Trust Funds Bond program to construct a 140-unit family development in conjunction. Additionally, IHDA issued Section 42 federal tax-credits.

Parkview Gardens II

In 2013, Mr. McConnell, worked with the Commerce Department of the State of Wisconsin to secure a HOME loan for \$369,000 as part of the gap financing necessary to complete the construction budget of Parkview Gardens II, a 23 unit, 100% affordable, tax-credit, assisted-living development. One of only a handful of such affordable assisted-living developments in Wisconsin using tax-credits and other available soft financing.

c. Years in existence and staff qualifications (briefly).

Alfred G. McConnell

Mr. McConnell has over 40 years of experience in the real estate development industry. In the 70s and 80s, Mr. McConnell was associated with two diversified real estate companies, (McElvain-Reynolds Co. and Draper & Kramer, Inc.), both of which allowed him to develop real estate for his own account. In these positions, he consulted with the owners of and was responsible for the structuring/financing of several hundred million dollars' worth of real estate, including: apartment properties, shopping centers, condominium projects, office buildings, hotels, industrials, special purpose properties, and real estate related bond transactions.

Since the mid 1990's, Mr. McConnell has concentrated on the development of affordable housing with a long-range business plan that has focused on the development of senior housing that has included independent-living, assisted-living, and memory-care units. Mr. McConnell has been responsible for project development of his Parkview campus, leading all facets of the development process, including site identification, site acquisition, city approvals, financial layering (including securing awards of soft funding), tax-credit application and approvals, construction management, lease-up, and long-term oversight of the third-party property management companies.

Mr. McConnell's ownership style is a hands-on approach, overseeing and directing all aspects development projects from conception to stabilization, ensuring steady growth, consistent profitability, and increasing cash flows annually. Mr. McConnell works closely with his third-party property management company as well to ensure that a quality delivered real estate project delivers great service to its residents.

Over the last 20+ years, Mr. McConnell has worked across multiple disciplines, always aligning with an excellent group of extremely strong local, professionals to produce quality, affordable multifamily housing that benefits both the businesses and residents of the community.

Mr. McConnell has worked with the following Madison-based professionals during the past 20 years:

- Architect (Glueck & Associates)
- Structural engineer (Severn Engineering)
- Mechanical engineer (Hein Engineering)
- Law firm (Foley & Lardner)
- Accounting firm (SVA Certified Public Accountants)
- General contractor (Stevens Construction)
- Subcontractors (various)
- Suppliers (various)
- Property management company (Oakbrook Corporation)
- Financing (Wisconsin Housing and Economic Development Authority)

Mr. McConnell earned a B.S. degree in Economics and a M.B.A. of Finance, both from the University of Wisconsin in Madison.

Jim Rodgers (Tax Credit Development Consultant/Partner)

Mr. Rodgers began his career in affordable housing in 1993 when he began working for Wisconsin Housing and Economic Development Authority (WHEDA). For 21 years, Mr. Rodgers worked in a variety of roles at WHEDA, expanding his knowledge base of affordable housing from Rural Development to Section 8 housing to LIHTC (tax-credit) housing. He was employed as an Asset Manager, Loan Officer, and Low Income Housing Tax Credit Underwriter. During his time there, Mr. Rodgers was an integral part of a team that administered the Low Income Housing Tax Credit program which produced more than 20,000 units of affordable housing across the State of Wisconsin. He also underwrote and closed more than \$120,000,000 in affordable multifamily housing loans during his tenure at WHEDA.

From 2014-2019, Mr. Rodgers worked for MSP Real Estate (Affordable Housing Development Company) as their Director of Asset Management and Director of Finance. As Director of Asset Management, Mr. Rodgers was responsible for the asset management of a portfolio of properties under ownership of the MSP/Heritage Companies (Heritage – Assisted Living Company). Responsibilities included, but were not limited to, production of property budgets and budgetary oversight, capital improvements, refinancing and analysis of future acquisitions for both MSP and Heritage owned real estate. As Director of Finance, Mr. Rodgers repositioned \$55 million of MSP Real Estate portfolio debt, and served as part of a three-member development team that secured (and built or is in the process of being constructed or will be constructed) three LIHTC awards in the City of Madison from 2016-2019.

As a tax credit development consultant for Mr. McConnell, Mr. Rodgers primary responsibility is the identification and application to WHEDA for tax credits for new tax credit affordable housing development in the Madison and Dane County market areas. Mr. Rodgers actively manages all aspects for these located developments, including site acquisition and approval, financing, design, value engineering, construction, and lease-up.

Mr. Rodgers has a Masters' of Science in Real Estate and a M.B.A of Finance, both from the University of Wisconsin Madison.

d. Financial capacity of the organization to secure financing and complete the proposed project.

Mr. McConnell believes this RFP response demonstrates a development team that can provide all the requirements necessary to complete a 70-unit tax-credit apartment building on the proposed site and secure the necessary sources of financing based on past performance of similar sized developments. (See Development Experience chart in Section 2.A.i)

e. Developer's experience with, including number of projects, number of units and location of projects developed with integrated support housing units.

Parkview I, Parkview II, and Parkview III were developed under earlier tax-credit allocation criteria, and therefore, were not initially developed with integrated supportive housing units.

The creation and intent of the Parkview campus was to meet an identified affordable senior housing shortage in the Racine market area. Over time partnerships that provide "integrative supportive services" were established to meet the specific needs of Parkview residents regardless of the current income of the household. Today, the Parkview senior affordable independent living units have a range

of non-profit supportive service agencies that provide some of the following supportive services for residents of the Parkview Senior Campus:

Racine County Veterans Services, assist veterans and their dependents in apply for a wide array of State and Federal benefits. Racine County Veterans Services works with Parkview veteran residents to connect them with local and State veteran-specific services and resources. Some of the programs and services available to the residents are the following:

State Benefits

Assistance for Needy Veterans
Homeless Assistance
Nursing Home Assistance
Assisted Living Assistance

Federal Benefits

Disability Claims
Pension Claims
Enroll in VA Healthcare

Aging and Disability Resource Center of Racine, provide a wide array of information and assistance services. The ADRC serves as a service coordinator rather than a direct service provider. However, the ADRC Elder/Disability Specialists can assist residents with accessing programs such as Social Security, Medicare, Medicaid and more. ADRC staff provide in-depth information about available community services and resources to address current and expected future care concerns. ADRC staff provide information for nutrition programs in the county, meal sites for senior dining and how to receive home-delivered meals. ADRC staff can assist residents of Parkview with transportation access for doctor visits and many other activities. ADRC staff can also provide support, information and assistance for caregivers of the elderly and disabled. ADRC staff have a long standing history now of providing referrals to Parkview for new residents and providing the above mentioned senior services for Parkview residents.

Society's Assets, is a private, nonprofit organization that provides independent living services to help people with disabilities achieve greater independence in the home and community. Society Assets provides resident services such as housekeeping, preparing meals, shopping, socialization and assisting with activities of daily living. Society's Assets has a long standing history of providing assistance to Parkview residents in need of such services.

Additionally, the following partnerships are in place that provide additional supportive services for the Parkview residents:

- Each of the three Parkview Independent Senior buildings receives one exercise class per week at each of three buildings, provided by a YMCA fitness instructor. Parkview ownership pays \$720/month for these classes for the residents.
- Van service is provided for the residents. Since 2005, the Parkview Senior-Living Community has offered a dedicated van and driver to take its independent-living residents shopping and to a wide variety of other group activities and outings. The campus van is a great amenity for Parkview seniors (many of whom tend to give up driving as they age in place), allowing them to feel more comfortable giving up their cars while maintaining their independence. Of significance, it should be noted that van use is by no means limited to seniors who no longer drive. Because each of the van outings is a social event of varying kind, driving seniors also utilize the Parkview van service frequently as a means of healthy socialization. So, though the van is *not* used as a personal taxi service, it has been used successfully to offer groups of seniors safe and reliable transport to the places they need and want to go. Van activities are

scheduled regularly and are posted monthly in the campus newsletter. A new van was purchased in 2016 at a cost of \$60,000.

- Computer training classes provided 2 days a month provided by local retired firefighter.
- Racine County Nurses provide free flu shots in the fall.
- AARP Income Tax Preparation Volunteer comes annually to assist residents who request help to complete their individual tax returns.
- Caledonia Fire Department comes monthly to provide blood pressure and pulse oxygen screening on-site.
- Meals on Wheels provides daily meals M-F to many of the Parkview residents.

f. Proposed property management entity or partner's experience including number of projects, number of units and location of projects managed. Be sure to address the property management entity's performance record and approach with integrated support services as well as with inclusive and culturally-sensitive property management and marketing practices.

Odessa Senior Housing, LLC will partner with Oakbrook Corporation Management as its third-party rental manager for this development. Over the last 20 years, Mr. McConnell has partnered with Oakbrook Corporation to manage his affordable housing developments for most of his affordable housing portfolio. Oakbrook has consistently provided a strong on-site management presence, strong application/tenant selection process, stellar tax-credit compliance and a strong maintenance and preventative maintenance programs to all the properties under its care.

Oakbrook Corporation currently employs more than 240 individuals and manages over 6,700 apartments (4,300 affordable) in 91 different projects throughout Wisconsin and Illinois (See Section 3.g. for comprehensive listing of Oakbrook managed properties). Oakbrook Corporation Management corporate headquarters is located in Madison, WI.

Oakbrook Corporation management staff and marketing practices adheres to all federal and state housing compliance issues including AG 134, Equal Opportunity, Fair Housing Requirements, affirmative fair marketing practices and Section 504 of the Rehabilitation Act of 1973.

Oakbrook Corporation works throughout Wisconsin & Illinois and manages multiple properties where residents receive on-site supportive services. Oakbrook has had great success proactively reaching out and meeting with area supportive service organizations to assist in placing tenants in a respective supportive service supported apartments as available. Oakbrook, with current management of over 4,300 affordable apartments in its management portfolio, has extensive experience coordinating supportive services for residents in both Section 8 and LIHTC properties. Oakbrook currently manages seven (7) multifamily developments that provide integrated supportive services. Oakbrook has three (3) additional projects opening between now and the end of 2021 that will include supportive services.

Oakbrook Corporation Management will follow the Tenant Selection Plan that embraces the CDD's Tenant Selection Plan best practices as outlined in Attachment B-1. See Section 3.e. for a copy of the Tenant Selection Plan. Additionally, Oakbrook will follow the Affirmative Marketing Plan best practices as outlined in Attachment B-2. See Section 3.f. for a copy of the HUD Affirmative Fair Housing Marketing Plan.

Oakbrook strives to maintain an inclusive and culturally-sensitive property management staff, property oversight and marketing practices. Oakbrook property management staff receive extensive training on Federal Fair Housing laws to assist in maintaining Oakbrook’s commitment to provide a welcoming and inclusive environment for all of its residents. Also for Oakbrook’s affordable housing managed developments the marketing plan that is established identifies which populations are underserved that are least likely to apply and targeted outreach to those local organizations serving those population is included in the overall marketing for the property.

- g. List of any architectural awards, service awards, or green building certifications that your organization has received.**

Forest Glen Family Affordable Development

Forest Glen, located in Rockford, Illinois, is a 140-unit family tax credit project developed with low-income housing tax credits from the Illinois Housing Development Authority. This project was developed in 1996-1997 and was sold in 2013 by Alfred G. McConnell. Forest Glen Apartments was the winner of the coveted National Association Home Builders “Multifamily Pillars of the Industry Awards” competition, which recognized this property as the best affordable multi-family development in the nation in 1998. This project (financed by Illinois Housing Development Authority [“IHDA”]) became the first IHDA development to ever receive a national award recognition.

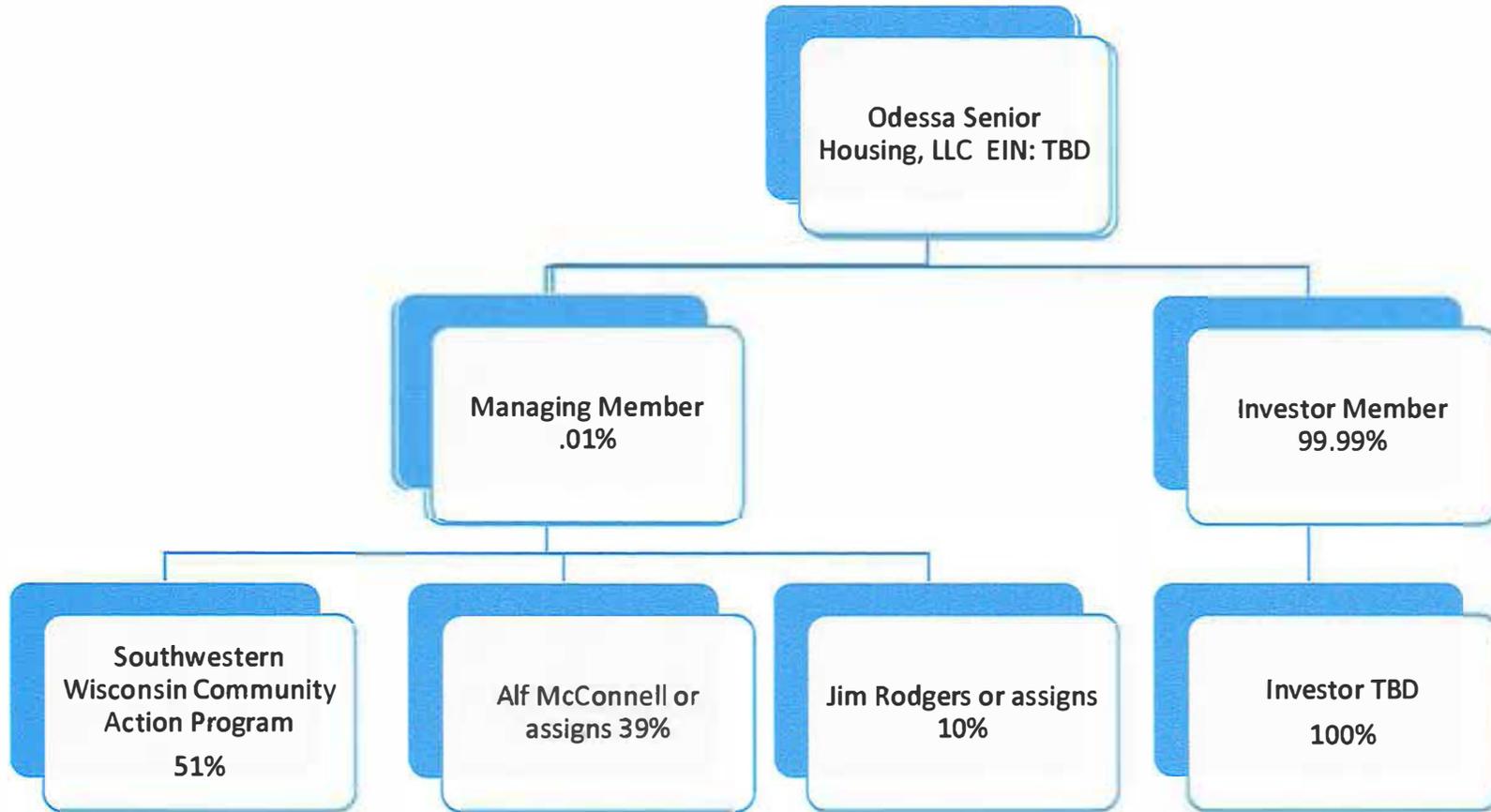
Parkview I

Parkview I (located in Caledonia, Racine County, Wisconsin, is a 73-unit senior tax-credit project developed with low-income housing tax credits from WHEDA. This project was developed in 1999-2000 and remains part of McConnell’s portfolio. Parkview I was selected by Multi-Housing News as the 2001 Platinum Choice award as a finalist for best mixed-use development of its kind in the country. Parkview I contained 67 affordable units and six market-rate units. One of the features offered at this property was a beauty salon where no rent was charged to the beauty salon owner. Rather in return for free space, salon services were provided to the residents at a discounted rate.

The following tax credit projects have been built to the highest scoring WHEDA Green Building Criteria required since WHEDA changed its scoring criteria to include this category in 2010. Verification was only required through 2018. A Wisconsin Green Built certification is now required with a change to the Qualified Allocation Plan starting in 2019. (See table).

Credit Application Year	Name of Development	Units	Built to Max Wisconsin Green Built WHEDA Point Standard?	Third Party Verification or Certification
2011	Becher Terrace	80	Yes	Verification
2013	Parkview III	73	Yes	Verification
2013	Parkview Gardens II	23	Yes	Verification

Odessa Senior Housing Organizational Chart



3. Additional Application Materials

- a. Letter(s) from Supportive Service Provider(s) detailing the type and level of services they intend to provide and affirming that the level of services that will be made available are adequate for the number of supportive housing units and target population.
- b. Detailed site map and a second map showing the site in the context of the City using the Affordable Housing Targeted Area Map.
- c. A preliminary site plan and drawings, if available.
- d. Focus on Energy Initial Application confirmation page. (Question 49 AHF Application).
- e. Tenant Selection Plan (Attachment B-1) & attached parameters for criminal background checks.
- f. HUD Affirmative Fair Housing Marketing Plan (Attachment B-2).
- g. Oakbrook Corporation Management Property Management List.
- h. Written confirmation of zoning status.

a. Letter(s) from Supportive Service Provider(s):



Thursday, June 25, 2020

Mr. Alf G. McConnell
Odessa Senior Housing, LLC
2677 Orrington Avenue
Evanston, IL 60201

RE: 2020 WHEDA Tax-Credit Rental Housing Development – 1802-1818 Packers Avenue

Dear Mr. McConnell,

On January 1, 2019, four Madison nonprofits committed to serving older adults, North/Eastside Senior Coalition, West Madison Senior Center, South Madison Coalition of the Elderly, and East Madison/Monona Coalition of the Aging, merged to operate under the name of NewBridge Madison, Inc.

NewBridge, a nonprofit agency committed to serving older adults, empowers older adults to access affordable resources to maintain their health, safety, independence and community connection through a variety of resources. NewBridge, annually provides services for over 10,500 older adults, age 60 plus in the City of Madison and City of Monona. In 2019, NewBridge served 1,350 case management clients, had 1,400 volunteers, and provided 1,800 activity hours for older adults and 45,000 meals.

Our programs span from case management to nutrition to matching older adults with volunteers to help with a variety of home chores. Our case management community outreach extends out to providing direct support to individuals within their homes/apartments to promote independence. NewBridge also offers a variety of classes and activities in neighborhood centers, libraries and churches throughout Madison and Monona for learning, socializing, and community involvement. Our monthly newsletters provide a calendar of events and services available to older adults in our community.

Some of the other programming that NewBridge offers is the Food Bridge program in conjunction with RSVP and the River Food Pantry, whereby volunteers pick up and deliver groceries from local food pantries to home/apartment bound older adults to provide greater food security to vulnerable individuals. Food insecurity amongst older adults on fixed budgets, remains a significant issue in Madison and Monona, and especially for the residents on the north side of Madison who have very limited choices to access affordable grocery store locations without reliable transportation.

NewBridge also provides cultural diversity activities for African American and Latinx older adults to help reduce isolation and connect older adults to community services. NewBridge is partnered with Registered Nurse Gail Owens and Nail Technician Susan Hasey to provide foot care for older adults 60+. NewBridge also provides a 'Loan Closet' which provides health



equipment items for check out. Equipment available may include wheel chairs, walkers, canes, shower chairs, and more with a donation. (Any face to face activities/programming however has been put on-hold during the COVID-19 Pandemic).

My understanding is that Avenue Square Senior Apartments, will be a 71 unit older adult project, will be an affordable rental development that will create approximately 15 supportive housing units for older adults (55+) earning 30% or less of the Dane County area median income. The target population for these supportive housing units is older adults whose incomes qualify for the 30% rent restricted units. The available 15 supportive housing units will be spread across a mix of 1 & 2 bedroom units at the 30% rent restricted level.

Odessa Senior Housing, LLC or its assigns will notify NewBridge of the number of supportive housing units it has available once completed and on an ongoing basis so that NewBridge case management staff are aware of this additional housing resource that is available in the community.

NewBridge will refer and/or make individuals aware, especially those it is already providing case management services for, about the Avenue Square Senior Apartments affordable housing option, especially for those 30% rental units. Furthermore, NewBridge can provide direct case management services for residents who chose to live at 1802-1818 Packers Avenue and can also provide educational outreach presentations annually that provide direct marketing of NewBridge's available services to the Avenue Square Senior Apartments residents, some of which will be at incomes of 30% or less of the county median income level.

NewBridge, through its current funding sources, available staffing and volunteers has the capacity to extend all of its programming activities and capabilities to fully support residents that may need supportive services in the future that choose to live at Avenue Square Senior Apartments, located at 1802-1818 Packers Avenue, Madison, WI.

NewBridge and Odessa Senior Housing, LLC will start an older adult housing partnership once the building is complete. That will entail:

Odessa Senior Housing, LLC 's commitment to NewBridge:

- To pay \$15 per apartment per year for older adult residents to be a "NewBridge Friend."
- To provide NewBridge Madison a listing (name and address) of the older adult residents.
- Any use of NewBridge Madison's name in partnership materials must be pre-approved by NewBridge Madison.

NewBridge Madison's commitment to Odessa Senior Housing, LLC:

- To provide an annual NewBridge Friendship to older adult residents.
- To provide a listing in the monthly NewBridge News with a monthly distribution of 2,750 hard copies and 600 e-news copies.
- To create and maintain a link on the NewBridge Madison website.
- To host monthly office hours for case management staff to meet individually with older adult adults living at this facility.



- To host quarterly programs for the older adults.

NewBridge strongly supports the proposed apartment community that the Odessa Senior Housing, LLC or its assigns intends to build as a new affordable housing option that does not currently exist in the community that will assist the City of Madison's efforts to promote housing stability and/or prevent homelessness and minimize gentrification impacts. These 30% units, once completed, will provide an immediate housing choice for the population that NewBridge serves.

If you have any questions feel free to call me at (608) 512-0000 Ext 3005.

Sincerely,

A handwritten signature in black ink that reads "Jim Krueger". The signature is written in a cursive style.

Jim Krueger
Executive Director
NewBridge Madison, Inc.

NewBridge Madison, Inc. and Odessa Senior Housing, LLC

Senior Housing Partnership Agreement 2022

Odessa Senior Housing, LLC is a private business located in the City of Madison, Wisconsin, with a desire to enhance the lives of older adults and partner with NewBridge Madison, Inc.

NewBridge Madison is a nonprofit corporation in the City of Madison, WI whose mission is to serve older adults, 60+. NewBridge wishes to develop a strategic partnership to grow and enhance both parties' ability to deliver quality services, care, programs, and activities for the older adults on the north/eastside Madison and surrounding communities.

Odessa Senior Housing, LLC and NewBridge Madison, Inc. agree as follows:

Odessa Senior Housing LLC's commitment to NewBridge:

- To pay \$15 per apartment per year for older adult residents to be a "NewBridge Friend."
- To provide NewBridge Madison a listing (name and address) of the older adult residents.
- Any use of NewBridge Madison's name in partnership materials must be pre-approved by NewBridge Madison.

NewBridge Madison's commitment to Madisonian Development LLC:

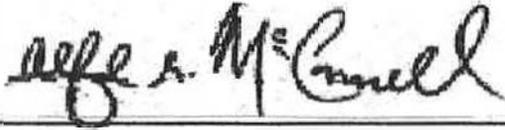
- To provide an annual NewBridge Friendship to older adult residents.
- To provide a listing in the monthly NewBridge News with a monthly distribution of 2,750 hard copies and 600 e-news copies.
- To create and maintain a link on our the NewBridge Madison website.
- To host monthly office hours for case management staff to meet individually with older adults living at this facility.
- To host quarterly programs for the seniors.
- NewBridge Madison does not endorse nor assume any liability under this Strategic Partnership in any form to the residents for the quality or condition of housing offered by Madisonian Development LLC.

Method of Payment:

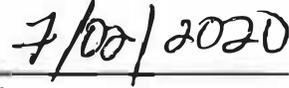
NewBridge Madison, Inc. will invoice Odessa Senior Housing, LLC.

Acceptance of the Proposal to create a Strategic Business Partnership between

NewBridge Madison, Inc and Odessa Senior Housing, LLC shall commence on the first day following the issuance of the certificate of occupancy (currently estimated to be June 1, 2022 and end December 31, 2022.



Odessa Senior Housing, LLC Representative



Date



NewBridge Madison, Inc. Representative

07/02/2020

Date



November 4, 2019

Mr. Alf G. McConnell
Liberty Mortgage & Development Company
2677 Orrington Avenue
Evanston, IL 60201

RE: 2020 WHEDA Tax-Credits Rental Housing Development – 2102 Schlimgen Avenue &
1814 Packers Avenue

Dear Mr. McConnell,

Madison-area Urban Ministry (MUM) is a nonprofit interfaith social justice organization. MUM promotes interfaith cooperation and collaboration, convenes and links people of faith communities to engage in social action and advocates for low income people. Current MUM programs include several prisoner re-entry initiatives (Circles of Support, The Journey Home, and Peer Support) which provides the basis for the 'support services' that MUM would provide to formerly incarcerated individuals residing at 2102 Schlimgen Avenue & 1814 Packers Avenue.

My understanding is that 2102 Schlimgen Avenue & 1814 Packers Avenue will be an affordable rental senior development that will create approximately 11 supportive housing units for individuals/families earning 30% or less of the Dane County area median income. The target population for the supportive housing units are those individuals and families with at least one member of the household age 55 or older. The available 11 supportive housing units will be spread across a mix of 1 & 2 units at the 30% rent restricted level. Liberty Mortgage & Development Company will notify MUM of the number of supportive housing units to be targeted for MUM specific referrals as the project progresses.

MUM will extend its resources and support to individuals/families that are anticipated to live at 2102 Schlimgen Avenue & 1814 Packers Avenue should it become a successful applicant as part of 'previously incarcerated individuals re-entering the community' outreach initiative of the City of Madison's 2019 Rental Housing Development RFP.

MUM's caseworkers can refer clients to 2102 Schlimgen Avenue & 1814 Packers Avenue and/or to sources that may be able to help them secure housing there. MUM caseworkers also match formerly incarcerated people to our 'Circles of Support' program which is conducted by volunteers who meet weekly with the referred client to help them with the transition from prison back to the community.

MUM strongly supports the proposed apartment community that Liberty Mortgage & Development Company intends to build as a new affordable housing option that does not

currently exist in the community that will provide necessary additional previously incarcerated individuals housing options in the City of Madison.

If you have any questions feel free to call me at (608) 256-0906.

Sincerely

A handwritten signature in black ink, appearing to read 'Linda Ketcham', written over a faint, illegible typed name.

Linda Ketcham
Executive Director
Madison-area Urban Ministry

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (the "MOU") is made on this 4th day of November, 2019 (the "Effective Date") by and between Dane County Veterans Service Office (CVSO) and Liberty Mortgage & Development Company, Inc. or its assigns (Owner) and Oakbrook Corporation (Property Management Agent).

WITNESSETH

WHEREAS, the Developer is the developer of 54 proposed apartment units in a development to be located at 1814 Packers Avenue and 2102 Schlingen Avenue, Madison, WI.

WHEREAS, the Dane County Veterans Service Office is an organization which assists eligible veterans and their dependents in applying for state and federal veterans benefits, and whose mission is to serve all veterans and their families, with dignity and compassion, by providing assistance in the preparation and submission of claims for benefits to which they may be entitled, and to serve as their principal advocate and link to services on veterans' related issues.

WHEREAS, the intent of this Memorandum is to confirm our mutual desire and commitment to initiate a collaborative relationship to ensure eligible veterans are aware of the availability of affordable housing units in this development, and establish communication to connect future low income residents with appropriate services and service providers.

WHEREAS, the Developer is seeking financial support from the Wisconsin Housing and Economic Development Authority (WHEDA) through the Section 42 Low Income Housing Tax Credit Program (LIHTC) to construct the property.

WHEREAS, anticipating that the application will be well received by WHEDA, and hopeful that it will receive funding that will allow construction of the community, the Developer wishes to proactively establish an area referral network that includes the Dane County Veterans Service Office.

NOW THEREFORE, Developer and the Dane County Veterans Service Office agree:

- 1) The proposed project intends to provide 11 "supportive housing units" (30% CMI units) at very affordable rents. The target population for the supportive housing units is veterans and the senior population who have permanent developmental, physical, sensory, medical or mental health disabilities or a combination of impairments that make them eligible for long term care services.
- 2) Should the proposed project be constructed, Developer and/or its property management agent will, whenever there is a vacant supportive housing unit, contact your office and other area local partners asking for referrals of prospective residents who are low income and are veterans. This contact will be made by the Developer or their onsite management agent staff via email or phone.
- 3) The Developer's property management agent will establish a waiting list of prospective residents based on referrals described above.
- 4) The Developer and its property management agent will endeavor to make existing and prospective residents aware of services and resources available by provision of a tenant resource area within the common area of the proposed development. The tenant resource area will consist of contact information for the CVSO as well as materials and brochures of the Dane County Aging and Disability Resource Center (ADRC), and other area collaborative partners. New residents will also receive a copy of the CVSO and ADRC brochure directly from the property manager at the time of lease signing. Our onsite management agent staff will be coached regarding "who and how" with regards to the CVSO and ADRC to help

- connect residents to the appropriate service networks.
- 5) The proposed project will not provide long term services, nor charge fees related to long term services to residents, but will rather refer residents to the CVSO, the ADRC, and other area local partners in order to assist residents to locate the services and funding appropriate to their individual need.
 - 6) Residents will not be required to receive any services in order to reside in the development. Residents that desire to receive services will have a choice in service provider(s).

Administrative Provisions

Duration

This MOU is subject to the project receiving an award of LIHTC, with operations expected to commence in the summer of 2022. The initial period shall be 12 months from commencement of leasing operations. Either party may terminate this agreement with 30 days' notice at the end of the initial period.

Amendments

This MOU may be amended when such an amendment is agreed to in writing by all signatories. The amendment will be effective on the date a copy is signed by all parties.

Confidentiality

It is agreed that by virtue of entering into this MOU they will have access to certain confidential information regarding the other party's operations related to this project. It is further agreed that the parties will not at any time disclose confidential information and/or material without the consent of that party unless such disclosure is authorized by this MOU or required by law. Unauthorized disclosure of confidential information shall be considered a breach of this MOU. Where appropriate, client releases will be secured before confidential information is exchanged. Confidential client information will be handled with the utmost discretion and judgment.

Nondiscrimination

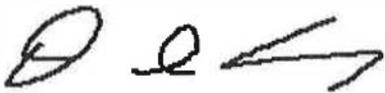
There shall be no discrimination of any person or group of persons on account of race, color, creed, religion, sex, marital status, sexual orientation, age, handicap, ancestry, or national origin in the operation of the project.

Signatories:

DANE COUNTY VETERANS SERVICE OFFICE

LIBERTY MORTGAGE &
DEVELOPMENT COMPANY, INC.

By:



By:



Date: November 6, 2019

Date: November 3, 2019

Name: Daniel A. Connery

Name: Alf G. McConnell

Title: Dane CVSO

Title: President

LIBERTY MORTGAGE & DEVELOPMENT COMPANY

ALF G. McCONNELL

PRESIDENT

alfmcconnell@gmail.com

2677 ORRINGTON AVENUE

EVANSTON, IL 60201-1760

PHONE (847) 481-9707

FAX (847) 553-0528

November 5, 2019

Ms. Deb Solis
Aging and Disability Resource Center of Dane County
2865 N. Sherman Ave
Madison, WI 53704

RE: Avenue Square Senior Apartments
2102 Schlimgen Avenue & 1814 Packers Avenue
Madison WI 53704

Dear Deb,

Liberty Mortgage & Development Company, an Illinois corporation, is the developer/owner of Avenue Square Senior Apartments, a proposed 54-unit senior development in Madison, Wisconsin. This letter confirms our understanding and commitment to continue a collaborative relationship with your agency and other local partners to connect future low income residents with appropriate services and service providers.

1. The project is proceeding with an application for affordable housing tax credits to the Wisconsin Housing and Economic Development Authority (WHEDA). A successful application, and subsequent award of tax credits, would assist in providing a major source of funding for this project. The development team, at this time, wishes to establish a connection with your agency and develop a referral network should the project receive funding and eventually be constructed.
2. The proposed project intends to provide 11 supportive housing units at rents affordable to those earning 30% or less of the area median income. The target population for the supportive housing units are those individuals and families with at least one member of the household age 55 or older. Targeted supportive services will be provided to Veterans, Homeless/Nearly Homeless & Seniors that meet Federal Poverty Guidelines and Previously Incarcerated individuals.
3. Should the proposed project be developed, the developer/owner and its property management agent will, during lease-up and whenever there is a vacant unit, contact your office and other area local partners asking for referrals from prospective residents who are low income and eligible for long term care assistance. This contact will likely be made by our on-site management agent staff via email or phone.
4. Developer/owner and its property management agent will establish a waiting list of prospective residents based on referrals described above.
5. Developer/owner and its property management agent will endeavor to make existing and prospective residents aware of services and resources available by posting brochures of the Aging and Disability Resource Center of Dane County or other area collaborative partners in the leasing office and provide a brochure at lease signing, as appropriate. Our on-site management agent staff will receive training regarding "who and how" to contact ARDC staff to help connect residents to services as needed.

LIBERTY MORTGAGE & DEVELOPMENT COMPANY

- 6 The proposed project will not provide longterm services, nor charge fees related to long term services to residents, but will rather refer residents to the Aging and Disability Resource Center of Dane County and other area local partners in order that they find services, resources, and service providers most appropriate for the residents.
7. Additionally, the development team will contact the Dane County Veteran Service office to make them aware of the project and discuss a referral/outreach system to connect potential Veteran residents with local or State resources.

By signing below, you acknowledge that you are aware of this proposed project, and that there is a need for 11 units of quality, affordable, supportive housing for persons 55+ who may need additional supportive services to maintain independence.

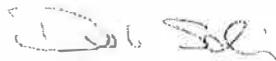
If you have any further questions, please feel free to contact me (847) 491-9707.

Sincerely,



President
Liberty Mortgage & Development Company

Acknowledged: Date 11-5-2019



Deb Solis
Aging and Disability Resource Center of Dane County

b. Detailed site map and a second map showing the site in the context of the City using the Affordable Housing Targeted Area Map.



3. b. Second map showing the site in the context of the City using the Affordable Housing Targeted Area Map.

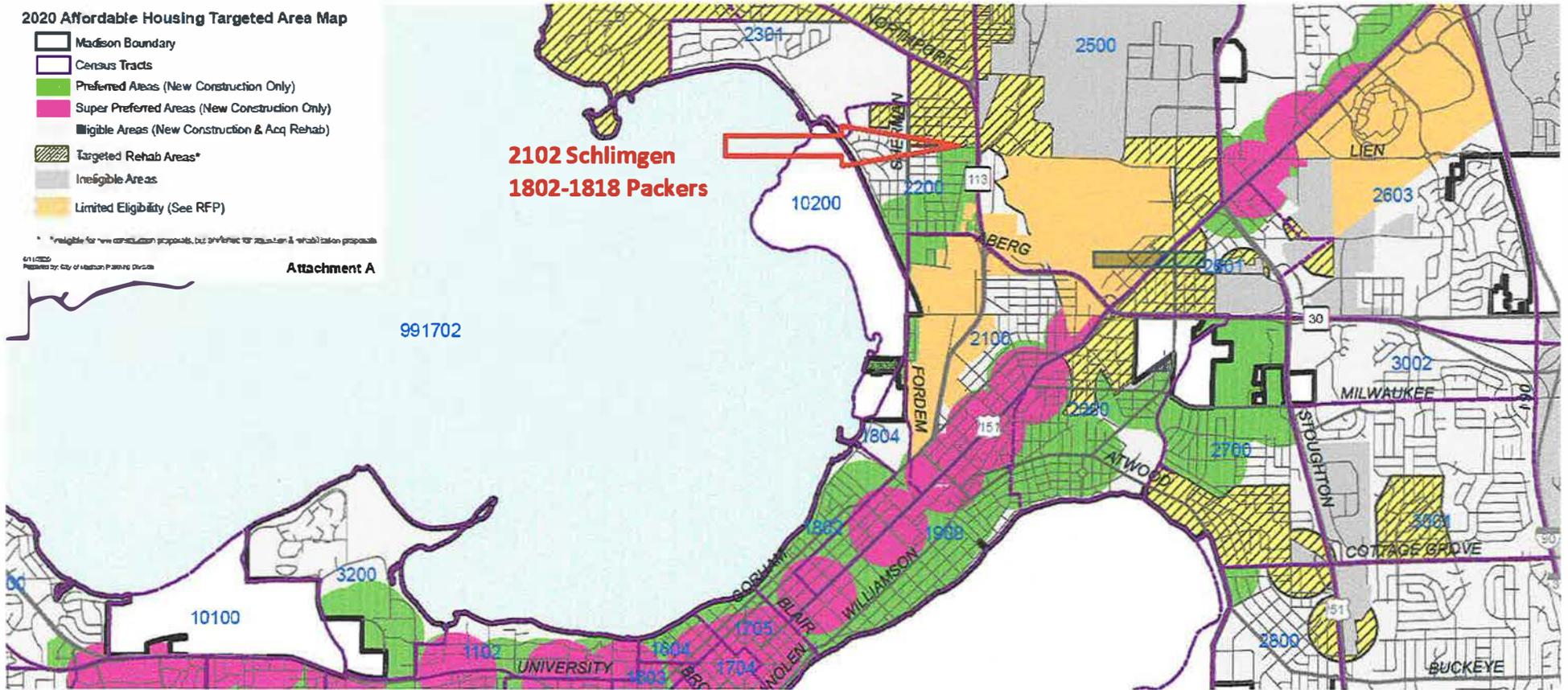
2020 Affordable Housing Targeted Area Map

-  Madison Boundary
-  Census Tracts
-  Preferred Areas (New Construction Only)
-  Super Preferred Areas (New Construction Only)
-  Eligible Areas (New Construction & Acq Rehab)
-  Targeted Rehab Areas*
-  Ineligible Areas
-  Limited Eligibility (See RFP)

* Eligible for new construction proposals, but preferred for acquisition & rehabilitation proposals

6/11/2020
Prepared by: City of Madison Planning Division

Attachment A





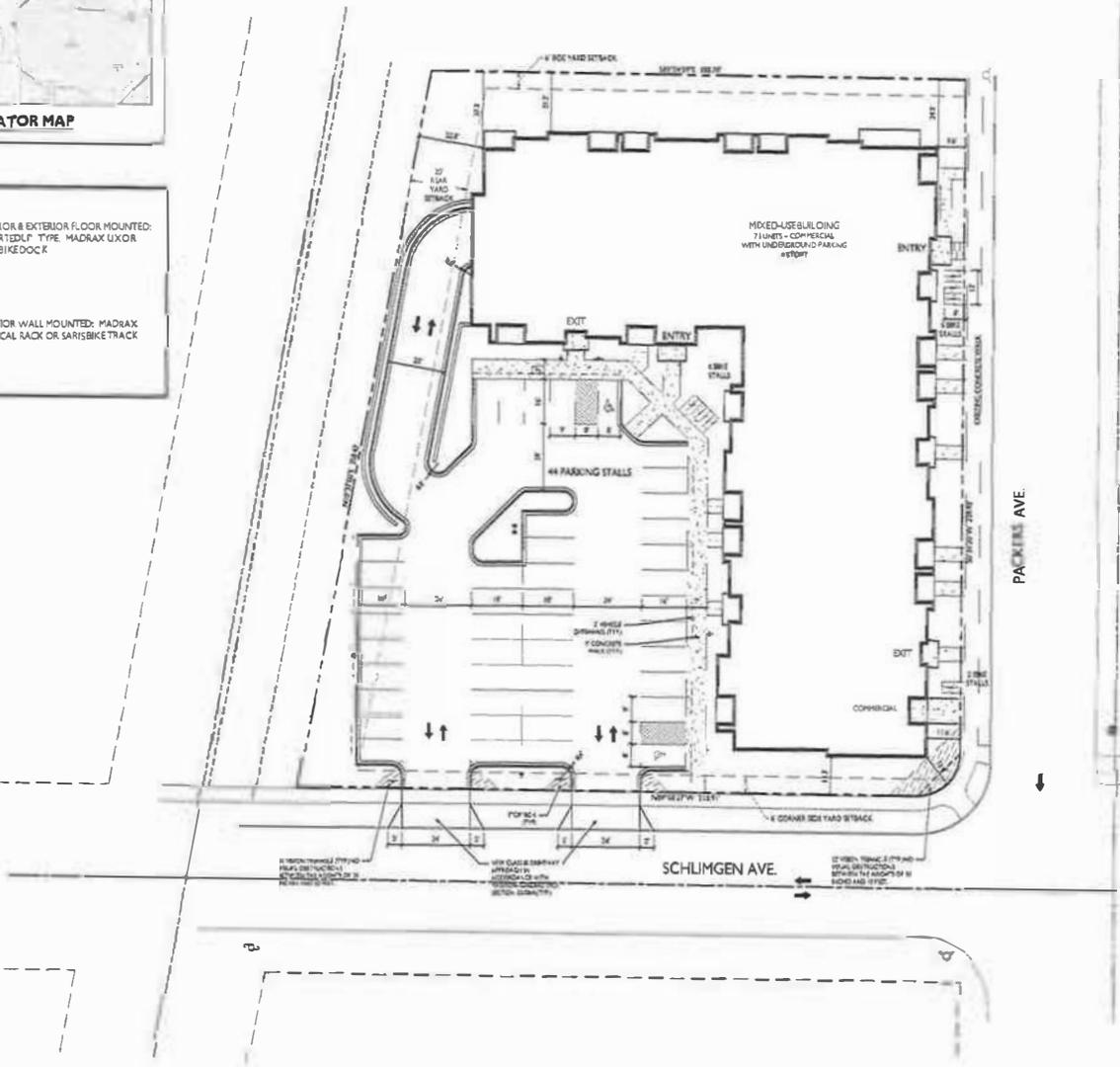
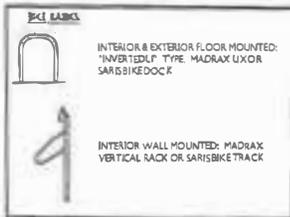
SHERM

2200

113

ABERG

2102 Schlimgen, 1802-1818 Packers Ave.



SITE PLAN
C-1.1



GRAPHIC SCALE
1" = 10'-0" (APPROX)

SHEET INDEX

C-1.1	SITE PLAN
C-1.2	SITELIGHTING
C-1.3	PRE ACCESS PLAN
C-1.4	LOT COVERAGE
C-1.5	USABLE OPEN SPACE
C-2.0	EXISTING CONDITIONS PLAN
C-2.1	DEMOLITION PLAN
C-2.2	GRADING & EROSION CONTROL
C-2.3	UTILITY PLAN
L-1.1	OVERALL LANDSCAPE PLAN

SITE DEVELOPMENT DATA

DEVELOPER	LIBERTY MORTGAGE & DEVELOPMENT COMPANY
LOT AREA	53,911 S.F. (1.23 ACRES)
DWELLING UNITS	29 UNITS
LOT AREA ALL DW-877	739 S.F. LUMP
USABLE OPEN SPACE	54.6 UNITS/ACRE
LOT COVERAGE	TESTED
BUILDING HEIGHT	PROVIDED
ADDITIONAL AREA	29,688 S.F. (0.68 ACRES)
COMMERCIAL AREA	76,535 S.F. (1.75 ACRES)
SWIMMING POOL	PROVIDED
WATER PUMP	PROVIDED
TWO WHEELER	PROVIDED
SWIMMING POOL	PROVIDED
TOTAL DWELLING UNITS	71
VEHICLE PARKING STALLS	80
UNDERGROUND GARAGE	44
SURFACE	36
TOTAL	124
PARKING RATIO	1.74 STALLS/UNIT
BICYCLE PARKING	PROVIDED
GARAGE LONG TERM	8
(20% REQUIRED)	8
TOTAL GARAGE (LONG TERM)	16
SURFACE CURB	7
SURFACE COMMERCIAL	2
TOTAL	9

- GENERAL NOTES:**
- THE APPLICANT SHALL REPLACE ALL SIDEWALK AND CURB AND GUTTER THAT ARE DAMAGED BY THE CONSTRUCTION OF ANY SIDEWALK AND CURB AND GUTTER WHICH THE CITY ENGINEER DETERMINES NEEDS TO BE REPLACED BECAUSE IT IS NOT AT A STANDARD QUALITY OR BECAUSE IT DOES NOT EXIST PRIOR TO BEGINNING CONSTRUCTION.
 - ALL WORK IN THE PUBLIC RIGHT-OF-WAY SHALL BE PERFORMED BY A CITY LICENSED CONTRACTOR.
 - ALL DAMAGE TO THE PUBLIC RIGHT-OF-WAY SHALL BE RESTORED TO THE ORIGINAL CONDITION IN ACCORDANCE WITH THE CITY OF MADISON PARKING PATIO INSTRUCTIONS.
 - EXISTING STREET TREES SHALL BE PROTECTED. CONTRACTOR SHALL INSTALL TREE PROTECTION FENCING IN THE AREA BETWEEN THE CURB AND SIDEWALK AND NOT TO BE AT LEAST 5 FEET FROM BOTH SIDES OF THE TREE ALONG THE LENGTH OF THE TREE. NO EXCAVATION IS PERMITTED WITHIN 5 FEET OF THE TRUNK OR THE TREE TRUNK. IF EXCAVATION WITHIN 5 FEET OF ANY TREE IS NECESSARY, CONTRACTOR SHALL CONTACT CITY FOREST BY (608) 265-4888 PRIOR TO SIGNATURE TO ACCESS THE TRUNK TO THE TREE AND ROOT SYSTEM. TREE PROTECTION SHALL BE COORDINATED WITH CITY FOREST. TREE PROTECTION SPECIFICATIONS CAN BE FOUND IN SECTION 1911 OF CITY OF MADISON STANDARD SPECIFICATIONS FOR PUBLIC WORKS CONSTRUCTION.
 - APPROVAL OF PLANS FOR THIS PROJECT DOES NOT INCLUDE ANY APPROVAL TO PRUNE, REMOVE OR PLANT TREES IN THE PUBLIC RIGHT-OF-WAY. PERMISSION FOR SUCH ACTIVITIES MUST BE OBTAINED FROM THE CITY FORESTER (264-4846).
 - IF THE PUBLIC RIGHT-OF-WAY IS THE SOLE JURISDICTION OF THE CITY OF MADISON AND IS SUBJECT TO CHANGE AT ANY TIME, NOTING SHOWN ON THIS SITE PLAN IN THE RIGHT-OF-WAY ARE BY LAW AND MAY BE REQUIRED TO BE REPEATED AT THE APPLICANT'S EXPENSE UPON NOTIFICATION BY THE CITY.



C. A preliminary site plan and drawing set.

PROJECT TITLE
Liberty Mortgage & Development Company

PACKERS AVENUE & SCHILNGEN AVENUE
SHEET TITLE
Site Plan

SHEET NUMBER
C-1.1

PROJECT NO. 1973
© KNOthe & BRUCE ARCHITECTS, LLC



SCHLIMGEN AVE.
FIRST FLOOR / SITE PLAN

UNIT MIX: (4 STORY)
 ONE BED - 63
 TWO BED - 16
 79
 PARKING:
 UNDERGROUND - 60
 SURFACE - 44

20,464 GROSS SQ. FT.

FIRST FLOOR / SITE PLAN



ISSUED
 based for Review - November 27, 2019

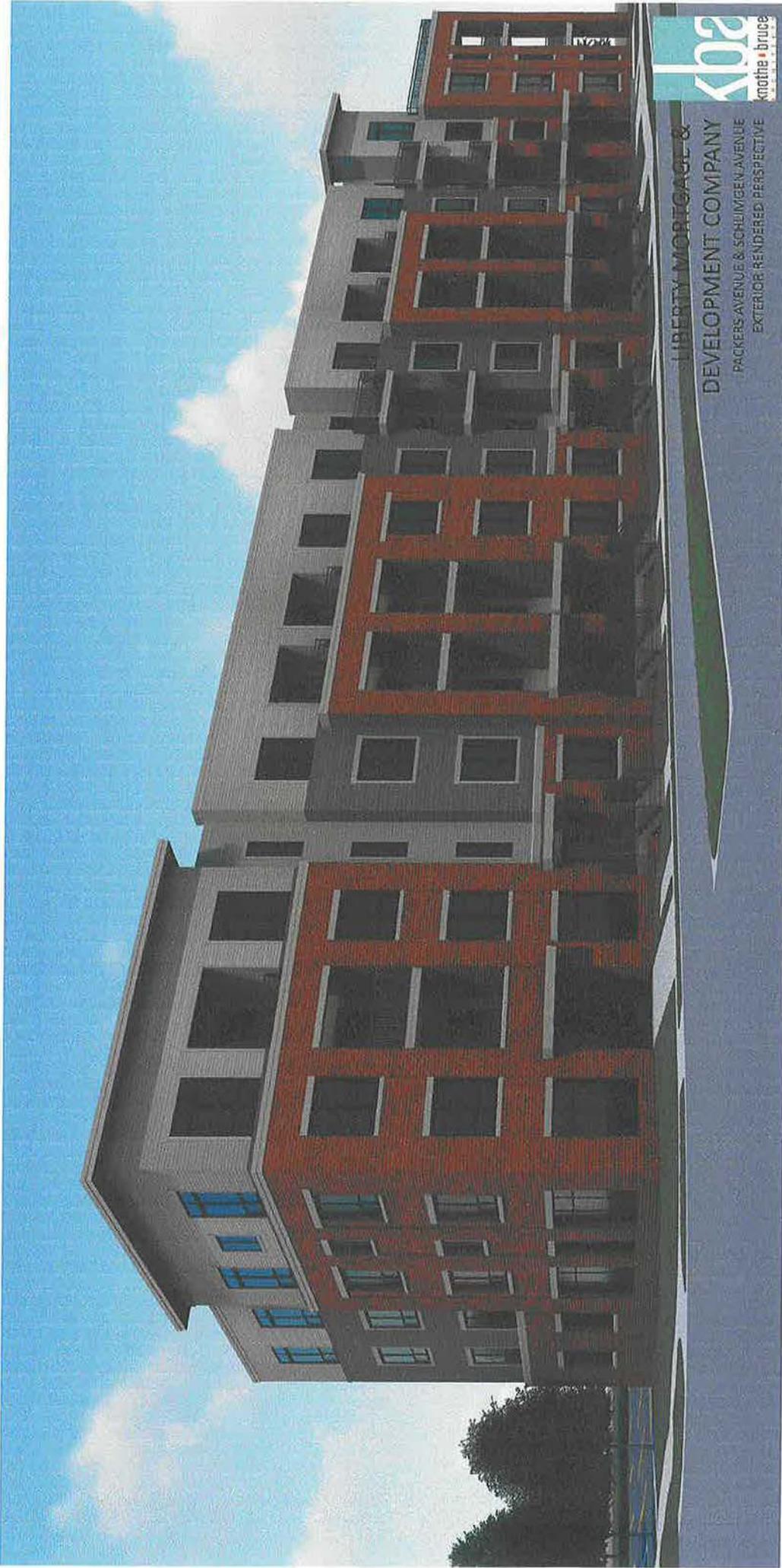
PROJECT TITLE
**Liberty Mortgage
 & Development
 Company**

Packers Avenue &
 Schlimgen Avenue
 SHEET TITLE
First Floor Plan

SHEET NUMBER

A-1.1

PROJECT NO. **0000**
 © Knothe & Bruce Architects LLC



knott & bruce
ARCHITECTS

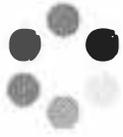
LIBERTY MORTGAGE &
DEVELOPMENT COMPANY
PACKERS AVENUE & SCHLITZGEN AVENUE
EXTERIOR RENDERED PERSPECTIVE



knothe + bruce
architects

DEVELOPMENT WITH... AVENUE
EXTERIOR PERSPECTIVE

d. Focus on Energy Initial Application confirmation page:



focus on energy®

Partnering with Wisconsin utilities

New Construction

Thank You

Changes to this application have been saved.

APPLICATION SUMMARY

Application Number: **FOE-0738D-18116**

Program: **New Construction**

Sponsor: **Focus on Energy**

Created By: **Kevin Burow on 6/17/2020 11:30:00 AM**

Last Modified By: **Jim Rodgers on 6/18/2020 10:16:54 AM [Revision 3]**

Project Name: **Avenue Square Senior Apartments**

Project Location: **1802 Packers Avenue
Madison, WI 53704**

Business Customer: **Liberty Mortgage & Development**

T&Cs Signed: **Yes**

MODIFIED KEY FIELDS

The following **key** fields were modified in this revision. Other non-key field modifications are recorded, but not listed below.

Agreed To Terms: **True**

APPLICATION NUMBER

FOE-0738D-18116



Tenant Selection Plan

Avenue Square Senior Apartments

REVISION

7/10/2020

TABLE OF CONTENTS

- I. Introduction
 - a. Development Description
 - b. Tenant Type
 - c. Unit Distribution
 - d. Rent Structure
 - e. Nondiscrimination Policies
- II. Preferences
 - a. Establishing Preferences
 - b. Verification of Preferences
 - c. Selection of Households for Participation
 - d. When a Preference is Denied
 - e. Exceptions to the Preference Rule
- III. Pre-Application Processing
 - a. Distribution of Information
- IV. Waiting List Procedures
 - a. Creation of Waiting List
 - b. Changes in Income or Household Composition
- V. The Screening (Interview) Process
 - a. Application Requirements
 - b. Completion of Application Process
- VI. Eligibility Requirements
 - a. Income
 - b. Sole Residence
 - c. Social Security Numbers for Adult Household Members
 - d. Date of Birth
 - e. Student Eligibility Requirements – LIHTC
- VII. Occupancy Standards
- VIII. Rejection Criteria
 - a. Insufficient/Inaccurate Information on Application
 - b. Credit and Financial Standing
 - c. Criminal Convictions/Current Drug Use
 - d. History of Residence
 - e. Household Characteristics
- IX. Rejection Procedures
- X. Special Occupancy Categories
 - a. Persons with Disabilities

ATTACHMENTS:

Exhibits A1

Exhibits B1 and B2

I. Introduction

a. Development Description – Avenue Square Senior Apartments of Madison, WI (“Development”) is an 80-unit apartment community serving low and very low income individuals that is owned by Odessa Senior Housing, LLC (“Owner”) and managed by Oakbrook Corporation (“Management”). The Owner and Management, on behalf of the Owner, subscribe to the following procedures in qualifying applicants for occupancy in this Development. All 80 units are subject to the statutory and regulatory requirements of the Federal Low-Income Housing Tax Credit program (“LIHTC”).

i. The LIHTC Requirements mean collectively, LIHTC of the Internal Revenue Code of 1986, as amended, 26 U.S.C. LIHTC, its implementing federal tax regulations set forth in 26 CFR Part 1.42, the Low Income Housing Tax Credit Extended Use Agreement between the Owner and the Wisconsin Housing & Economic Development Authority (“WHEDA”) for the Development, and all applicable IRS revenue rulings, revenue procedures, tax assistance memoranda, and related written guidance and notices. The LIHTC Requirements apply to all units in the Development.

b. Tenant Type

i. The Development is designated as housing for persons 55 years of age or better.

1. Supportive Housing Units – Sixteen of the units at the Development are designated for Veterans, persons with disabilities, the homeless/nearly homeless, previously incarcerated individuals, and/or families that meet Federal Poverty Guidelines.

c. Unit Distribution

i. 20 units at up to 100% of median income in Dane County, WI

ii. 12 units at up to 60% of the median income in Dane County, WI

iii. 32 units at up to 50% of the median income in Dane County, WI

iv. 16 units at up to 30% of the median income in Dane County, WI

d. Rent Structure – Note that the total tenant rent payment will not exceed HUD’s annual published limits for the LIHTC program.

i. The current rent structure per LIHTC guidelines is attached as Exhibit A1.

e. Nondiscrimination Policies

i. General: Federal civil rights laws addressing fair housing prohibit discrimination against applicants or tenants on the basis of race, color, national origin, sex, gender, age, disability, religion, and familial status. **Wisconsin** fair housing regulations prohibit discrimination against applicants or tenants for federally protected classes plus the following: sexual orientation, marital status, ancestry, lawful source of income, and victims of domestic abuse or other crimes. **Dane County** fair housing regulations prohibit discrimination on the basis of federal and state protected classes plus the following: physical condition, mental illness, and handicap (including the right to service and companion animals), type of military discharge, physical appearance, gender identity and gender expression (including transgender people), domestic partnership status, political beliefs, students status, and receipt of rental assistance.

HUD’s Office of General Counsel issued a memo dated April 4, 2016, which is guidance concerning how the Fair Housing Act applies to the use of criminal history by providers or operators of housing and real-estate related transactions. The Development is in compliance with this and other key federal civil rights laws regarding fair housing and accessibility as described below.

- ii. Fair Housing Act – The Development complies with Fair Housing Act Amendments of 1988 (“Fair Housing Act”) which prohibits discrimination in housing on the basis of race, color, religion, sex, disability, familial status, and national origin regardless of any federal financial assistance. Fair Housing Act obligations include:
 - 1. Management will not refuse, either directly or indirectly, to rent or negotiate for rental of a dwelling based on race, color, religion, sex, disability, familial status and national origin.
 - 2. Management will not (i) engage in activities that steer potential tenants away from or toward particular units by words or actions, (ii) make housing units and related services unavailable to any potential tenants, (iii) purposely provide false information to applicants about the availability of units that limits the living options of prospective tenants, and (iv) deny or limit services based on race, color, religion, sex, disability, familial status, and national origin.
 - 3. Management will market available units in a nondiscriminatory manner.
 - 4. Management will make reasonable accommodations in rules, policies, practices, or services as may be necessary to afford handicapped persons equal opportunity to use and enjoy a dwelling.
- iii. Section 504 of the Rehabilitation Act of 1973 (Section 504) prohibits discrimination based upon disability in all programs or activities operated by recipients of federal financial assistance. Section 504 obligations include the following:
 - 1. Allowing for reasonable structural modifications (with prior approval and, in certain circumstances, at tenant’s expense) to units and/or common areas that are needed by applicants and tenants with disabilities, unless these modifications would change the fundamental nature of the project or result in undue financial and administrative burdens.
 - 2. Operating housing that is not segregated based upon disability or type of disability, unless authorized by federal statute or executive order.
 - 3. Providing auxiliary aids and services necessary for effective communication with persons with disabilities.
 - 4. Performing a self-evaluation of Management’s programs and policies to ensure that they do not discriminate based on disability.
 - 5. Developing a transition plan to ensure that structural changes are properly implemented to meet program accessibility requirements.
 - 6. Section 504 also establishes accessibility requirements for newly constructed or rehabilitated housing, including providing a minimum percentage of accessible units.
 - 7. In accordance with Section 504 of the Rehabilitation Act of 1973, accessible units are allocated using a special priority approach. When accessible units become available, the housing provider must offer the units in this order:
 - a. To current residents that would benefit from the available unit’s accessibility features, but whose current unit does not have such features
 - b. To eligible and qualified households on the Waiting List with disabilities who would benefit from the available unit’s accessibility features
 - c. To other eligible and qualified households on the Waiting List (i.e., without disabilities) which may require the household to agree, in

writing, to transfer to a non-accessible unit at the owner's request (the request will only be made if an accessible unit is not available to a person who requires the features of an accessible unit)

8. The Section 504 Coordinator for this property is:

Jennifer Foland
Oakbrook Corporation
2 Science Court
Madison, WI 53701
608-238-2600
800-947-3529 TTY Relay

iv. Equal Access to Housing in HUD Programs Regardless of Sexual Orientation or Gender Identity:

1. Effective March 5, 2012, HUD implemented new regulations intended to ensure that HUD's core housing programs are open to all eligible persons regardless of actual or perceived sexual orientation, gender identity or marital status (HUD Notice 2015-01).
 2. Owners and operators of HUD-assisted housing, or housing whose financing is insured by HUD, must make housing available without regard to sexual orientation, gender identity, or marital status.
 3. All otherwise eligible households, regardless of marital status, sexual orientation, or gender identity, will have the opportunity to participate in HUD programs.
 4. Owners and operators of HUD-assisted housing or housing insured by HUD are prohibited from asking about an applicant or occupant's sexual orientation and gender identity for the purpose of determining eligibility or otherwise making housing available.
- v. Title VI of the Civil Rights Act of 1964: Prohibits all recipients of federal financial assistance from discriminating based on race, color, or national origin.
- vi. Age Discrimination Act of 1975: Prohibits discrimination based upon age in federally assisted and funded programs, except in limited circumstances. It is not a violation of the Age Discrimination Act to use age as screening criteria in a particular program if age distinctions are permitted by statute for that program or if age distinctions are a factor necessary for the normal operation of the program or the achievement of a statutory objective of the program or activity.
- vii. Executive Order 13166 – Limited English Proficiency: This Order requires Owner/Management to take reasonable steps to ensure meaningful access to the information and services they provide for persons with limited English proficiency. This may include interpreter services and/or written materials translated into other languages.
- viii. Violence Against Women and Justice Department Reauthorization Act of 2005 & 2013 & Final Rule of 2016 ("VAWA"): VAWA protects victims of domestic violence, dating violence, sexual assault, or stalking, as well as their immediate family members generally, from being evicted or being denied housing assistance if an incident of violence is reported and confirmed.

1. Owner/Management responding to an incident of actual or threatened domestic violence, dating violence, sexual assault, or stalking that could potentially have an impact on a tenant's participation in the housing program
Owner/Management:
 - a. May request in writing that an individual complete, sign and submit within 14 business days of the request, the HUD-approved certification form (HUD-91066).
 - b. In lieu of the certification form or in addition to it, Owner/Management may accept (i) a federal, state, tribal, territorial, or local police record or court record or (ii) documentation signed and attested to by a professional (employee, agent or volunteer of a victim service provider, an attorney, medical personnel, etc.) from whom the victim has sought assistance.
2. Owner/Management will keep all information related to incident(s) of domestic violence, dating violence, sexual assault, or stalking in a separate secure location from other tenant files, and will not be shared unless:
 - a. Individual's written consent is obtained;
 - b. Information is required for use in an eviction proceeding or termination or assistance; or
 - c. Otherwise required by law.
3. If a victim commits separate criminal activity, they may be evicted for engaging in crime. In addition, if a victim poses an actual and imminent threat to other tenants or those employed at, or providing service to, the property, they could be evicted. Management may evict residents submitting a false certification of domestic violence, dating violence, sexual assault, or stalking.
4. Management will remove, evict, and/or terminate assistance to an individual determined to be causing the abuse.

II. Preferences

- a. **Establishing Preferences** – Preferences are not permitted if they in any way negate affirmative marketing efforts or fair housing obligations. The following preferences apply to the Development:
 - i. Existing Tenant Preference: The following actions are always given priority if applicable, and if not, State Mandated Preferences take precedence.
 1. A unit transfer for household seeking protections under VAWA
 2. A unit transfer based on the need for an accessible unit
 3. A unit transfer for a medical reason certified by a doctor
 4. A unit transfer of a non-handicapped individual living in a handicapped accessible unit to accommodate a handicapped applicant on the Waiting List
 - ii. Supportive Housing Preference: Preference will be given to veterans, persons with disabilities, the homeless/nearly homeless, previously incarcerated individuals, and/or families that meet Federal Poverty Guidelines for the **16 units set aside as supportive housing units**.
 - iii. State/Federal Mandated Preferences: The Development must comply with any state or federal mandated preferences as described below:
 1. Displaced from an urban renewal area

- 2. Displaced as a result of a government action
- 3. Displaced as a result of a major disaster
- iv. Optional Preferences: The Development does not have any optional preferences.
- b. **Verification of Preferences** – The State/Federal Mandated Preferences will be verified by third party verification. (Exhibits B1 and B2)
- c. **Selection of Households for Participation**
 - i. An eligible applicant who qualifies for a preference will receive housing before any other applicant who is not so qualified. These preferences take precedence over other applicants' place on the Waiting List, or date of submission of application.
 - ii. Applicants will be informed of the availability of preferences, and will be given an opportunity to certify that they qualify for a preference. Applicants may claim a preference at any time during the application process.
- d. **When a Preference is Denied**
 - i. If it is determined that an applicant does not meet the criteria for receiving a preference, the applicant will promptly receive a written notice of this determination from Management. The notice will contain a brief statement of the reasons for the determination, and state that the applicant has the right to meet with the Management's designee to review this decision. If the applicant requests a meeting, it will be conducted by a person or persons designated by Management.
 - ii. Denial of a preference does not prevent the applicant from exercising any legal rights the applicant may have against Management and/or Owner.
- e. **Exceptions to the Preference Rule**
 - i. Relocation and/or Unit Transfers: Management must give priority to current households (i) when their units are designated for rehabilitation and/or (ii) for current households residing in a unit within the Development that has been designated as uninhabitable by federal, state, local municipalities or Management due to fire, flood, or other natural disaster.

III. **Pre-Application Processing** – Development will not use Preliminary Applications.

- a. **Distribution of Information** – Information will be given to households who respond to the marketing efforts about the Development's preferences and will indicate that all applicants will be given an opportunity to show that they qualify for a preference.
 - i. The information will state that those persons qualifying for a preference will receive housing before any other applicant who is not so qualified.

IV. **Waiting List Procedures**

- a. **Creation of Waiting List** – If an applicant is eligible for tenancy but no appropriately sized unit is available (as referred to in Section VII Occupancy Standards), Management will place the applicant on the Waiting List for the Development. The Waiting List will be maintained electronically and in hard copy. Placement on the Waiting List does not guarantee occupancy; it merely means that these persons will be contacted in the future with detailed instructions on how to formally apply for residence at the Development. When names are placed on the Waiting List, persons will be informed that it is their responsibility to inform the Development's management office of changes in mailing address, telephone number, email address, or TTY/TDD

number (if applicable). **A separate Waiting List will be maintained for the 16 units set aside as supportive housing units.**

b. Changes in Income or Household Composition

- i. When placed on the Waiting List, applicants will be informed to notify Management in writing if any changes to the following occur:
 - 1. Address and/or phone number
 - 2. Household composition
 - 3. Preference status
 - 4. Income

V. The Screening (Interview) Process

a. Application Requirements

The following information will be used to determine program eligibility for anyone who is seeking housing at the Development. Including those seeking housing in the supportive housing units. Live in aides, new household members, and police officers, security personnel or managers residing in units will be subject to same screening for drug abuse and other criminal activity applied to other applicants.

- i. Application – All adult household members must complete an application and sign the Authorization for Release of Information Form. Management shall accommodate persons with disabilities who, as a result of their disabilities, cannot utilize the Management’s preferred application process by providing alternative methods of taking applications.
- ii. A credit report will be ordered and an application fee may be charged to cover the actual cost of this report.
- iii. A criminal background search will be obtained including a search of a State and National sex offender registry.
- iv. Verification of employment, income, bank accounts, and other assets is required as applicable for each applicant.
- v. Current and previous housing for the past two years is required.

b. Completion of Application Process – All applications will be processed within thirty days after the date of the applicant’s initial interview or within five business days of receipt of all required documentation, whichever is later (excluding weekends and designated federal holidays). Applications will be processed on a first come first served basis.

c. Security Deposit Requirements – a security deposit will be required at move-in and will be based on screening results:

- i. **Approved – \$500**
- ii. **Conditionally approved with housing voucher – \$500**
- iii. **Conditionally approved with cosigner – \$500**
- iv. **Conditionally approved without housing voucher or cosigner – \$1000**

VI. Eligibility Requirements

a. Income – The annual gross income of the applicant(s) must:

- i. Be equal to or less than the income limit established by the applicable program’s administrative rules for the appropriate household size; and

- ii. Meet the 45% rent to income threshold (exceptions will be made by Management for those households that have sufficient assets and/or for those households that receive rental assistance)
- b. **Sole Residence** – The unit must be the applicant’s sole residence in order for the applicant to be eligible for housing.
- c. **Social Security Numbers** – Social security numbers for all U.S. citizens must be disclosed for all adult household members.
- d. **Date of Birth** – Date of birth must be disclosed for all household members.
- e. **Student Eligibility Requirements LIHTC** – Households consisting entirely of full-time students (either currently or have been for five months of the current calendar year) do not qualify unless the household meets one of the following exceptions:
 - i. All members of the household are married and are entitled to file a joint tax return.
 - ii. The household consists of single parent(s) and their child (or children) and no one in the household is dependent of third party.
 - iii. At least one member of the household receives assistance under Title IV of the Social Security Act (i.e. TANF).
 - iv. At least one member of the household is participating in an officially sanctioned job training program.
 - v. At least one member of the household was formerly in foster care.

VII. Occupancy Standards

- a. The standards used at this development are:
 - i. Maximum number of persons allowed in a 1BR unit is two (2) persons. The minimum occupancy standard in a 1BR unit is one (1) person.
 - ii. Maximum number of persons allowed in a 2BR unit is four (4) persons. The minimum occupancy standard in a 2BR is two (2) persons.
- b. The unit applied for must have enough space to accommodate the applicant’s household.
- c. Management’s occupancy standards comply with federal, state, and local fair housing and civil rights laws, landlord-tenant laws, and zoning restrictions.

VIII. Rejection Criteria – The ability of the applicant to fulfill lease obligations will be considered. In addition to verifying whether a household is income qualified and program eligible, management will use various criteria in determining the acceptability of all applicants. An applicant may be rejected for one or more of the following reasons:

- a. **Insufficient/Inaccurate Information on Application** – refusing to cooperate fully in all aspects of the application process or supplying false information will be grounds for rejection.
- b. **Credit and Financial Standing**
 - i. Unsatisfactory history of meeting financial obligations (including, but not limited to timely payment of rent, outstanding judgments, or a history of late payment of bills) will be considered. If an applicant is rejected based on the credit report, they will be provided the name of the credit bureau that performed the credit. Management will not disclose the specifics of any information reported by the credit bureau. Applicants will be given the opportunity to correct or clear the adverse credit.
 - ii. The inability to verify credit references is a factor for rejection of an application. Consideration will be given for special circumstances in which credit has not been established.

c. Criminal Convictions/Current Drug Use

i. Applicants who fall into the following categories will be rejected:

1. Any household in which any member whose use of marijuana, or current addiction to or engagement in the illegal use of a controlled substance interferes with the health, safety, or right to peaceful enjoyment of the premises by other residents will be denied admission and, if an occupant, will be subject to termination of tenancy.
2. Any household in which any member was evicted in the last three years from federally assisted housing for drug-related criminal activity. Exception: if the evicted household member has successfully completed an approved supervised drug rehabilitation or the circumstances leading to the eviction no longer exist (e.g., the household member no longer resides with the applicant household).
3. Any household member that is subject to a state sex offender lifetime requirement.
4. Any household member for whom there is reasonable cause to believe that the member's behavior, from abuse or pattern of abuse of alcohol, may interfere with the health, safety, and right to peaceful enjoyment by other residents. The screening standards must be based on behavior, not the condition of alcoholism or alcohol abuse.
5. Any household member who has been convicted of the following felonies:
 - a. Homicide
 - b. Kidnapping/abduction
 - c. Forcible Sex
 - d. Arson

ii. Additional criminal history will be considered and may be the cause of rejection:

1. Assault
2. Domestic abuse resulting in assault or battery charges unless applicant is a victim of domestic violence, dating violence, sexual assault, or stalking as defined by the Violence Against Women Act (VAWA)
3. Weapons violations
4. Other violent felonies not listed above
5. Fugitive felon status or parole violations
6. Theft, burglary, breaking and entering, fraud or larceny
7. Vandalism exceeding \$1,000
8. Disturbing the peace (repeat offender)
9. Criminal trespass
10. Other criminal behavior that would threaten the health, safety, or right to peaceful enjoyment of the premises by other residents or people who live in the immediate vicinity of the site or the health and safety of the owner, employees, contractors, subcontractors or agents of the owner.

iii. Management will consider the criminal activity that occurred during the following periods:

1. Misdemeanors during the past seven-year period
2. Gross misdemeanors during the past fifteen-year period
3. Felonies (not listed as automatic rejections) during the past ten-year to thirty-year period

d. History of Residence

- i. Management will consider whether the applicant or any other person who will be living in the unit, has a history of physical violence to persons or property, or has exhibited living habits at prior residences that could adversely affect the health, safety, and quiet enjoyment of other residents at the rental community. Management will consider all circumstance regarding this type of activity as well as the period during which it occurred.

- e. **Household Characteristics** – Household size or household characteristics were not appropriate for the specific type of unit available at the time of application.

IX. Rejection Procedures

- a. If management rejects an application, a formal letter of rejection will be sent to the applicant at the address shown on the application unless otherwise notified. If the cause for rejection is due to an unfavorable credit history, the applicant will be notified of the credit reporting service, their address and telephone number for direct contact with the service. If it can be verified that the credit report is in error, the application will be re-processed, and, if accepted, the application will be prioritized according to the original application date. Management may not discuss credit-reporting information with the applicant.

X. Special Occupancy Categories – Applicants will be interviewed and processed as authorized in Sections V through VIII, with exceptions made as follows:

a. Persons with Disabilities

- i. An applicant with disabilities will be given priority for an accessible unit if such applicant deems that this type of unit is appropriate for their household.
- ii. If the household determines that the accessible unit is not appropriate for the household's needs, the household's name will be returned to its place on the Waiting List.

EXHIBIT A1

**Madison MSA: Dane County
2020 Limits (effective 04/01/2020)**

	1 person	2 person	3 person	4 person	5 person	6 person	7 person	8 person
30%	21030	24030	27030	30030	32460	34860	37260	39660
35%	24535	28035	31535	35035	37870	40670	43470	46270
40%	28040	32040	36040	40040	43280	46480	49680	52880
45%	31545	36045	40545	45045	48690	52290	55890	59490
50%	35050	40050	45050	50050	54100	58100	62100	66100
60%	42060	48060	54060	60060	64920	69720	74520	79320
80%	56080	64080	72080	80080	86560	92960	99360	105760

50%@140%	49070	56070	63070	70070	75740	81340	86940	92540
60%@140%	58884	67284	75684	84084	90888	97608	104328	111048

Rents

	Max.
0bdrm 60%	1051.5
1bdrm 60%	1126.5
2bdrm 60%	1351.5
3bdrm 60%	1562.3
4 bdrm 60%	1743.0

	Max.
0 bdrm 80%	1402.0
1 bdrm 80%	1502.0
2 bdrm 80%	1802.0

	Max.
0 bdrm 50%	876.3
1bdrm 50%	938.8
2bdrm 50%	1126.3
3 bdrm 50%	1301.9
4 bdrm 50%	1452.5

	Max.
0bdrm 40%	701.0
1bdrm 40%	751.0
2bdrm 40%	901.0
3 bdrm 40%	1041.5

	Max.
1bdrm 45%	844.9
2bdrm 45%	1013.6
3 bdrm 45%	1171.7

	Max.
0bdrm 30%	525.8
1bdrm 30%	563.3
2bdrm 30%	675.8
3 bdrm 30%	781.1

EXHIBIT B1

VERIFICATION OF PREFERENCE STATUS

Dear _____

_____ (Applicant) SSN# _____

has applied for housing at _____ and has indicated that they are eligible for a housing preference given the following circumstance:

State Preferences

- A.** Displaced from an urban renewal area.

- B.** Displaced by a disaster, such as a fire or flood, that resulted in extensive damage or has destroyed the unit.

- C.** Displaced by an activity carried on by an agency of the United States or by any State or local government body or agency.

In order to determine the preference status, we are required to verify the preference. Therefore, we would appreciate your completing the certification below and returning this form in the enclosed envelope. This information will be used only for purpose of determining the preference for this applicant.

Sincerely,

I hereby authorize the release of the requested information.

Property Manager

Signature of Applicant

.....
(Please complete items below, sign and date).

I verify that _____ (Applicant's) current living situation meets _____ preference(s) as cited on the previous page.

EXHIBIT B1

Firm or Agency Name _____

Signature

Print Name _____

Title _____

Firm or Agency Address _____

Phone
Number _____

Date _____

EXHIBIT B2

REJECTION LETTER FOR PREFERENCES

Re: _____ Apartments

Dear _____

In your recent application for _____ Apartments, you indicated that you qualify for the following preference(s):

- Displaced from an urban renewal area.
- Displaced by a disaster, such as a fire or flood, that resulted in extensive damage or has destroyed the unit.
- Displaced by an activity carried on by an agency of the United States or by any State or local government body or agency.
- (List the preferences adopted by the owner)

After reviewing the documentation, which you submitted, we regret to inform you that you do not meet the criteria for receiving a preference based on the following reason(s):

The person named below has been designated to coordinate compliance with the nondiscrimination requirements contained in the Department of Housing and Urban Development's regulations implementing Section 504 (24 CFR Part 8 dated June 2, 1988).

Name

Address

City

State

Zip

Telephone (voice)

Telephone (TDD)

If you feel this decision has been made in error and wish to provide additional documentation, please contact the rental office at _____ (voice) or _____ (TDD).

Sincerely,

Property Manager

f. HUD Affirmative Fair Housing Marketing Plan:

Note to all applicants/respondents: This form was developed with Nuance, the official HUD software for the creation of HUD forms. HUD has made available instructions for downloading a free installation of a Nuance reader that allows the user to fill-in and save this form in Nuance. Please see <http://portal.hud.gov/hudportal/documents/huddoc?id=nuancereaderinstall.pdf> for the instructions. Using Nuance software is the only means of completing this form.

Affirmative Fair Housing Marketing Plan (AFHMP) - Multifamily Housing

**U.S. Department of Housing and Urban Development
Office of Fair Housing and Equal Opportunity**

●MB Approval No. 2529-0013
(exp.12/31/2016)

1a. Project Name & Address (including City, County, State & Zip Code) Avenue Square Senior Apartments 2102 Schlimgen Avenue/1814 Packers Avenue Madison, WI 53704 Dane County	1b. Project Contract Number []	1c. No. of Units 54
1d. Census Tract 22 - 2102 Schlimgen Avenue		
1e. Housing/Expanded Housing Market Area Housing Market Area: Madison, WI Expanded Housing Market Area: Dane County, WI		

1f. Managing Agent Name, Address (Including City, County, State & Zip Code), Telephone Number & Email Address
 Oakbrook Corporation, 2 Science Court, Madison, WI 53711 608-238-2600 jfoland@oakbrookcorp.com

1g. Application/Owner/Developer Name, Address (Including City, County, State & Zip Code), Telephone Number & Email Address
 Odessa Senior Housing, LLC, 2677 Orrington Avenue, Evanston, IL 60201-1760
 Phone: 847-491-9707; Fax: 847-556-6528

1h. Entity Responsible for Marketing (check all that apply)
 Owner Agent Other (specify) []
 Position, Name (if known), Address (including City, County, State & Zip Code), Telephone Number & Email Address
 Property Manager - TBD

1i. To whom should approval and other correspondence concerning this AFHMP be sent? Indicate Name, Address (including City, State & Zip Code), Telephone Number & E-Mail Address.
 Jennifer Foland, Oakbrook Corporation, 2 Science Court, Madison, WI 53711 608-443-1061 jfoland@oakbrookcorp.com

2a. Affirmative Fair Housing Marketing Plan
 Plan Type Date of the First Approved AFHMP: []
 Reason(s) for current update: []

2b. HUD-Approved Occupancy of the Project (check all that apply)
 Elderly Family Mixed (Elderly/Disabled) Disabled

2c. Date of Initial Occupancy
 []

2d. Advertising Start Date
 Advertising must begin at least 90 days prior to initial or renewed occupancy for new construction and substantial rehabilitation projects.
 Date advertising began or will begin
For existing projects, select below the reason advertising will be used:
 To fill existing unit vacancies
 To place applicants on a waiting list (which currently has [] individuals)
 To reopen a closed waiting list (which currently has [] individuals)

3a. Demographics of Project and Housing Market Area
Complete and submit Worksheet 1.

3b. Targeted Marketing Activity

Based on your completed Worksheet 1, indicate which demographic group(s) in the housing market area is/are *least* likely to apply for the housing without special outreach efforts. (check all that apply)

- White American Indian or Alaska Native Asian Black or African American
 Native Hawaiian or Other Pacific Islander Hispanic or Latino Persons with Disabilities
 Families with Children Other ethnic group, religion, etc. (specify)

4a. Residency Preference

Is the owner requesting a residency preference? If yes, complete questions 1 through 5.
If no, proceed to Block 4b.

(1) Type

(2) Is the residency preference area:

The same as the AFHMP housing/expanded housing market area as identified in Block 1e?

The same as the residency preference area of the local PHA in whose jurisdiction the project is located?

(3) What is the geographic area for the residency preference?

(4) What is the reason for having a residency preference?

(5) How do you plan to periodically evaluate your residency preference to ensure that it is in accordance with the non-discrimination and equal opportunity requirements in 24 CFR 5.105(a)?

Complete and submit Worksheet 2 when requesting a residency preference (see also 24 CFR 5.655(c)(1)) for residency preference requirements. The requirements in 24 CFR 5.655(c)(1) will be used by HUD as guidelines for evaluating residency preferences consistent with the applicable HUD program requirements. See also HUD Occupancy Handbook (4350.3) Chapter 4, Section 4.6 for additional guidance on preferences.

4b. Proposed Marketing Activities: Community Contacts

Complete and submit Worksheet 3 to describe your use of community contacts to market the project to those least likely to apply.

4c. Proposed Marketing Activities: Methods of Advertising

Complete and submit Worksheet 4 to describe your proposed methods of advertising that will be used to market to those least likely to apply. Attach copies of advertisements, radio and television scripts, Internet advertisements, websites, and brochures, etc.

5a. Fair Housing Poster

The Fair Housing Poster must be prominently displayed in all offices in which sale or rental activity takes place (24 CFR 200.620(e)). Check below all locations where the Poster will be displayed.

Rental Office Real Estate Office Model Unit Other (specify)

5b. Affirmative Fair Housing Marketing Plan

The AFHMP must be available for public inspection at the sales or rental office (24 CFR 200.625). Check below all locations where the AFHMP will be made available.

Rental Office Real Estate Office Model Unit Other (specify)

5c. Project Site Sign

Project Site Signs, if any, must display in a conspicuous position the HUD approved Equal Housing Opportunity logo, slogan, or statement (24 CFR 200.620(f)). Check below all locations where the Project Site Sign will be displayed. Please submit photos of Project signs.

Rental Office Real Estate Office Model Unit Entrance to Project Other (specify)

The size of the Project Site Sign will be x

The Equal Housing Opportunity logo or slogan or statement will be x

6. Evaluation of Marketing Activities

Explain the evaluation process you will use to determine whether your marketing activities have been successful in attracting individuals least likely to apply, how often you will make this determination, and how you will make decisions about future marketing based on the evaluation process.

Project and applicant demographics will be evaluated at least annually to determine whether minority groups listed appear to be responding to our marketing efforts. If our evaluation of the project population and applicant list shows that targeted groups have not responded to our marketing efforts, we will determine which marketing tactics are most effective based on referrals. Marketing will be adjusted based on this analysis; for example, by expanding marketing efforts geographically or adding community contacts to attract targeted groups.

7a. Marketing Staff

What staff positions are/will be responsible for affirmative marketing?

Property Manager

7b. Staff Training and Assessment: AFHMP

- (1) Has staff been trained on the AFHMP? Yes
- (2) Has staff been instructed in writing and orally on non-discrimination and fair housing policies as required by 24 CFR 200.620(c)? Yes
- (3) If yes, who provides instruction on the AFHMP and Fair Housing Act, and how frequently?

Annual training is provided at the corporate office.

- (4) Do you periodically assess staff skills on the use of the AFHMP and the application of the Fair Housing Act? Yes
- (5) If yes, how and how often?

Fair housing refresher training is required annually.

7c. Tenant Selection Training/Staff

- (1) Has staff been trained on tenant selection in accordance with the project's occupancy policy, including any residency preferences?

Yes

- (2) What staff positions are/will be responsible for tenant selection?

Property Manager

7d. Staff Instruction/Training:

Describe AFHM/Fair Housing Act staff training, already provided or to be provided, to whom it was/will be provided, content of training, and the dates of past and anticipated training. Please include copies of any AFHM/Fair Housing staff training materials.

1. Each full-time employee of Oakbrook Corporation is required to participate in fair housing refresher training annually.
2. Periodic updates to fair housing regulations are distributed to all employees for review.
3. All Oakbrook Corporation employees are required to adhere to fair housing practices as directed in our standards of conduct. Failure to do so will result in disciplinary action.
4. Each new employee of Oakbrook Corporation is required to complete different aspects of training, including fair housing training.

8. Additional Considerations Is there anything else you would like to tell us about your AFHMP to help ensure that your program is marketed to those least likely to apply for housing in your project? Please attach additional sheets, as needed.

9. Review and Update

By signing this form, the applicant/respondent agrees to implement its AFHMP, and to review and update its AFHMP in accordance with the instructions to item 9 of this form in order to ensure continued compliance with HUD's Affirmative Fair Housing Marketing Regulations (see 24 CFR Part 200, Subpart M). I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (See 18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802).

Signature of person submitting this Plan & Date of Submission (mm/dd/yyyy)

JFoland 11/5/19

Name (type or print)

Jennifer Foland

Title & Name of Company

Director of Compliance, Oakbrook Corporation, Agent for Owner

For HUD-Office of Housing Use Only

Reviewing Official:

For HUD-Office of Fair Housing and Equal Opportunity Use Only

Approval

Disapproval

Signature & Date (mm/dd/yyyy)

Signature & Date (mm/dd/yyyy)

Name (type or print)

Name (type or print)

Title

Title

Public reporting burden for this collection of information is estimated to average six (6) hours per initial response, and four (4) hours for updated plans, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid Office of Management and Budget (OMB) control number.

Purpose of Form: All applicants for participation in FHA subsidized and unsubsidized multifamily housing programs with five or more units (see 24 CFR 200.615) must complete this Affirmative Fair Housing Marketing Plan (AFHMP) form as specified in 24 CFR 200.625, and in accordance with the requirements in 24 CFR 200.620. The purpose of this AFHMP is to help applicants offer equal housing opportunities regardless of race, color, national origin, religion, sex, familial status, or disability. The AFHMP helps owners/agents (respondents) effectively market the availability of housing opportunities to individuals of both minority and non-minority groups that are least likely to apply for occupancy. Affirmative fair housing marketing and planning should be part of all new construction, substantial rehabilitation, and existing project marketing and advertising activities.

An AFHM program, as specified in this Plan, shall be in effect for each multifamily project throughout the life of the mortgage (24 CFR 200.620(a)). The AFHMP, once approved by HUD, must be made available for public inspection at the sales or rental offices of the respondent (24 CFR 200.625) and may not be revised without HUD approval. This form contains no questions of a confidential nature.

Applicability: The form and worksheets must be completed and submitted by all FHA subsidized and unsubsidized multifamily housing program applicants.

INSTRUCTIONS:

Send completed form and worksheets to your local HUD Office, Attention: Director, Office of Housing

Part 1: Applicant/Respondent and Project

Identification. Blocks 1a, 1b, 1c, 1g, 1h, and 1i are self-explanatory.

Block 1d- Respondents may obtain the Census tract number from the U.S. Census Bureau (<http://factfinder2.census.gov/main.html>) when completing Worksheet One.

Block 1e- Respondents should identify both the housing market area and the expanded housing market area for their multifamily housing projects. Use abbreviations if necessary. A **housing market area** is the area from which a multifamily housing project owner/agent may reasonably expect to draw a substantial number of its tenants. This could be a county or Metropolitan Division. The U.S. Census Bureau provides a range of levels to draw from.

An **expanded housing market area** is a larger geographic area, such as a Metropolitan Division or a Metropolitan Statistical Area, which may provide additional demographic diversity in terms of race, color, national origin, religion, sex, familial status, or disability.

Block 1f- The applicant should complete this block only if a Managing Agent (the agent cannot be the applicant) is implementing the AFHMP.

Part 2: Type of AFHMP

Block 2a- Respondents should indicate the status of the AFHMP, i.e., initial or updated, as well as the date of the first approved AFHMP. Respondents should also provide the reason (s) for the current update, whether the update is based on the five-year review or due to significant changes in project or local demographics (See instructions for Part 9).

Block 2b- Respondents should identify all groups HUD has approved for occupancy in the subject project, in accordance with the contract, grant, etc.

Block 2c- Respondents should specify the date the project was/will be first occupied.

Block 2d- For new construction and substantial rehabilitation projects, advertising must begin at least 90 days prior to initial occupancy. In the case of existing projects, respondents should indicate whether the advertising will be used to fill existing vacancies, to place individuals on the project's waiting list, or to re-open a closed waiting list. Please indicate how many people are on the waiting list when advertising begins.

Part 3 Demographics and Marketing Area.

"Least likely to apply" means that there is an identifiable presence of a specific demographic group in the housing market area, but members of that group are not likely to apply for the housing without targeted outreach, including marketing materials in other languages for limited English proficient individuals, and alternative formats for persons with disabilities. Reasons for not applying may include, but are not limited to, insufficient information about housing opportunities, language barriers, or transportation impediments.

Block 3a - Using Worksheet 1, the respondent should indicate the demographic composition of the project's residents, current project applicant data, census tract, housing market area, and expanded housing market area. The applicable housing market area and expanded housing market area should be indicated in Block 1e. Compare groups within rows/across columns on Worksheet 1 to identify any under-represented group(s) relative to the surrounding housing market area and expanded housing market area, i.e., those group(s) "least likely to apply" for the housing without targeted outreach and marketing. If there is a particular group or subgroup with members of a protected class that has an identifiable presence in the housing market area, but is not included in Worksheet 1, please specify under "Other."

Respondents should use the most current demographic data from the U.S. Census or another official source such as a local government planning office. Please indicate the source of your data in Part 8 of this form.

Block 3b - Using the information from the completed Worksheet 1, respondents should identify the demographic group(s) least likely to apply for the housing without special outreach efforts by checking all that apply.

Part 4 - Marketing Program and Residency Preference (If any).

Block 4a - A residency preference is a preference for admission of persons who reside or work in a specified geographic area (see 24 CFR 5.655(c)(1)(ii)). Respondents should indicate whether a residency preference is being utilized, and if so, respondents should specify if it is new, revised, or continuing. If a respondent wishes to utilize a residency preference, it must state the preference area (and provide a map delineating the precise area) and state the reason for having such a preference. The respondent must ensure that the preference is in accordance with the non-discrimination and equal opportunity requirements in 24 CFR 5.105(a) (see 24 CFR 5.655(c)(1)).

Respondents should use Worksheet 2 to show how the percentage of the eligible population living or working in the residency preference area compares to that of residents of the project, project applicant data, census tract, housing market area, and expanded housing market area. The percentages would be the same as shown on completed Worksheet 1.

Block 4b - Using Worksheet 3, respondents should describe their use of community contacts to help market the project to those least likely to apply. This table should include the name of a contact person, his/her address, telephone number, previous experience working with the target population(s), the approximate date contact was/will be initiated, and the specific role the community contact will play in assisting with affirmative fair housing marketing or outreach.

Block 4c - Using Worksheet 4, respondents should describe their proposed method(s) of advertising to market to those least likely to apply. This table should identify each media option, the reason for choosing this media, and the language of the advertisement. Alternative format(s) that will be used to reach persons with disabilities, and logo(s) that will appear on the various materials (as well as their size) should be described. **Please attach a copy of the advertising or marketing material.**

Part 5 - Availability of the Fair Housing Poster, AFHMP, and Project Site Sign.

Block 5a - The Fair Housing Poster must be prominently displayed in all offices in which sale or rental activity takes place (24 CFR 200.620(e)). Respondents should indicate all locations where the Fair Housing Poster will be displayed.

Block 5b - The AFHMP must be available for public inspection at the sales or rental office (24 CFR 200.625). Check all of the locations where the AFHMP will be available.

Block 5c - The Project Site Sign must display in a conspicuous position the HUD-approved Equal Housing Opportunity logo, slogan, or statement (24 CFR 200.620(f)). Respondents should indicate where the Project Site Sign will be displayed, as well as the size of the Sign and the size of the logo, slogan, or statement. **Please submit photographs of project site signs.**

Part 6 - Evaluation of Marketing Activities.

Respondents should explain the evaluation process to be used to determine if they have been successful in attracting those individuals identified as least likely to apply. Respondents should also explain how they will make decisions about future marketing activities based on the evaluations.

Part 7- Marketing Staff and Training.

Block 7a - Respondents should identify staff positions that are/will be responsible for affirmative marketing.

Block 7b - Respondents should indicate whether staff has been trained on the AFHMP and Fair Housing Act.

Please indicate who provides the training and how frequently. In addition, respondents should specify whether they periodically assess staff members' skills in using the AFHMP and in applying the Fair Housing Act. They should state how often they assess employee skills and how they conduct the assessment.

Block 7c - Respondents should indicate whether staff has been trained on tenant selection in accordance with the project's occupancy policy, including residency preferences (if any). Respondents should also identify those staff positions that are/will be responsible for tenant selection.

Block 7d - Respondents should include copies of any written materials related to staff training, and identify the dates of past and anticipated training.

Part 8 - Additional Considerations.

Respondents should describe their efforts not previously mentioned that were/are planned to attract those individuals least likely to apply for the subject housing.

Part 9 - Review and Update.

By signing the respondent assumes responsibility for implementing the AFHMP. Respondents must review their AFHMP every five years or when the local Community Development jurisdiction's Consolidated Plan is updated, or when there are significant changes in the demographics of the project or the local housing market area. When reviewing the plan, the respondent should consider the current demographics of the housing market area to determine if there have been demographic changes in the population in terms of race, color, national origin, religion, sex, familial status, or disability. The respondent will then determine if the population least likely to apply for the housing is still the population identified in the AFHMP, whether the advertising and publicity cited in the current AFHMP are still appropriate, or whether advertising sources should be modified or expanded. Even if the demographics of the housing market area have not changed, the respondent should determine if the outreach currently being performed is reaching those it is intended to reach as measured by project occupancy and applicant data. If not, the AFHMP should be updated. The revised AFHMP must be submitted to HUD for approval. HUD may review whether the affirmative marketing is actually being performed in accordance with the AFHMP. If based on their review, respondents determine the AFHMP does not need to be revised, they should maintain a file documenting what was reviewed, what was found as a result of the review, and why no changes were required. HUD may review this documentation.

Notification of Intent to Begin Marketing.

No later than 90 days prior to the initiation of rental marketing activities, the respondent must submit notification of intent to begin marketing. The notification is required by the AFHMP Compliance Regulations (24 CFR 108.15). The notification is submitted to the Office of Housing in the HUD Office servicing the locality in which the proposed housing will be located. Upon receipt of the Notification of Intent to Begin Marketing from the applicant, the monitoring office will review any previously approved plan and may schedule a pre-occupancy conference. Such conference will be held prior to initiation of sales/rental marketing activities. At this conference, the previously approved AFHMP will be reviewed with the applicant to determine if the plan, and/or its proposed implementation, requires modification prior to initiation of marketing in order to achieve the objectives of the AFHM regulation and the plan.

OMB approval of the AFHMP includes approval of this notification procedure as part of the AFHMP. The burden hours for such notification are included in the total designated for this AFHMP form.

**Worksheet 1: Determining Demographic Groups Least Likely to Apply for Housing Opportunities
(See AFHMP, Block 3b)**

In the respective columns below, indicate the percentage of demographic groups among the project's residents, current project applicant data, census tract, housing market area, and expanded housing market area (See instructions to Block 1e). If you are a new construction or substantial rehabilitation project and do not have residents or project applicant data, only report information for census tract, housing market area, and expanded market area. The purpose of this information is to identify any under-representation of certain demographic groups in terms of race, color, national origin, religion, sex, familial status, or disability. If there is significant under-representation of any demographic group among project residents or current applicants in relation to the housing/expanded housing market area, then targeted outreach and marketing should be directed towards these individuals least likely to apply. Please indicate under-represented groups in Block 3b of the AFHMP. **Please attach maps showing both the housing market area and the expanded housing market area.**

Demographic Characteristics	Project's Residents	Project's Applicant Data	Census Tract	Housing Market Area	Expanded Housing Market Area
% White			79.2	78.9	84.0
% Black or African American			7.2	7.3	5.1
% Hispanic or Latino			6.6	4.5	6.3
% Asian			8.1	7.4	5.7
% American Indian or Alaskan Native			.3	.4	.3
% Native Hawaiian or Pacific Islander			0	0	0
% Persons with Disabilities			2.1	8.1	8.7
% Families with Children under the age of 18					
Other (specify)					
Veterans			3.2	4.6	5.7

Worksheet 2: Establishing a Residency Preference Area (See AFHMP, Block 4a)

Complete this Worksheet if you wish to continue, revise, or add a residency preference, which is a preference for admission of persons who reside or work in a specified geographic area (see 24 CFR 5.655(c)(1)(II)). If a residency preference is utilized, the preference must be in accordance with the non-discrimination and equal opportunity requirements contained in 24 CFR 5.105(a). This Worksheet will help show how the percentage of the population in the residency preference area compares to the demographics of the project's residents, applicant data, census tract, housing market area, and expanded housing market area. **Please attach a map clearly delineating the residency preference geographical area.**

Demographic Characteristics	Project's Residents (as determined in Worksheet 1)	Project's Applicant Data (as determined in Worksheet 1)	Census Tract (as determined in Worksheet 1)	Housing Market Area (as determined in Worksheet 1)	Expanded Housing Market Area (as determined in Worksheet 1)	Residency Preference Area (if applicable)
% White						
% Black or African American						
% Hispanic or Latino						
% Asian						
% American Indian or Alaskan Native						
% Native Hawaiian or Pacific Islander						
% Persons with Disabilities						
% Families with Children under the age of 18						
Other (specify)						
Veterans						

Worksheet 3: Proposed Marketing Activities – Community Contacts (See AFHM Plan, Block 4b)

For each targeted marketing population designated as least likely to apply in Block 3b, identify at least one community contact organization you will use to facilitate outreach to the group. This could be a social service agency, religious body, advocacy group, community center, etc. State the names of contact persons, their addresses and phone numbers, their previous experience working with the target population, the approximate date contact was/will be initiated, and the specific role they will play in assisting with the affirmative fair housing marketing program. Attach additional pages, if necessary.

Targeted Population(s)	Community Contacts(s), Including required information
Asian	United Refugee Services of Wisconsin , Director, 2132 Fordem Ave, Madison, WI 53704. 608-256-6400. This organization provides numerous services to Asians living in Dane County. Contact will be initiated 90 days prior to lease-up. After lease-up, contact will be made annually.
African American	African American Communication & Collaboration Council , Floyd Rose, Director, 608-241-5858, PO Box 8577, Madison, WI 53708-8577. The council supports positive efforts with, and on behalf of, African Americans in the Madison area by establishing mutually beneficial relationships and establishing ongoing dialogue regarding community issues. Contact will be initiated 90 days prior to lease-up. After lease-up, contact will be made annually.
Hispanic	Centro Hispano of Dane County , WI, Karen Menedez, Director, 608-258-3018, 810 W Badger Rd, Madison, WI, 53713. This organization works to connect with communities to share cultures and bring together resources. Contact will be initiated 90 days prior to lease-up. After lease-up, contact will be made annually.
All Groups	United Way of Dane County , Director, 608-246-4350, 2059 Atwood Ave, Madison, WI 53704. United Way is integral in bringing resources to communities and their main focus is on achieving measurable results in areas such as education, medical resource information, housing contacts and other resources for the residents of the community. Contact will be initiated 90 days prior to lease-up. After lease-up, contact will be made annually.
All Groups	WI Department of Health Services , Director, 608-266-1865, 1 W Wilson St, Madison, WI 53703. WI DHS provides resources and information to community members on health care, education, senior care, disability determination, and affordable housing. Contact will be initiated 90 days prior to lease-up. After lease-up, contact will be made annually.
All Groups	Dane County Department of Human Services , 122 Northport Dr, Madison, WI 53704. Jean Kuehn; Phone: 608-242-6418; Fax: 608-242-6293; Email: kuehn@countyofdane.com . Dane County DHS provides cost-effective services to improve the lives of residents, emphasizing independence, respecting diversity and strengthening the community. Contact will be initiated 90 days prior to lease-up. After lease-up, contact will be made annually.
All Groups	Catholic Charities of Madison , Jack Fonder, Director, 608-821-3100, 702 S High Point Rd, Madison, WI 53744. This organization provides services that effectively address the physical, emotional and spiritual needs of individuals and families to develop self-sufficiency. Contact will be initiated 90 days prior to lease-up. After lease-up, contact will be made annually.
All Groups	Lutheran Social Services , Director, 608-277-2970, 6314 Odana Rd, Madison, WI 53719-1194. LSS works to improve the quality of the lives of their clients by providing resources that enable them to become and/or remain independent. Contact will be initiated 90 days prior to lease-up. After lease-up, contact will be made annually.
All Groups	Veteran's Administration , Madison Vet Center, Director, 608-264-5342. The VA provides support and resources for area veterans which includes working with housing providers and providing disability, pension and educational assistance. Contact will be initiated 90 days prior to lease-up. After lease-up, contact will be made annually.
All Groups	Aging and Disability Resource Center of Dane County , 608-240-7400, 2865 N. Sherman Avenue, Madison, WI 53704. ADRC provides information about resources and support on all aspects of life related to aging or living with a disability. Contact will be initiated 90 days prior to lease-up. After lease-up, contact will be made annually.

Worksheet 4: Proposed Marketing Activities – Methods of Advertising (See AFHM Plan, Block 4c)

Complete the following table by identifying your targeted marketing population(s), as indicated in Block 3b, as well as the methods of advertising that will be used to market to that population. For each targeted population, state the means of advertising that you will use, as applicable to that group. In each block, in addition to specifying the media that will be used (e.g., name of newspaper, television station, website, location of bulletin board, etc.), state any language(s) in which the material will be provided, identify any alternative format(s) to be used (e.g., Braille, large print, etc.), and specify the logo(s) (as well as size) that will appear on the various materials. Attach additional pages, if necessary.

Targeted Population(s)-> Methods of Advertising:	Targeted Population:	Targeted Population:	Targeted Population:
Newspaper(s)			
Radio Station(s)			
TV Station(s)			
Electronic Media Rent.com & ApartmentGuide.com Property Website	Hispanic or Latino through SEO Targeting with Keywords.	Black or African American through SEO Targeting with Keywords.	Asian through SEO Targeting with Keywords.
Bulletin Boards			
Brochures, Notices, Flyer Brochures	Hispanic or Latino – Brochure provided to Centro Hispano of Dane County; United Way of Dane County; Catholic Charities of Madison; Aging and Disability Resource Center of Dane County; Lutheran Social Services.	Black or African American – Brochure provided to African American Communication & Collaboration Council; United Way of Dane County; Catholic Charities of Madison; Aging and Disability Resource Center of Dane County; Lutheran Social Services.	Asian – Brochure provided to United Way of Dane County; Catholic Charities of Madison; Aging and Disability Resource Center of Dane County; Lutheran Social Services.
Other (specify)			

Worksheet 4: Proposed Marketing Activities – Methods of Advertising (See AFHM Plan, Block 4c)

Complete the following table by identifying your targeted marketing population(s), as indicated in Block 3b, as well as the methods of advertising that will be used to market to that population. For each targeted population, state the means of advertising that you will use, as applicable to that group. In each block, in addition to specifying the media that will be used (e.g., name of newspaper, television station, website, location of bulletin board, etc.), state any language(s) in which the material will be provided, identify any alternative format(s) to be used (e.g., Braille, large print, etc.), and specify the logo(s) (as well as size) that will appear on the various materials. Attach additional pages, if necessary.

Targeted Population(s)-> Methods of Advertising:	Targeted Population:	Targeted Population:	Targeted Population:
Newspaper(s)			
Radio Station(s)			
TV Station(s)			
Electronic Media Rent.com & ApartmentGuide.com Property Website	Persons with Disabilities through SEO Targeting with Keywords	Veterans through SEO Targeting with Keywords	
Bulletin Boards			
Brochures, Notices, Flyer Brochures	Persons with Disabilities – Brochure provided to Dane County Department of Human Services; WI Dept. of Health Services; Lutheran Social Services; Veteran’s Administration.	Veterans – Brochure provided to Veteran’s Administration; Dane County Department of Human Services; WI Dept. of Health Services; Lutheran Social Services.	
Other (specify)			

Property Name	Street Address	City	State	Total No. of Units Managed	No. of Income Restricted Units	Funding Types	Managed Since
8Twenty Park - Phase I and II	903 Delaplaine Court	Madison	WI	95	82	LIHTC, PBV	2016
Balzer Wagon Works	620 South 8th Street	Sheboygan	WI	14	0	All Market Rate	1998
Beerline B	1710 North Commerce Street	Milwaukee	WI	140	119	LIHTC	2011
Berkshire Grafton	1004 Beech Street	Grafton	WI	66	60	LIHTC	2001
Berkshire Greendale	7010 West Grange Avenue	Greendale	WI	90	76	LIHTC, HOME	2012
Berkshire Johnsbury	2117 Church Street	Johnsbury	IL	68	68	LIHTC, PBV	2020
Berkshire Kensington	1800 Kensington Drive	Waukesha	WI	177	158	LIHTC, HOME, PBV	2010
Berkshire Oconomowoc	210 South Main Street	Oconomowoc	WI	85	85	LIHTC, HOME	2004
Berkshire Sheboygan Falls	101 School Street	Sheboygan Falls	WI	63	53	LIHTC	2020
Berkshire Stevens Point	1443 Water Street	Stevens Point	WI	88	88	LIHTC; HOME	2019
Berkshire Sunset	S30 W24890 Sunset Drive	Waukesha	WI	78	78	LIHTC	2005
Berkshire West Allis	1414 South 65th Street	West Allis	WI	80	80	LIHTC	2004
Brass Works	820 East Wisconsin Street	Delavan	WI	73	64	LIHTC	2018
Brenwood Park I & II	9501 West Loomis Road	Franklin	WI	158	130	LIHTC	2017
Brickner Woolen Mills	639 Monroe Street	Sheboygan Falls	WI	34	31	LIHTC	1995
Cottages, The	5165 Taylor Road	McFarland	WI	72	43	LIHTC	1995
Country View	607 Reeve Drive	Waukegan	WI	42	39	LIHTC	2004
Countryside Village – Mount Morris	106 South McKendrie Street	Mount Morris	IL	33	33	LIHTC, Section 8	1987
Countryside Village – Oregon	301 South 10th Street	Oregon	IL	24	24	LIHTC, Section 8	1987
Countryside Village– Plano	100 East Clark Street	Plano	IL	30	30	LIHTC, Section 8	1987
Countryside Village – Yorkville	407 West Kendall Drive	Yorkville	IL	51	51	LIHTC, Section 8	1987
Courtyard Apartments	3600 Woodman Drive	Grand Chute	WI	61	53	LIHTC	2005
Coventry Apartments	255 West Coventry Court	Glendale	WI	190	0	All Market Rate	1987
Deer Run	2345 Schultz Street	Portage	WI	32	31	LIHTC	1995
Edge at 706, The	309 South Blount Street	Madison	WI	53	0	All Market Rate	2017
Encore Luxury Apartments	734 North 7th Street	Sheboygan	WI	81	0	All Market Rate	2017
Fairview Estates/Sparta Arms	719 Angelo Road and 106 North L Street	Sparta	WI	58	58	LIHTC, Section 8	2020

Property Name	Street Address	City	State	Total No. of Units Managed	No. of Income Restricted Units	Funding Types	Managed Since
Fairway Glen	5001 Monona Drive	Monona	WI	56	0	All Market Rate	2013
Henry Jung Apartments	620 South 8th Street	Sheboygan	WI	53	0	All Market Rate	1998
Heritage East Troy	3223 North Street	East Troy	WI	50	10	HOME	2010
Hide House Lofts	2615 South Greeley Street	Milwaukee	WI	60	60	LIHTC	2010
Highline, The	2001 Traceway Drive	Fitchburg	WI	160	160	LIHTC	2019
Hill Crest-Beloit	2200 Burton Street	Beloit	WI	67	67	LIHTC	2005
Historic Fox River Mills	101 East Water Street	Appleton	WI	188	0	All Market Rate	1995
Landings, The	965 Wilcox Street	Waupun	WI	64	63	LIHTC, HOME	1995
Lawton Foundry Apartments	233 North Broadway	DePere	WI	70	0	All Market Rate	1998
Leopold Place	2594 Leopold Way	Sun Prairie	WI	135	0	All Market Rate	2007
Leverenz 8th Street Lofts	620 South 8th Street	Sheboygan	WI	24	15	LIHTC	1998
Lincoln School	200 West Brown Street	Waupun	WI	45	37	LIHTC	1995
London Square	3300 London Road	Eau Claire	WI	56	49	LIHTC	1995
Madison and Main	301 East Main Street	Waunakee	WI	78	16	HOME, PBV, CDGB	2014
Maple Grove Commons	3204 Golden Copper Lane	Madison	WI	80	68	LIHTC	2017
Maple Tree	847 Metomen Street	Ripon	WI	44	35	LIHTC	1995
Maria Linden	2735 W. Greenfield Avenue	Milwaukee	WI	72	61	LIHTC	2012
Mary Allen West Tower	121 West Simmons Street	Galesburg	IL	154	153	LIHTC, Section 8	1987
Mayville Heights	1439 Dayton Street	Mayville	WI	43	37	LIHTC	1995
Meadow Ridge	7625 Lisa Lane	Middleton	WI	95	76	LIHTC, PBV	2017
Mill Pond Senior Village	W164 N9091 Water Street	Menomonee Falls	WI	84	84	LIHTC	2012
Oak Ridge Middleton	7635 Lisa Lane	Middleton	WI	83	70	LIHTC, HOME, PBV	2017
Oakwood Homes	3802 Damon Street	Eau Claire	WI	63	63	LIHTC	1995
Park Glen Commons	201 North Walbridge Avenue	Madison	WI	110	50	LIHTC	2004
Parkside Commons Glendale	1400 West Cluster Avenue	Glendale	WI	100	100	LIHTC	2013
Parkside Village-Delavan	317 South Main Street	Delavan	WI	46	44	LIHTC	2004

Property Name	Street Address	City	State	Total No. of Units Managed	No. of Income Restricted Units	Funding Types	Managed Since
Parkview I – Pardeeville	106 Gillette Street	Pardeeville	WI	20	18	LIHTC	1995
Parkview II – Pardeeville	112 Gillette Street	Pardeeville	WI	16	14	LIHTC	1995
Parkview Caledonia I	5215 Douglas Avenue	Racine	WI	70	0	All Market Rate	2000
Parkview Caledonia II	5215 Douglas Avenue	Racine	WI	73	58	LIHTC	2005
Parkview Caledonia III	5215 Douglas Avenue	Racine	WI	73	73	LIHTC	2005
Parmenter Circle	2310 Parmenter Street	Middleton	WI	50	40	LIHTC	2007
Parmenter Circle II	2400 Parmenter Street	Middleton	WI	74	0	All Market Rate	2015
Redwood Terrace	812 Redwood Street	Onalaska	WI	44	44	LIHTC, Section 8, HOME	2020
Reserve at High Point, The	7920 Watts Road	Madison	WI	156	0	All Market Rate	2018
Ripple Creek I	1050-6th VerBunker	Port Edwards	WI	14	12	LIHTC	1995
Ripple Creek II	520 Ver Bunker	Port Edwards	WI	16	14	LIHTC	1995
Riverplace Apartments	102 North River Street	Janesville	WI	44	39	LIHTC	2004
Riverview Heights	930 North Washington Street	Janesville	WI	123	122	LIHTC, Section 8	2020
Royster Commons Phase I	523 Grand Oak Trail	Madison	WI	86	0	All Market Rate	2018
Ruxton	85 South Oak Street	Platteville	WI	71	60	LIHTC, HOME, 811	2018
Sacred Heart at Monastery Lake	7350 South Lovers Lane Road	Franklin	WI	130	0	All Market Rate	2012
Sherman Glen	1110 North Sherman Avenue	Madison	WI	98	98	LIHTC	1997
Springbrook Village	1101 South Pine Street	Burlington	WI	48	48	LIHTC	1998
Stage Coach	6620 Century Avenue	Middleton	WI	46	10	Bond	2018
Sugar Creek HSI	304 Church Street	Verona	WI	61	51	LIHTC	2005
Sussex Mill	W240 N6345 Maple Avenue	Sussex	WI	60	60	LIHTC	1995
Tennyson Ridge	1902 Tennyson Lane	Madison	WI	72	61	LIHTC	2017
Timber Trails	3211 Franklins Street	Wisconsin Rapids	WI	64	63	LIHTC	1995
Vandenburg Heights	1054 North Pine Street	Sun Prairie	WI	68	0	All Market Rate	1995
Wall Street	2730 West Wall Street	Janesville	WI	32	32	LIHTC	1995
Water Tower Place	532 West Lawton	Beloit	WI	77	65	LIHTC	1995

Property Name	Street Address	City	State	Total No. of Units Managed	No. of Income Restricted Units	Funding Types	Managed Since
Wesley Park	2001 Wesley Avenue	Janesville	WI	40	34	LIHTC	2005
Whispering Hills	110 Taylor Road	Port Byron	IL	72	72	LIHTC, Section 8, RD	2011
Wildberry Village	5725 Forest Hill Road	Rockford	IL	74	72	LIHTC, Section 8	2013
Williamstown Bay Cudahy I	3400 East Ramsey Avenue	Cudahy	WI	52	46	LIHTC	1995
Williamstown Bay Cudahy II	3350 East Ramsey Avenue	Cudahy	WI	52	46	LIHTC	1995
Williamstown Bay Cudahy III	3300 East Ramsey Avenue	Cudahy	WI	40	40	LIHTC	1995
Williamstown Bay DeForest	500 Bassett Street	DeForest	WI	34	34	LIHTC	1995
Williamstown Bay East	913 Acewood Blvd.	Madison	WI	26	0	All Market Rate	1995
Williamstown Bay McFarland	4809 Dale Street	McFarland	WI	40	40	LIHTC	1995
Windsong Village	7101 104th Avenue	Kenosha	WI	120	76	LIHTC	1995
Woodstock Senior Lane	501 Spring Creek	Woodstock	IL	42	37	LIHTC, HOME	2007
Yankee Hill Apartments	626 East Kilbourn Avenue	Milwaukee	WI	349	0	All Market Rate	1987
				6743	4331		

Oakbrook Criminal Screening Parameters
June 2020 Update

		Decline	
		Felony	Other
Crimes Against Persons	Assault-Related Offenses General Definition: An unlawful attack by one person upon another.	50	15
	Family-Related Offenses, Nonviolent General Definition: Unlawful, nonviolent acts by a family member (or legal guardian) that threaten the physical, mental, or economic well-being or morals of another family member and that are not classifiable as other offenses, such as Assault, Incest and Statutory Rape, etc.	30	15
	Homicide-Related Offenses General Definition: The killing of one human being by another.	99	99
	Kidnapping/Abduction-Related Offenses General Definition: The unlawful seizure, transportation, and/or detention of a person against his/her will or of a minor without the consent of his/her custodial parent(s) or legal guardian(s).	99	15
	Sex-Related Offenses, Forcible General Definition: Any sexual act directed against another person, forcibly and/or against that person's will, or not forcibly or against the person's will in instances where the victim is incapable of giving consent.	99	99
	Sex-Related Offenses, Non Forcible General Definition: Unlawful, non forcible sexual intercourse, excluding prostitution charges.	30	15
	All Other Person-Related Offenses General Definition: Any offense, committed against another person, which causes harm to a person but which does not meet specific categories previously outlined as person-related offenses.	50	15
			Decline
		Felony	Other
Crimes Against Property	Arson-Related Offenses General Definition: To unlawfully and intentionally damage or attempt to damage any real or personal property by fire or incendiary device.	99	7
	Bad Checks-Related Offenses General Definition: Knowingly and intentionally writing and/or negotiating checks drawn against insufficient or nonexistent funds, excluding Counterfeited Checks or Forged Check Offenses.	10	5
	Burglary/Breaking and Entering-Related Offenses General Definition: The unlawful entry into a building or other structure with the intent to commit a felony or a theft.	20	7
	Motor Vehicle Theft Related-Offenses General Definition: The theft of a motor vehicle.	20	7
	Counterfeiting/Forgery-Related Offenses General Definition: The altering, copying, or imitation of something, without authority or right, with the intent to deceive or defraud by passing the copy or thing altered or imitated as that which is original or genuine or the selling, buying, or possession of an altered, copied, or imitated thing with the intent to deceive or defraud.	15	7
	Embezzlement/Bribery-Related Offenses General Definition: The unlawful misappropriation by an offender to his/her own use or purpose of money, property, or some other thing of value entrusted to his/her care, custody, or control.	15	7
	Extortion/Blackmail-Related Offenses General Definition: To unlawfully obtain money, property, or any other thing of value, either tangible or intangible, through the use or threat of force, misuse of authority, threat of criminal prosecution, threat of destruction of reputation or social standing or through other coercive means.	20	7
	Fraud-Related Offenses General Definition: The intentional perversion of the truth for the purpose of inducing another person or other entity in reliance upon it to part with something of value or to surrender a legal right, excluding Counterfeiting/Forgery and Bad Check offenses.	15	7
	Robbery-Related Offenses General Definition: The taking or attempting to take anything of value under confrontational circumstances from the control, custody, or care of another person by force or threat of force or violence and/or by putting the victim in fear of immediate harm.	20	7
	Stolen Property General Definition: Receiving, buying, selling, possessing, concealing, or transporting any property with the knowledge that it has been unlawfully taken, as by Burglary, Embezzlement, Fraud, Larceny, Robbery, etc.	15	5
	Larceny/Theft Related-Offenses General Definition: The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another person.	15	5
	Destruction/Damage/Vandalism of Property Offenses General Definition: To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner of the person having the custody or control of it, excluding arson offenses.	20	7
	All Others Against Property-Related Offenses General Definition: Any offenses that cause property or monetary damage to another that do not fit into a specific categories previously outlined as property-related offenses.	10	5

		Decline	
		Felony	Other
Crimes Against Society	Purposely Obstructs, Impairs or Perverts the Law General Definition: A person who purposely obstructs, impairs or perverts the administration of law or discharge of government duties or the carrying out of other governmental functions.	10	0
	Disorderly Conduct-Related Offenses General Definition: Any behavior that tends to disturb the public peace or decorum, scandalize the community, or shock the public sense of morality.	10	0
	Drug/Narcotic-Related Offenses General Definition: The violation of laws prohibiting the product, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use, excluding DUI offenses.	15	5
	Drunkness-Related Offenses General Definition: To drink alcoholic beverages to the extent that one's mental faculties and physical coordination are substantially impaired, excluding DUI offenses.	5	0
	Driving Under the Influence-Related Offenses General Definition: Driving or operating a motor vehicle or common carrier while mentally or physically impaired as the result of consuming an alcoholic beverage or using a drug or narcotic.	10	0
	Liquor Law-Related Offenses General Definition: The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, excluding DUI and drunkness offenses.	5	0
	Pornography/Obscene Material-Related Offenses General Definition: The violation of laws or ordinances prohibiting the manufacture, publishing, sale, purchase, or possession of sexually explicit material, e.g. literature or photographs.	10	5
	Prostitution-Related Offenses General Definition: To unlawfully engage in or promote sexual activities for profit.	10	5
	Sex Offender Registrant General Definition: Identification of a registration by the applicant as a registered sex offender in one or more jurisdictions covered by the search. (Note that requirements for registration vary by locale and may require the individual to actively register themselves by law in some states. Some states prohibit discrimination on the basis of registration as a sex offender.)	99	99
	Traffic Violations While Operating a Motor Vehicle General Definition: A person who commits a traffic violation while operating a motor vehicle, e.g. speeding, failure to yield right of way, running a red light.	5	0
	Trespass of Real Property-Related Offenses General Definition: To unlawfully enter land, a dwelling, or other real property.	10	3
	Weapons Law-Related Offenses General Definition: The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.	30	15
	Drug/Narcotic-Related Offenses: Manufacture or Distribution Indicated General Definition: The violation of laws prohibiting the production, distribution, or trafficking of certain controlled substances and the equipment or devices utilized in their preparation and/or use. Offenses contained in this category specifically indicate manufacture or distribution.	30	15
	Peeping Tom-related Offenses General Definition: The violation of peeping tom-related laws and ordinances.	20	5
	All other Society-Related Offenses General Definition: Any offense committed which violates laws, norms, or conventions that negatively impact on society, as a whole, and does not meet specific categories previously outlined as society-related offenses.	10	3

h. Written confirmation of zoning status:



Department of Planning & Community & Economic Development
Building Inspection Division

Madison Municipal Building, Suite 017
215 Martin Luther King Jr. Blvd.
P.O. Box 2984
Madison, Wisconsin 53701-2984
Phone: (608) 266-4551
Fax (608) 266-6377
www.cityofmadison.com

December 2, 2019

Mr. Alfred G. McConnell
Odessa Senior Housing, LLC
2677 Orrington Avenue
Evanston, IL 60201.

RE: 1814 Packers Avenue and 2102 Schlimgen Avenue, Madison, WI

Dear Mr. McConnell,

I have been requested to provide some information on the zoning of the properties located at 1814 Packers Avenue and 2102 Schlimgen Avenue, which is the subject of your WHEDA tax credit application.

The property is currently zoned Neighborhood Mixed-Use (NMX) District. The NMX District is established to encourage and sustain the viability of commercial nodes that serve the shopping needs of residents in adjacent neighborhoods. The property is zoned appropriately to accommodate your plan to construct 64 multi-family housing units within a four-story mixed-use building on the site.

Due to the size of the building, number of stories, and number of dwelling units being proposed, you will need to obtain a Conditional Use approval from the Madison Plan Commission for the project, prior to issuance of a building permit.

If you have any questions in regard to this letter, please feel free to contact me at (608)266-4551.

Sincerely,

A handwritten signature in black ink, appearing to read "Matt Tucker", followed by a long horizontal line extending to the right.

Matt Tucker
Zoning Administrator

LAND USE APPLICATION - INSTRUCTIONS & FORM

LND-A

City of Madison
 Planning Division
 Madison Municipal Building, Suite 017
 215 Martin Luther King, Jr. Blvd.
 P.O. Box 2985
 Madison, WI 53701-2985
 (608) 266-4635



FOR OFFICE USE ONLY:

Paid _____ Receipt # _____
 Date received _____
 Received by _____
 Original Submittal Revised Submittal
 Parcel # _____
 Aldermanic District _____
 Zoning District _____
 Special Requirements _____
 Review required by _____
 UDC PC
 Common Council Other _____
 Reviewed By _____

All Land Use Applications must be filed with the Zoning Office at the above address.

This completed form is required for all applications for Plan Commission review except subdivisions or land divisions, which should be filed using the Subdivision Application found on the City's web site. (<http://www.cityofmadison.com/development-services-center/documents/SubdivisionApplication.pdf>)

APPLICATION FORM

1. Project Information

Address: 1802, 1814, 1818 Packers Ave and 2102 Schlimgen Ave
 Title: _____

2. This is an application for (check all that apply)

Zoning Map Amendment (Rezoning) from 1802 & 1818 Packers Ave to from TR-C4 to NMX
 Major Amendment to an Approved Planned Development-General Development Plan (PD-GDP) Zoning
 Major Amendment to an Approved Planned Development-Specific Implementation Plan (PD-SIP)
 Review of Alteration to Planned Development (PD) (by Plan Commission)
 Conditional Use or Major Alteration to an Approved Conditional Use
 Demolition Permit
 Other requests _____

3. Applicant, Agent and Property Owner Information

Applicant name Alf G. McConnell **Company** Liberty Mortgage & Development Company
Street address 2677 Orrington Avenue **City/State/Zip** Evanston, IL 60201
Telephone 847-491-9707 **Email** alfmccconnell@gmail.com
Project contact person Kevin Burow **Company** Knothe & Bruce Architects
Street address 7601 University Ave **City/State/Zip** Middleton, WI 53562
Telephone 608-836-3690 **Email** kburow@knothebruce.com
Property owner (if not applicant) _____
Street address _____ **City/State/Zip** _____
Telephone _____ **Email** _____

4. Required Submittal Materials

Pursuant to Section 28.181(4), MGO, no application is complete unless all required information is included and all application fees have been paid. The Zoning Administrator may reject an incomplete application. Use this checklist to prepare a complete Land Use Application. **Note:** Not all development plan materials listed below are required for all applications. Submittal materials are as determined by staff. Those application types which have specific additional submittal requirements, as noted below, are outlined in Land Use Application Form LND-B (<https://www.cityofmadison.com/dpced/bi/documents/LUAChecklist.pdf>).

Req.	Required Submittal Information	Contents	No. of Copies	✓
	Filing Fee (\$ 1050)	Refer to the Fee Schedule on Page 6. Make checks payable to City Treasurer.	1	
	Land Use Application	Forms must include the property owner's authorization.	1	
	Legal Description (For Zoning Map Amendments only)	Legal description of the property, complete with the proposed zoning districts and project site area in square feet and acres.	1	
	Pre-Application Notification	Proof of written 30-day notification to alder, neighborhood association, and business associations. In addition, Demolitions require posting notice of the requested demolition to the City's Demolition Listserv at least 30 days prior to submitting an application. For more information, see Page 1 of this application.	1	
	Letter of Intent (LOI)	Narrative description of the proposal in detail, including, but not limited to, the existing site conditions, project schedule, phasing plan, proposed uses, hours of operation, number of employees, gross square footage, number of units and bedrooms, public subsidy requested, project team, etc. ** When submitting, you must collate the Letters of Intent with the Development Plans **	28	
	Development Plans	Twenty-Eight (28) legible & scaled 11" x 17" copies, collated and stapled.	28	
	Site Plan	** When submitting, you must collate the Letters of Intent with the Development Plans ** For a detailed list of the content requirements for each of these plan sheets, please see Land Use Application Form LND-B (https://www.cityofmadison.com/dpced/bi/documents/LUAChecklist.pdf)		
	Survey or site plan of existing conditions			
	Grading Plan			
	Utility Plan			
	Landscape Plan and Landscape Worksheet			
	Building Elevations			
	Roof and Floor Plans			
	Fire Access Plan and Fire Access Worksheet			
	Supplemental Requirements (Based on Application Type)	Additional materials are required for the following application types noted below. Please see Land Use Application Form LND-B (https://www.cityofmadison.com/dpced/bi/documents/LUAChecklist.pdf) for a detailed list of the submittal requirements for these application types. The following Conditional Use Applications: <ul style="list-style-type: none"> <input type="checkbox"/> Lakefront Developments <input type="checkbox"/> Outdoor Eating Areas <input type="checkbox"/> Development Adjacent to Public Parks <input type="checkbox"/> Demolition Permits <input type="checkbox"/> Modifications to Parking Requirements (i.e. Parking Reductions or Exceeding the Maximum) <input type="checkbox"/> Development within Downtown Core (DC) and Urban Mixed-Use (UMX) Zoning Districts <input type="checkbox"/> Zoning Map Amendments (i.e. Rezoning) <input type="checkbox"/> Planned Development General Development Plans (GDPs) / Planned Development Specific Implementation Plans (SIPs) 	Include In Plan Set as required	
	Digital Copies of all Submitted Materials	Digital copies of all items, submitted in hard copy are required. All development plan set sheets must be scalable to full- and half-size sheets. Individual PDF files of each item submitted should be compiled on a CD or flash drive, or in an email to pcapplications@cityofmadison.com . The email must include the project address, project name, and applicant name. Electronic submittals via file hosting services (such as Dropbox.com) are not allowed. Applicants who are unable to provide the materials electronically should contact the Planning Division at (608) 266-4635 for assistance.	1	

APPLICATION FORM (CONTINUED)

5. Project Description

Provide a brief description of the project and all proposed uses of the site:

Construct a 4 story, 71 unit senior/section 42 affordable multi-family units, with 45 - 1 bedroom, 17 - 2 bedrooms, and 9 - 3 bedrooms

Proposed Dwelling Units by Type (if proposing more than 8 units):

Efficiency: 0 1-Bedroom: 45 2-Bedroom: 17 3-Bedroom: 9 4+ Bedroom: 0

Density (dwelling units per acre): 54.6 DU/acre Lot Size (in square feet & acres): 53,761 S.F./1.3 Acres

Proposed On-Site Automobile Parking Stalls by Type (if applicable):

Surface Stalls: 44 Under-Building/Structured: 58

Proposed On-Site Bicycle Parking Stalls by Type (if applicable):

Indoor: 71 Outdoor: 14

Scheduled Start Date: Summer 2021 Planned Completion Date: Summer 2022

6. Applicant Declarations

- Pre-application meeting with staff.** Prior to preparation of this application, the applicant is strongly encouraged to discuss the proposed development and review process with Zoning and Planning Division staff. Note staff persons and date.

Planning staff Pre-app Meeting with Kevin Firchow Date 10/30/2019

Zoning staff DAT Meeting with Jake Mozkowitz Date 11/14/2019

- Demolition Listserv** (<https://www.cityofmadison.com/developmentCenter/demolitionNotification/notificationForm.cfm>).

- Public subsidy is being requested (indicate in letter of intent)

- Pre-application notification:** The zoning code requires that the applicant notify the district alder and all applicable neighborhood and business associations **in writing no later than 30 days prior to FILING this request.** Evidence of the pre-application notification or any correspondence granting a waiver is required. List the alderperson, neighborhood association(s), business association(s), AND the dates notices were sent.

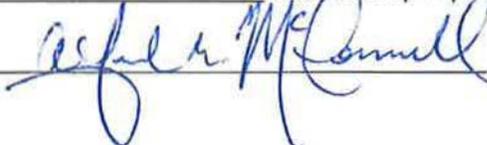
District Alder District # 12 Alder Syed Abbas Date 3/20/2020

Neighborhood Association(s) Sherman - Renee Walk Date 3/20/2020

Business Association(s) Northside - Lesleigh Luttrell Date 3/20/2020

The applicant attests that this form is accurately completed and all required materials are submitted:

Name of applicant Alf G. McConnell Relationship to property Owner

Authorizing signature of property owner  Date 5/20/20

Odessa Senior Housing, LLC Avenue Square Senior Apartments

Response Submission Due Date: August 19, 2020 NOON

Instructions to Applicants:

Please respond ***briefly and succinctly*** to the questions below in-line, unless otherwise specified (e.g. additional documentation requested). Maximum 1/3 a page per question. Please use this Word document to record your answers and return this completed document to cddapplications@cityofmadison.com. Please cc: jspears@cityofmadison.com and etabakin@cityofmadison.com. We ask that you refrain from submitting additional documentation not specifically requested at this time or using alternative formats.

Questions:

Land Use and Community Engagement

- 1. Provide an overview of the feedback and comments that you received from your neighborhood meeting.**

Our neighborhood presentation meeting was given on November 26th, 2019. Weeks before this meeting we had received feedback related to traffic flow from the neighborhood Co-Chairs regarding Packers Avenue but no specific feedback on our housing proposal. Once the Co-Chairs heard it was senior housing they were supportive of this housing going in here and eliminating a long-standing eyesore at this site. Sean Malloy from Traffic and Engineering did attend our meeting and discussed what would be needed to signalize the intersection of Packers and Schlimgen Avenues.

Jim Rodgers, from the development team, attended the regularly scheduled July 6, 2020, Sherman Neighborhood Association meeting via zoom, virtually. Jim provided an update to all in attendance on the status of the Packers proposal, the increase in the unit count and next steps to apply for tax credits again this December. **No issues were expressed regarding the increased size of the development.**

Please review answers to questions 36, 37 and 39 of the Affordable Housing Fund Application.

Energy Efficiency

- 1. The City expects awarded applicants to continue working with Focus on Energy throughout the building design process. This begins with completing the Building Analysis Summary Report and providing an update as to the recommended strategies most likely to be fully implemented in this project ASAP/by approximately September 15, 2020. Please provide a progress report on the status of this project's FOE Energy Design Assistance Building Analysis. By what date would you anticipate that it would be feasible to provide the Energy Design Assistance staff team with the requested information needed to complete the Building Analysis Summary Report?**

We reviewed our Focus on Energy (FOE) Results Report on August 12, 2020. At that meeting updates were made to energy inputs and our development team has chosen to proceed with 'Bundle 3' (Highest Energy Savings Package within FOE criteria). We received the 'Building Analysis Summary' Report on 8-18-2020 which indicated the following:

Annual energy cost savings above the FOE utility protocol baseline is expected to be in the range of 27% for Avenue Square.

Annual energy cost savings is expected to be 100% above our base design for Avenue Square.

Renewable Energy

- 1. Please describe your Renewable Energy systems that will be incorporated into the proposed project (solar photovoltaics (PV), solar thermal, biogas, biomass and wind).**

An array of PV solar panels is planned on the roof at 1802-1818 Packers Avenue. At this time based on current modeling and cost projections we intend on installing a 75-90 kW solar array on the rooftop.

- 2. What is the status of application(s) to Focus on Energy's Renewable Energy team, MadiSUN, and/or other applicable agency providing incentives to implement renewable energy systems?**

FOE has completed its analysis and suggestions for this property.

The next steps are, since FOE has now received our project's bundle selection, FOE, will prepare the Bundle Requirements Document in the coming weeks.

- 3. Please confirm the minimum size of the PV solar array that will be included as an "above the line" construction item, regardless of available grant funding opportunities yet to be awarded.**

An array of PV solar panels is planned on the roof at 1802-1818 Packers Avenue. At this time based on current modeling and cost projections we intend on installing a 75-90 kW solar array.

Sustainable Building Design Elements

- 1. Please describe the Sustainable Building Design Elements and strategies that will be incorporated into the proposed project as referenced in the [AIA Framework for Design Excellence](#). Relevant elements and strategies include, but are not limited to:**
 - a. Design for equitable communities**

Walkability/Human scale /Alternate transportation

Great care has been taken in siting the building such that the surface parking and garage entrance are screened from Packers Ave view via the placement of the building. Located at the corner of the building (Packers/Schlimgen) is a proposed commercial space that will be home to a local business to provide walk-up service to the residents and neighborhood.

Also located within the building are Community room, Exercise room and Crafts space. The community room will have an outdoor patio available to all residents.

Located on the site are (14) bike racks for visitors along with (81) interior covered, secure and heated bike storage stalls for residents. The building is located in an area that is mainly composed of single family homes that would be friendly to bicyclists on neighborhood streets with nearby (within ½ mile) established bike routes.

Also available to the residents are multiple bus routes, located within a short walking distance.

Community Engagement and Buy-in

The Owner and design team worked closely with City staff and community to create a solution that works well with the vision for the City and neighborhood. Over the course of the design phase City staff and neighborhood meeting feedback was collected and incorporated into the design including feedback from the Urban Design Commission.

The neighborhood group has expressed a strong desire to remove this eyesore from the neighborhood that has been in place now as a vacant lot since 2014.

Social Equity

The project site is a redevelopment of an existing commercial building, single family house and parking lot. Design for the site, building and units has taken into account rentability to meet a variety of family needs including size, affordability and physical accessibility. A variety of unit types, sizes and styles offer choices of living styles that is assured to meet the needs of many seniors. Apartment units range from 1 to 2-bedroom designs with multiple layouts.

The apartment building entrance will utilize automatic door controls for hands-free and wheelchair friendly entry. Every apartment is designed with no or low thresholds to be friendly for use by individuals with walkers or wheelchairs. Additionally, every unit will have an attached outdoor deck or balcony.

b. Optimize site potential

The building is sited to enhance the appearance of the neighborhood, while screening amenities serving the residents from street view. Parking counts have been aligned with the specific needs of the building without being overbuilt. The previous development under-utilized the site potential, thus the density proposed will serve a larger number of people with the same lot area.

c. Optimize energy use

The project team has engaged and is working with the Focus on Energy group to study and improve upon energy efficiencies with the building and site. In addition to water saving strategies, such as low flow faucets/showers/toilets, the project will also incorporate high efficiency water heaters on recirculating system that will provide on demand hot water. Individual units will have access to their own temperature controls tied to high efficiency heating/cooling systems. LED lighting will be incorporated throughout the units. Individual units will have operable windows to allow residents to enjoy fresh air and control temperatures during mild weather days.

Common areas will also utilize LED lighting and lighting controls. Occupancy sensors will be provided in specific areas to reduce energy usage when spaces are not in use.

d. Protect and conserve water

See above

e. Optimize building space and material use

Construction of the building will primarily utilize renewable wood for framing. This material has a lower amount of embodied carbon than steel or concrete. Exterior finishes will include face brick and smart siding material. The face brick specified will be regionally sourced and the composite wood siding will be manufactured with oriented strand board.

f. Enhance indoor environmental quality (IEQ)

Several strategies have been designed into the residence including an abundance of windows in the units that include operable sashes for temperature and fresh air control. Also, enhanced acoustic control is being incorporated via specification of triple paned or laminated glass in windows and doors, use of acoustic gypsum board, sound controlling wall/ceiling assemblies, installation of additional weather-stripping at exterior doors and use of sound absorbing interior finishes.

Residents will also have individual control of temperature and air within their units via thermostatic control of high efficiency HVAC systems serving their units.

g. Optimize operational and maintenance practices.

Ownership will work with the management agent to:

- Train building occupants and maintenance staff in sustainability principles and methods
- Employ environmentally preferable landscaping practices
- Purchase resource-efficient and safer cleaning products and maintenance services
 - Purchase cleaning products and supplies that are resource-efficient, bio-degradable and as safe as possible for both janitorial staff and building occupants, and thereby ensure good indoor air quality;
- Reduce waste through source reduction and recycling

Ownership will review the landscape management plan with a goal of decreasing maintenance and watering needs and pursue more sustainable practices wherever feasible.

Ownership will continue during the design/construction phase to: Automate energy, water, waste, temperature, moisture, and ventilation monitors and controls wherever feasible.

In addition to the energy savings within the units, consideration is being made for use of an energy recovery system in concert with the garage heating and ventilation system.

2. Please describe the noise attenuation measures that Odessa Senior Housing will incorporate to mitigate the expected noise impacts associated with the addition of the F-35A fighter wing to Truax Field.

Noise attenuation is being addressed in the building via a number of system enhancements including:

- Windows – Windows will be specified to be triple glazed or utilize laminated glass. These products help to reduce outside noise from entering the building.
- Doors – Additional weather-stripping and sealant will be detailed at exterior doors.
- Walls/ceilings – Acoustic gypsum board will be specified at exterior walls and on ceilings in key areas. This product is proven to assist with sound proofing and sound control. Additionally, RC channel will be detailed for use to isolate material and reduce sound transmission. Mineral wool acoustic insulation will also be incorporated in wall and ceiling cavities to reduce sound transmission.

- Floors – Wood floors will receive a Gypcrete topping with acoustic mat installed before pouring. The two materials working together aid in reducing sound transmission through the building.
- Carpet will also be specified, where applicable, which absorbs sound and prevents reverberation and transmission.

Tenant Selection and Affirmative Marketing

- 1. Standard Affirmative Marketing practices appear to be ineffective in reaching Asian and Latinx renters. Please elaborate on the approach that Odessa Senior Housing/Oakbrook will use to affirmatively market and provide outreach to prospective Asian and Latinx applicants.**

We challenge this assessment ('appear to be ineffective') in part because they (the Affirmative Marketing Practices) have not been instituted yet and therefore we won't know truly if they have been effective until we begin lease-up and beyond.

Oakbrook Management will target organizations as outlined in Worksheet 3 of the AFHMP. If unsuccessful, Oakbrook Management will seek out other organizations that are geared toward these demographic groups.

Oakbrook further stated that the completion of the AFHMP is about a 4 hour undertaking and half of that time is spent researching organizations in the area for the demographics identified in the AFHMP.

When creating the AFHMP and doing the research for organizations in the Madison area, Oakbrook indicated there was one organization that specifically targets the Latino population and one organization that specifically targets the Asian population (that they found), both of which were included on Worksheet 3 of AFHMP. The other organizations listed on Worksheet 3 could also potentially provide referrals for these demographic groups.

If the City of Madison is aware of other groups that Oakbrook should target for Asian and Latinx populations please advise and we will have Oakbrook update the AFHMP to include that additional outreach.

One other avenue to pursue, would be to do radio/TV commercials on stations that specifically target these groups or putting ads in publications that specifically target these groups, however ownership would have to approve of those costs to do that kind of marketing. The AFHMP can be updated at any time to reflect TV/Newspaper publications for those groups.

Financials

- 1. For what price per credit is Odessa Senior Housing expecting to sell the Wisconsin Affordable Housing Tax Credits (state tax credits), if a 4% application is submitted?**

Based on conversations with a few state tax credit equity investors \$.71 remains achievable at this time.

- 2. Please confirm that Wisconsin's Relocation Requirements & Procedures have been and will be followed, including compensation provided to any displaced property owners and/or tenants.**

Of the 4 sites assembled for this proposal, 2 of them currently contain residential rental units.

1802 Packers Avenue is currently rented to a month to month tenant. Our current offer to purchase agreement allows us to extend out the actual closing beyond April 2021. We will follow the Wisconsin Relocation Requirements & Procedures for this property.

1818 Packers Avenue is a 2 unit rental and was purchased in November 2019. We will work with DOA on our current requirements to comply with the Wisconsin's Relocation Requirements & Procedures for those tenants that may be affected at 1818 Packers Avenue should this application be a successful recipient of City AHF funding and WHEDA tax credits next spring.

- 3. Please explain the rationale for closing on financing before construction bids have been received and for closing three months before construction is expected to begin. Alternatively, you may submit an updated timeline.**

Since this will be our second attempt at securing an award of tax credits for this site per our offer to purchase we will be required to close on the land by December 31, 2020 (unless we can negotiate further extensions). Construction/Perm/Equity closing date should be amended to April 1, 2022. New construction start should be amended to May 1, 2022.

Supportive Housing Units/Supportive Housing Partnerships

- 1. Please clarify your response to Question 7. Expand on why unit ranges are proposed for integrated supportive housing units instead of a fixed number for each segment. What would be the priority order for each target population?**

Especially in a Covid19 world we wanted to build inherent flexibility as to the total number of integrative supportive units could/would be filled and case managed by our third-party integrated supportive service partners, MUM, NewBridge & Dane County Veterans Center-to meet the requirements of WHEDA and the City of Madison.

Priority 1:

MUM – Minimum 1, however will be capped at 3 total units.

Priority 2:

Veterans – Minimum 7 units. (Placement to 15 units possible)

Priority 3:

Newbridge – Range in application should be amended to 1-8.

- 2. Please explain why Odessa Senior Housing does not contemplate providing Madison-area Urban Ministry (MUM) with funds out of cash flow to support the potential increase in case load associated with new clients it supports at the development.**

With NewBridge located on the Northside, and this development team with a history and passion for providing affordable senior housing, we chose to look for ways to more broadly fully support the entire community of residents who choose to live at Avenue Square.

We have entered into a 'Senior Housing Partnership' agreement with NewBridge and a targeted amount of annual cash flow will be set-aside for that partnership and those benefits (as part of the Senior Housing Partnership agreement) goes to all of our senior residents including those case management by MUM. Said differently, our NewBridge cash flow support does flow in part to those case managed by MUM.

As well, we will be including a van as an amenity for the residents' ongoing transportation needs. And the vans annual operational cost to maintain will be an additional cost from cash flow that may also benefit MUM case managed residents.

- 3. Please describe the consultation between the Odessa development team and New Bridge or MUM to determine the appropriate unit mix for supportive housing units.**

NewBridge annually provides services for over 10,500 older adults in the City of Madison and Monona. In 2019 NewBridge had 1,350 case management clients.

In speaking with Jim Krueger, Executive Director of NewBridge he indicated there was a 'desperate' need for rentals of no more than \$400 a month on the Northside of Madison. Many of the clients that they case managed only made \$800-\$1,000 a month. He also indicated the Northside of Madison needed 'affordable Mental Health Services'.

Other missing housing on the Northside was more 'accessible' housing, housing with elevators. Many of the older clients they case manage are using walkers and living in apartments that do not have elevators or underground parking to avoid winter time falls. Jim indicated having more accessible units would be a direct benefit to the populations that NewBridge currently serves, especially on the Northside.

Given, NewBridge's capacity and caseload on an annual basis, providing case management supportive services for 1 to 8 residents over 60 was directly in NewBridge's wheelhouse.

- 4. Does the \$15 per unit per year New Bridge Friend cost represent a "free membership" of sorts? If not, what is the \$15 per unit per year financial commitment based on with New Bridge?**

Ownership pays for the \$15 per unit per year so that each unit will be considered a 'NewBridge Friendship' member. So yes this is a "free membership" to the resident.

Friendship members will receive a free copy of monthly NewBridge News chocked full of senior programming going on that month as well as additional helpful information about available resources in the community.

Friendship members also get discounts from local dining establishments and some retail outlets.

- 5. How many office hours per month will NewBridge provide on-site for 1-13 households?**

The Senior Housing Partnership agreement, in addition to providing the residents with a 'NewBridge Friendship' membership will also provide 1 hour per month for case management staff to meet individually with older adults living at Avenue Square.

Additionally, NewBridge will host quarterly programs (2 hours per quarter) for seniors at Avenue Square.

It should be noted that even though there is only 1 hour 'dedicated' (open-hour) consultation available at the site, once a 'case management' relationship is formed that resident/client may interface with the case manager as much as necessary for as long as necessary and face to face meetings can occur within the residents apartments located at Avenue Square. Said differently, case management provided by NewBridge should not be perceived as only 1 hour of time per month but rather this hour can ensure greater access to additional case management services as needed after that initial meeting.

- 6. If NewBridge serves 60+, but the target population is 55+, who will serve tenants needing services aged 55-59?**

NewBridge is contracted to serve people 60+. NewBridge however does serve people on Medicare 50-59.

MUM and Dane County Veterans Services Center serve individuals in the 55 to 59 age range as well.

- 7. Are services provided by Veterans Medical Center Homeless Programs and/or Dane County Veterans Service Office actually case management or only resource and referral? How many hours per week or month per client?**

Dane County Veterans Service Center will provide resource and referral services.

Veterans Medical Center Homeless Programs/staff because it is a federal agency WILL NOT commit to MOU agreements and are unable to provide letters of support to NEW DEVELOPMENT teams it does not yet have experience with (This development team certainly hopes to provide that experience in the near future!). However, Veterans Medical Center Homeless Program and its staff will provide case management services for veterans.

Typically, Dane County Veterans Service Center will provide a copy of the MOU to the Veterans Medical Center Homeless Program staff which will then coordinate a referral process for the Veterans Homeless program services that are able to provide case management services for those veterans who choose to live at Avenue Square.

Veterans Medical Center Homeless Programs staff can and will provide case management support for veterans in need and that are willing (services are voluntary) through their Health Care for Homeless Veterans Outreach Case Management (HCHV). For very low-income Veterans, Supportive Services for Veterans Families (SSVF) programming provides case management and supportive services to prevent the imminent loss of a Veteran's home or identify a new, more suitable housing situation for the individual and his or her family; or to rapidly re-house Veterans and their families who are homeless and might remain homeless without this assistance. SSVF case management assistance is usually time limited up to 6 months.

Veterans Medical Center Homeless Program staff administer approximately 200 HUD VASH vouchers in the Madison area. VASH Vouchers are typically used to access 50% AMI units. VASH Voucher case management can meet as frequently as weekly or monthly and go on for years as long as Veterans remain eligible and have continue interested in case management.

- 8. Is Southwestern Wisconsin CAP planning to expand its service area into Dane County and beyond its current area? No. Please elaborate on the benefits that SWCAP will realize through partnering on a development beyond their service area.**

Mr. McConnell and SWCAP have a prior working relationship, and because of that relationship, Mr. McConnell invited SWCAP to be involved in this development though it was outside of SWCAP's normal service area. SWCAP will receive a monetary

(charitable) contribution that SWCAP can use to serve its clients in its regional service area. Because SWCAP is based in Dodgeville (relatively close to Madison), they have contacts with not-for-profits and individuals who could be helpful in optimizing the various potential benefits to the residents of Avenue Square.

9. How does SWCAP propose to serve the Madison community when its mission is to serve residents of SW WI counties in conjunction with CACSCW? Madison projects have not been successful in partnering with CACSCW on these projects.

As mentioned above, because SWCAP is based in Dodgeville (relatively close to Madison), they have contacts with not-for-profits and individuals based in Madison. As such, these contacts could be helpful in optimizing the various potential benefits to the residents of Avenue Square. Even if SWCAP's contributions might turn out to be minor, SWCAP shall remain a part of the ownership structure and will receive a charitable donation for its participation. SWCAP's broad mission is to assist lower-income individuals with supportive services in Iowa, Lafayette, Grant, Green, and Richland Counties. Though Madison projects have not been successful in "partnering" with CACSCW on Madison projects, it should be noted that the Avenue Square management team is not partnering with SWCAP. There are no legal obligations between the parties – SWCAP's help to the Avenue Square residents is purely voluntary.

10. Will SWCAP have any controlling interest in the development entity?

No

11. Please explain why SWCAP will not be offered a statutory Right of First Refusal or General Partner Purchase Option.

Such positions were not contemplated when the tax-credit application was submitted last year to WHEDA. We plan on adhering to the same contemplated structure for this year's tax credit application as well. Additionally, SWCAP is not investing any equity nor supplying any personal guarantees nor taking any sort of risk position.

12. What role(s) would SWCAP play in the development's ownership structure after Year 15 if no Right of First Refusal were offered?

At this time, we do not anticipate SWCAP being involved after Year 15. However, as our relationship with SWCAP continues to evolve, and if their involvement is helpful to the residents of Avenue Square, then we will pursue the growth of our relationship with SWCAP.

Scoring

1. Please explain why five points are being claimed for the “High Need Area/Respondent to RFQ” scoring subcategory, when Census Tract 22 is not listed by WHEDA as a High Need Area.

This was submitted in error. The Development Team is now actively researching our ability to capture 5 points under the new WHEDA scoring category 16. ‘Community Service Facilities’.