

AFFORDABLE HOUSING GOALS & OBJECTIVES

1. 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, especially units affordable to households with incomes at or below 30% of area median income, that ensure 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 through acquisition/rehab to create long-term affordability and sustainability.

AFFORDABLE HOUSING NEEDS, BENEFIT AND RISK

2. Please describe the anticipated demand for this specific affordable rental housing in the City of Madison.

Demand for affordable housing in Madison has remained strong. Our west side development, Uno Terrace, opened in August of 2023, reached full occupancy in a few months and has remained full. A market study completed by Baker Tilly for this project showed a capture rate of 1.7%. Northpointe Development has delivered high quality, desirable housing in the Dane County Market. Our Dane County portfolio is currently at 100% occupancy.

3. Please describe the public benefit of the proposed housing development and the risks associated with the project.

Northside Christian Assembly currently owns this site which has been deemed a TOD area of the city as it will be along the BRT line. As the site is currently owned by a church, the improvements are tax-exempt. Besides the benefit of quality and sustainable affordable housing, the project will generate a significant tax base for the site. This project will also act as a catalyst for other development on the site including a future 40-unit senior affordable housing project and 6-8 townhomes that will be owner occupied. The proposed plan and city investment will allow this project to move forward without the risk of the competitive tax credit program which could provide some certainty to the city with a new QAP and scoring metrics to be released by WHEDA later this year. Also, we are partnering with the Church who will remain a keystone of the neighborhood. The Church will continue to provide worship services but also intends to provide supportive services to their congregation as well as other members of the neighborhood. To help fund the costs of these services, the development team has committed a significant portion of the project's developer fee. Lastly, the project is partnering with LSS to house and provide services to those that are currently homeless or at risk of homelessness. Some of the risks of the project include securing the other gap financing listed in the application and standard market variables of affordable housing development. However, one benefit of the proposed application is that the project team will know the status of the other sources prior to an award by the city. Securing all necessary gap financing including non-competitive tax credits allows the project to be built in the spring or summer of 2025, reducing housing market risks faced by projects starting in late 2025 or 2026.

Permanent Affordability in exchange for a waiver of shared appreciation to the long-term deferred note

40 years – Minimum Commitment

9. Will the development team commit to making annual payments on the AHF Cash Flow Note concurrently with repayment of the deferred developer fee? If yes, explain how this will be memorialized in organizational documents, including the final Amended and Restated Operating Agreement. If not, what year will Cash Flow Payments begin?

. The project anticipates to defer over 50% of the developer fee to fill the financing gap on the project. The plan would be to fully repay the deferred fee and then start making cash flow payments on the cash flow note. Projections show that that these payments would begin in year 13 if not sooner.

10. Are there any terms of anticipated funding sources anticipated to be incongruent with this RFP? Please explain.

N/A

SITE INFORMATION

11. Address of Proposed Site: **709 Northport Dr, Madison, Wi 53704**

12. In which of the following areas on the Affordable Housing Targeted Area Map (see Attachment A) is the site proposed located? Please check one of the first three AND Limited Eligibility, if applicable.

- Preferred TOD Area
- Eligible Core Transit Area
- Preservation & Rehab Area (Ineligible for New Construction)
- Limited Eligibility Area

13. Identify the neighborhood in which the site is located: The project is not located in a specific neighborhood but nearby Lerdahl Park, Kennedy Heights, Lake View Hill

14. Date Site Control Secured: 05/28/2024

15. Explain why this site was chosen and how it helps the City to expand affordable housing opportunities in areas of greatest impact. Describe the neighborhood and surrounding community. (Attach a close-up map of the site indicating project location and a second map using the [AHF Targeted Area Map](#) to show the site in the context of the City.)

This unique site was brought to us as an opportunity to support a local community organization meet both its long-term financial needs while providing housing options that align with their mission. The shared vision of our team and the church was to create a plan that provided a variety of housing types in the neighborhood which will be serviced by the BRT line. After the 80-unit workforce housing project moves forward it will create the infrastructure to develop a 40-unit senior project as well as 6-8 owner occupied townhomes to be built by Habitat for Humanity of Dane County. The immediate area contains older affordable housing or naturally occurring housing stock.

16. Current zoning of the site: SR-C1 An interactive version of the Zoning Map can be found linked [here](#).

17. Will the proposed development seek a Zoning Map Amendment:
 Yes No, it's permissively zoned To be determined

18. Describe any other necessary planning and zoning-related approvals (conditional use permit, demolition, etc.) that must be obtained for the proposal to move forward.

A Zoning change and conditional use permit would be necessary.

19. Describe the proposed project's consistency with the land use recommendations, goals and objectives as may be relevant in adopted [plans](#), including the City of Madison Comprehensive Plan (adopted 2018), Neighborhood Plans, Special Area Plans, the Generalized Future Land Use Map (interactive version linked [here](#)), and any other relevant [plans](#).

The site is located in the preferred TOD area which is identified in the comp plan as a location for the city to focus on development and investment.

20. If the site is in a Limited Eligibility Area, describe how the relevant concerns will be addressed via design or other strategies, e.g., noise mitigation, air quality, etc.?

N/A

21. Identify the distance the following amenities are from the proposed site. Limit to closest three and/or less than one mile per category. Please limit list to the closest three amenities within one mile per category. Please use the MMSD Find My School [link](#) as the closest school is not always assigned.

Type of Amenities & Services	Name of Facility	Distance from Site (in miles)
Full Service Grocery Store	Wiley Street Co-op	1.31 mi
Public Elementary School	Mendota Elementary School	.25 mi
Public Middle School	BlackHawk Middle School	1.47 mi
Public High School	Madison East High School	3.1 mi
Job-Training Facility, Community College, or Continuing Education Programs	Madison Area Technical College	2.63 mi
Childcare	Northside Kindr Care	1.63 mi
Public Library	Madison Public Library - Lakeview	1.3 mi
Neighborhood or Community Center	Kennedy Heights Community Center,	.25 mi
Full Service Medical Clinic or Hospital	UW Health East Madison Hospital	4.2 mi
Pharmacy	Walgreens	1.31
Public Park or Hiking/Biking Trail	Warner Park	.35 mi
Banking	UWCU	.35 mi
Retail	Beef Butter Plaza	1.24 mi
B-cycle Station	Warner Park	.35
Other (list the amenities):		

22. What is the actual walking distance (in miles) 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 the weekday at noon. List the bus route(s), major 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.

Several stations are located near the site with the closest one being at School RD approximately 300 ft away from the site. The B, L, And D2 lines all run and have stops at several sites within walking distance of the proposed site. The site is also located on the BRT Line.

23. Describe the walkability of the site and the safest walking routes for children to get to their elementary and middle schools if MMSD [Yellow Bus Service](#) is not provided (e.g., less than 1.5 miles and no major roads crossed). Describe the Metro Transit Route for high school students. Enter "N/A" for age restricted (55+) developments.

Ideally located within neighborhoods or close to site, typically within a 1.5-2 mile radius ensuring continuous sidewalks from residential areas to schools. Well-marked crosswalks, especially at major intersections. Traffic calming measures like speed bumps, pedestrian signals, and crossing guards are located on all routes. Designated for safe walking routes and crossing guards at busy intersections during school hours. Encouraging the use of pedestrian bridges or tunnels where available. For households with younger children, the elementary school is adjacent to the site making walking to school safe and short.

The city's bus system serves high school students, with many routes running through residential areas to major destinations, including high schools. Buses run frequently during peak school hours to accommodate student schedules. Strategically placed near schools, major thoroughfares, and typically within a few blocks to ensure minimal walking distance.

High School Students can walk to the nearest Metro Transit bus stop (Northport) , take the bus to a stop near the high school (E.Washington Ave), and then walk a short distance to school. The route can be planned using the Metro Transit route planner to find the most efficient and safest path.

24. 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.

The site is walkable with many of the amenities listed above being less than .5 miles from the site. The site has multiple bus stops within walking distance. There are many food options including Wiley Street Co-Op, Walgreens, , and restaurants near the site. After school activities are within walking distance. The nearest library public library is 1.3 miles from the site. The property will offer parking and there will be ample parking on-site. There are thousands of jobs located near the site with major employers recently coming into the area including Dane County Airport and MATC just to name a few.

25. Describe the impact this housing development will have on the schools in this area. What percent are the 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 the proposed unit mix and previous housing experience? See 5-year projected capacities from 2019 school capacity information found in this [Report](#) (.pdf pages 30-31). MMSD is in the process of updating this information post-pandemic. Please also e-mail Grady Brown (kgbrown@madison.k12.wi.us) to obtain updated current and projected capacity for the relevant schools.

The report shows that in general, the number of children attending Madison schools is expected to decline over the next 5 years. The site is located nearest to the Mendota Elementary School which is at 82% capacity and Blackhawk Middle School which is at 78% capacity. The schools are projected to be at 86% and 77% respectively in 5 years. We would expect between 50-60 elementary and middle school children to live at the site given the unit mix. We have established a working relationship with the schools for our Uno project and believe that we would be able to continue growing our relationship and partnership with MMSD.

SITE AMENITIES

26. 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.).

The site will offer an opportunity to utilize Northside Christian Assembly and all the programming they offer. Additionally, the apartment building will have underground parking. There will also be outdoor amenities including an outdoor patio with picnic area. There is large park/ play area adjacent to the site. The property manager will coordinate onsite activities. An MOU has been signed with LSS to provide a service coordinator at the project to work with all tenants but especially the supportive housing target population. Another MOU has been signed with Dane County Vets office to provide services to the Vet households.

27. Describe the interior common area amenities that will be available to tenants and/or guests (e.g., community rooms, exercise room, business center, etc.). For family developments, will there be a year-round indoor play space &/or youth lounge for children and teens?

The interior common area amenities will include a community room, exercise room, and kids play room.

28. 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.

The unit will have LVP flooring, solid surface countertops, stainless steel appliances, washer and dryer included, balconies, and internet fiber directly installed to the units with free internet for tenants to use. The building will be non-smoking. The units are sized appropriately and will have the proper number of bathrooms in the unit (ie two-bedrooms and three bedrooms will have at least two bathrooms.) The building will obtain EPA indoor Air Plus certification meaning fresh air will always be circulated in the common areas and unit kitchen and bath fans will continuously circulate air to the outside of the unit.

29. In regards to parking, what is the:

a. Anticipated number of total number parking spots:	79
i. Underground	--80

ii. Surface	--159
b. Ratio of parking spots to units?	2:1
c. Monthly parking cost?	\$
d. Will the parking cost in this development vary by CMI level?	

Brief further comments regarding parking fees may be added here:

There will be no charge for resident parking either underground or surface

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

N/A

CITY AND COMMUNITY ENGAGEMENT PROCESSES

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

A pre-application meeting was held on 5/14/2024. Staff discussed options to rezone the site to meet the proposed uses and was generally supportive of a mix of residential types which include home ownership opportunities.

32. Briefly summarize the most notable staff comments made at the City's Development Assistance Team (DAT) regarding the proposed development and reference the date of the presentation. If this proposal has not yet presented to DAT, what is the anticipated date of the presentation?

Staff comments were generally supportive given the use and location. Staff commented on desired location of the driveway entrance and we had a follow up meeting with the police captain to go over recommendations and explain steps we've taken on similar developments in the county.

33. Describe the response of the alderperson in which the proposal is located, as well as the adjacent alderperson(s), if within 200 feet of an adjacent [Aldermanic District](#). What issues or concerns with the project did they identify, if any? How will those be addressed?

We have connected with the local Alder for District 19 on July 29th, 2024. The Alder didn't have any initial concerns when verbally describing the project. He was generally positive on the overall site's mix of uses including home ownership, quality of housing proposed, and moving the driveway away from the neighboring business. We were asked to set-up a neighborhood meeting to get feedback on the project from the neighbors.. Neighborhood Meeting date TBD but will be held before the end of August.

34. Describe the neighborhood and community input process to date, including notification to and input from the nearby Neighborhood Association(s). What was the date that the proposal was presented to the neighborhood? If not yet completed, what is the anticipated meeting date? What issues or concerns with the project has been identified, if any? How will those be addressed? Describe the plan for continued neighborhood input on the development (e.g. steering committee, informational meetings, project website, etc.).

Neighborhood meeting will be scheduled held prior to the end of August. We have also reached out to the nearby neighborhood associations and will detail feedback of those conversations once they occur. Northside Christian Assembly will assist in these conversations.

35. Describe your plans for neighborhood informational meetings and other ways of engaging and informing residents both during construction and approaching lease-up. Describe your experience in working with neighborhood residents post-approval and detail effective strategies you have used since the beginning of the pandemic to effectively communicate with residents.

We will work with our alder to communicate with the neighborhoods. Since this project isn't in a traditional neighborhood we will rely on their guidance and expertise which is what we did at our Uno's project. This included speaking with the school principals and community center staff. About 4 months prior to occupancy we will begin meeting with our property manager, City of Madison, and service providers to discuss marketing and referrals. This has worked well on our previous projects. Lastly, we intend to rely on the church to help engage the community and receive feedback.

DEVELOPMENT TEAM

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

Contact Person	Company	Role in Development	E-mail	Phone
Sean O'Brien	Northpointe Development	Developer	sean@northpointe.com	608-334-5665
Lane Manning	DreamLane Real Estate	Developer	lane@dreamlanere.com	608-535-5131
Bob Feller	Knothe Bruce	Architect	bfeller@knothebruce.com	608-836-3690
Chris Hand	ACC	Property Management	chris@accmanagment.com	920-966-9905
Bill Cummings	Reinhart	Attorney	wcummings@reinhartlaw.com	414-298-8330
Dennis Hanson	LSS	Support Service	dennis.hanson@lsswis.org	262-745-1000
Heather Cambell	Dane County VA	Support Service	Heather.Campbell3@va.gov	

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

Please see attached org chart. The managing member will be 51% owned Dane County Housing Authority, 25% Northpointe, 24% Dreamlane

38. Describe briefly the Development Team's knowledge of and experience in addressing affordable housing needs of the City of Madison. Please be sure to address:

- a. Experience developing multifamily housing for low- and moderate-income households, including:
 - i. Experience obtaining and implementing LIHTC, including number, type and location of proposed and completed LIHTC projects and/or affordable housing units your organization has developed.
 - ii. Experience obtaining and implementing federal, state, city and other financing resources, including number of projects, number of units and location of projects with federal LIHTC, HOME, CDBG, or Section 108 funds.
- b. Developer's experience with, including number of projects, number of units and location developed with integrated supportive housing units.

- c. Leadership/key development team staff qualifications (briefly). Years the organization has been in existence.
- d. Financial capacity of the organization to secure financing and complete the proposed project.
- e. For non-profit organizations and/or co-developers, please describe the organization’s Mission Statement and explain how the proposed development supports the Mission Statement.

Please limit responses to three pages within this application format or enter “See Attached.” Please do not duplicate information here and attached.

Please see attached resumes for Northpointe and Selassie. This will be the third Madison LIHTC project constructed by members of the development team which includes our 64 unit Uno Terrace project and our to-be-developed 124 unit Merchant Place Apartment project.

39. For projects that will be co-developed with a non-profit partner, please describe the non-profit’s role in the development. State if the non-profit will have a controlling interest (as memorialized in organizational documents), Right of First Refusal, or General Partner Purchase Option. If not, please elaborate on how the non-profit organization will be involved in the long-term ownership of the development. Describe briefly the compensation structure for non-profit developer, including percentage of the developer fee allocated.

The project will not be co-developed by a non-profit.

40. For non-profit applicants interested in federal HOME funds, please describe in detail the development team’s experience using HOME funds, including a list of projects the team has developed using such funds. Is the Non-Profit Organization certified as a CHDO? If not, please indicate interest in CHDO certification. Please enter N/A if this question does not apply.

N/A

41. Who will be responsible for monitoring compliance with federal regulations and requirements during development and construction phases of the project? List past projects they have completed with similar compliance requirements.

Northpointe Development and Connery Construction. See attached resume.

42. Who will be responsible for monitoring compliance with federal regulations and requirements during the Period of Affordability? Please describe the experience of the property management agency including trainings and/or certifications that the individual/property management agency has completed and/or attained.

ACC Management- please see attached resume.

43. What other major sources of soft funding are being sought for the proposed development (e.g., TIF, Dane County AHDF, Federal Home Loan Bank Affordable Housing Program, Dane Workforce Housing Fund, etc.)? What is the status of those funds and anticipated commitment dates? Describe the development team’s experience in successfully obtaining funds from the sources sought for the proposed development.

The project has submitted an application for FHLBC AHP with Dane County Housing Authority and will submit for Dane County AHDF. Our team has significant experience with these competitive applications.

44. For projects led or co-developed with a BIPOC or minority developer, please explain the BIPOC or minority developer role in the development. State what percentage stake the BIPOC or minority developer will have in the development, development fee split, cash flow, etc. (as memorialized in organizational documents). If the development team will partner with a BIPOC or minority developer, but will not maintain a stake in the organization structure, please explain

this decision and elaborate on how the BIPOC or minority developer will be involved in the long-term ownership of the development.

DreamLane Real Estate Development is a BIPOC development firm. Both firms will have an extensive roll in the development from entitlements through lease up and ongoing operations of the development. Northpointe and Dreamlane Real Estate will work together on all decisions and both will be involved in all facets of the development. Dreamlane will receive 24% ownership included voting rights and cash flow and 5% of the developer fee. A significant portion of the developer fee will go to Northside Christian Assemble to provide access to supportive services for the tenants.

45. Describe this development team’s experience in or plans to offer a development partnership role, employment or meaningful internship opportunity to a graduate or student of the Associates in Commercial Real Estate (ACRE) program on this or another project?

Northpointe and Dreamlane have partnered on a number of projects. Northpointe has created a paid fellowship program for emerging developers to gain more knowledge and experience in all facets of real estate development and operations.

46. Please describe the development team’s experience with contracting with Minority- and Women-Owned Business Enterprises (M/WBE). Beyond standard construction bidding practices, what efforts have been made by the development team to ensure that M/WBE businesses are awarded contracts, and what efforts will be made to ensure that M/WBE businesses are given plentiful opportunities to be competitive when bidding on this proposal and awarded a percentage of the contracts that meets or exceeds the City’s 25% goal as aligned with WHEDA’s EBE program.

Our Uno project exceeded 25% EBE and 34% minority workforce.

47. Beyond standard construction bidding practices, to what efforts will the development team commit to ensure that women and people of color represent a meaningful share of the construction labor force working on this proposal. Describe how the development team will commit to exceeding the City’s contract labor utilization goal of 13% for persons of color working on the job site.

See above, Uno terrace had 34% minority workforce participation.

48. For the following development team roles, please identify the number and/or percentage of women and persons of color employed by that company or organization as well as the total employees for each firm.

Company	Role in Development	BIPOC		Women		Total Employees
		#	%	#	%	#
Northpointe Development	Developer	1	33	1	33	3
Dreamlane Realestate Group	Co-Developer	1	100	0	0	1
	Co-Developer					
TBD	General Contractor					
ACC	Property Manager	52	19	132	49	265
Knothe & Bruce	Architect	1	4	4	36	25
LSS	Service Provider	145	18%	635	80%	786

49. Describe the development team’s organizational experience in engaging with the target populations you intend to serve, including black, indigenous, and other people of color. Especially consider operations, design, development, and property management.

The development team understands the importance of pulling together a diverse team which includes ownership, non-profit partners, community organizations, and neighbors.

50. Describe ways in which the development team promotes and supports ongoing equity work in internal policy and procedures and within the community and the greater Madison area.

Northpointe Development plans to bring quality affordable housing into an areas of social and economic opportunities. Stable housing paired with proximity to jobs, schools, amenities is vital to promoting social equality. Northpointe plans to co-develop the site with DreamLane Real Estate Development an emerging developer to help build their capacity and experience in housing development.

51. If any team member has acted as a development partner or has any ownership interest in any project currently underway or completed, please list the following information and provide a current status for the team member and/or any related entity, as applicable:

- a. List any foreclosure, default, or bankruptcy within the past ten years.
- b. List any litigation completed, pending, or underway in relation to any financing or construction project within the past five years.
- c. List any Chronic Nuisance Abatement or Nuisance Case notifications issued by Madison Police Department and/or Building Inspection in the past five years
- d. List any unresolved Building Inspection citations resulting in a Municipal Court Complaint in the past five years
- e. List any litigation in the past five years with the City of Madison, including but not limited to Federal, State, or Municipal Court proceedings
- f. List any litigation in the past five years in the State of Wisconsin, including but not limited to Federal, State, or Municipal Court proceedings

N/A

INTEGRATED SUPPORTIVE HOUSING UNITS

52. Provide the number and percent of Integrated Supportive Housing Units proposed, the income category(ies) targeted for these units, and the target service population(s) proposed (e.g., individuals and/or families currently experiencing homelessness listed on the Community-wide Prioritized List, persons with disabilities, formerly incarcerated individuals, other, etc.).

The project will service Homeless, Vets, Vets experiencing homelessness, individuals with disabilities. 16 units will be set-aside specifically for homeless or those at risk of being homeless at 30% CMI. We will also work with the Dane County VA to house vets at all income levels. 16 units will also meet universal design and targeted to households with disabilities. 4 months prior to occupancy we will start meeting weekly with the property manager, LSS, Dane County Veterans, City of Madison, and Dane County to discuss referrals, applications and screening. LSS and DCVA will coordinate with the property manager on which units are still available and send referrals. Those referrals will get assistance from LSS and DCVA to work through the application screening process. This process has worked well for our other Dane County projects. On-going the property manager, LSS, and DCVA will stay in touch for when existing tenants move out and new referrals are needed.

53. Provide the number and percent of Veteran Units targeted in the proposed development at or below 60% AMI. How many of the veteran units will be prioritized for veterans experiencing homelessness coordinating with the HUD VASH program listed in Attachment C?

As a non-competitive tax credit application, WHEDA does not require a formal MOU with the VA. However, we plan to work with the VA to target minimum of 8 vets households at 50% cmi which typically have had HUD VASH. Also, it was stated by the VA that ACC is currently the leader in housing referrals made by the DCVA.

54. 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 Homeless Services Consortium (see Attachment C), if applicable. Provide a detailed description of the type (e.g., assessment and referral, on-site

intensive case management, etc.) and level of supportive services (% FTE and ratio of staff: household) that will be provided to residents of the proposed project.

Please see the supportive services plan and MOU from our partner supportive service agency. We've partnered with LSS to coordinate services for the target population as well as provide on-site intensive case management services with a 20% on-site PT case manager. If LSS does not have capacity for intensive case mgmt for additional households at the time of the vacancy, property management and LSS will coordinate with another provider for case management. With a growing Dane County portfolio, which we have partnered with LSS on many other projects, and are currently discussing hiring a case manager to oversee the portfolio vs a part time employee at a single site.

55. Please describe the 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 the target populations the proposed development will prioritize serving. Describe the consultation and coordination between Developer, the Property Manager and the lead Supportive Service Coordination Agency that occurred prior to this application and planned to design the development in terms of matching unit mix (income and size) to the targeted population.

We will work with a service coordinator, Dane County VA (Heather Campbell), and providers for referrals and to assess the needs of the tenants at move-in and what the tenants will need to maintain stable housing. Case management will be provided by our partner support service provider LSS or other agencies like Joining Forces for Families, Dane County VA, etc. We will proactively work with management and our service coordinator with our waiting list and when a supportive unit becomes vacant to place a family in need vs waiting 30 days with the unit vacant and renting to any income eligible household. LSS will utilize wraparound a service coordination model where families residing at the property, including Veterans and persons with disabilities, will be given a single point of entry to accessing community and supportive services. An on-site coordinator will meet with individuals and families to complete an intake assessment and develop a strength-based, goal-oriented plan of care. The service coordinator will work with the tenant and their surrounding existing natural supports, to build a comprehensive team, to explore areas of need, and fill gaps in supports where identified.

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

Attach a letter from the Supportive Service Provider(s) **affirming** 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.). Supportive Service Provider should also confirm that they've reviewed the projected rents, been given an opportunity to provide feedback and are comfortable with those rents being able to serve the target population.

Per the MOU the development would pay LSS \$19,750 annually above the line as well as find other areas within the community to leverage additional resources. In past projects we have found ways to fund our supportive service partners upfront vs annually.

PROPERTY MANAGEMENT: TENANT SELECTION & AFFIRMATIVE MARKETING

57. Confirm that Applicant has read and submitted with this application a Tenant Selection Plan consistent with the Standards found in RFP Attachments B-1 and will submit before closing an Affirmative Marketing Plan consistent with the Standards found in RFP Attachments B-2.

Yes, I confirm.

58. Describe the 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

experience with and approach to leasing up and coordinating with integrated support services as well as with racially, linguistically, and culturally inclusive property management and marketing practices.

4 months prior to occupancy we will start meeting weekly with the property manager, LSS, Dane County Veterans, City of Madison, and Dane County to discuss referrals, applications and screening. LSS and DCVA will coordinate with the property manager on which units are still available and send referrals. Those referrals will get assistance from LSS and DCVA to work through the application screening process. On-going the property manager, LSS, and DCVA will stay in touch for when existing tenants move out and new referrals are needed.

59. Describe the planned approach, relationship and coordination between the Property Manager and the lead Supportive Service Coordination Agency for lease up and ongoing services. Have these entities previously participated in an in-depth pre-lease up coordination process with these target population(s) in coordination with relevant community partners (e.g., CDA, DCHA, VASH, CE, etc.)? I.e., what is the level of integration of this proposed team with each other— low, medium, high? How will these entities work together to ensure a successful development well-integrated with the immediate neighborhood and community?

see above- we recently hired an asset manager which is responsible to oversee the coordination and communication of the partners involved in our projects.

60. Describe the affirmative marketing strategy and any other strategies to engage the target populations for this proposal. How will the Property Manager affirmatively market to populations that will be identified as least likely to apply? Detail specific partnerships that the development team, Property Manager, and/or other agencies in this proposal have had with community agencies and organizations that provide direct housing search and related assistance to households least likely to apply. Please reference successful past practices, relationships with agencies and/or marketing materials used. Specifically outline how this development’s marketing will be consistent with the City of Madison’s Affirmative Marketing Plan Standards (Attachment B-2 of the RFP), especially for Asian and Latinx populations which tend to be under-represented in AHF Completion Reports.

With a portfolio of more than 4000 units of Section 42, Section 8 and Section 515 housing with varying eligibility requirements and set asides, ACC Management Group, Inc (ACC) has significant experience with providing housing for those with special needs or those least likely to apply. ACC affirmatively markets apartments by working with local referral sources in each market.

ACC will affirmatively market to individuals by working closely with organizations such as:

- The Dane County Aging and Disability Resource Center and the approved Family Care Agencies in Dane County;
- Dane County Human Services and;
- Dane County Veterans Services Office

ACC will:

ACC will work with Latinx and Asian organizations listed below as well as our Service Coordinator the Middleton Outreach Ministry and Joining Forces for Families. ACC will:

- Provide marketing flyers about the apartments to various members of the referral groups, we will ensure that their clients have access to written information about this housing opportunity.
- Reach out and meet directly with staff of the various contracted and member agencies associated with these partners, we will ensure that they are aware of this housing opportunity for their clients and members.
- Stay in regular contact with the entities listed below as well as their respective networks of services providing agencies to receive referrals of households who may wish to live in the Apartments.

All referrals received through our affirmative marketing efforts will be followed up on to ensure they have the opportunity to apply for rental housing at these Apartments. When a housing unit becomes available those at the top of the waiting/ interest list for those units will be notified and directed to contact the property manager to formally apply for housing.

Management will reach to and work with the following local organizations and groups, amongst others, to market available units: Latino Academy of Workforce Development, Latino consortium for Action, Lasup- Latino Support Network of Dane County, Hmong Madison.com, Madison Area Chinese Community Organization, Central Hispano, Urban League, Joining Forces for Families, Freedom-Inc

61. Please address, in detail, experience in and/or plans to implement inclusive and culturally-sensitive property management and marketing practices. Detail specific partnerships that the development team, Property Manager, and/or other agencies in this proposal have had with community agencies and organizations that provide direct

housing search and related assistance to households least likely to apply, **especially including undocumented residents and/or residents without social security numbers**. Please reference successful past practices, relationships with organizations that you have partnered with in the past for marketing activities.

Management has experience working with many partners including Lutheran Social Services, Movin' Out, WayForward Resources, and many more, particularly to find housing options for those least likely to apply, which includes applicants without a Social Security number. If an applicant does not have a social security number, another form of government issued ID is accepted.

62. Describe your approach to successfully utilizing alternatives to eviction, both pre- and-post filing, such as payment plans, mediation, etc. to avoid evictions.

Eviction is the last option. If a resident becomes delinquent on rent, a legal notice is issued. Before, during, and after the timeframe of the legal notice, on-site management engages in discussion with the resident regarding the unpaid balance to encourage the resident to pay the balance or seek other resources, often times available rental assistance from local organizations. It is common to work with a resident and the agency over a period of a few months to obtain rental assistance for an unpaid balance and a few months of future rent. Management often files for eviction concurrently while engaging in conversation with the resident and working with them to obtain additional resources. This is necessary to provide fiscally responsible management of the property. Most often, the eviction process ends short of eviction and frequently concludes with a court ordered payment plan.

63. What percentage of maximum LIHTC rents are used for 50 & 60% units? Households with incomes over 30% CMI, but less than the income to rent ratio required for a 50% unit are frequently locked out of this critical housing resource. What will this proposed development do to serve this segment of the population (e.g., lower rent below 90% of the WHEDA 50% income limit, lower income to rent ratio requirements, provide 40% units to meet demand, etc.)

The 50% (no 60s) units will be rented at rent maximums given the significant discount to market. We will follow the PN loan agreement for rent increases and monitor so that prospective long-term tenants rents aren't rising rapidly after move-in. We have also committed to the city's TSP requirements.

64. Describe the proposed development's policy toward notification of non-renewals. What is the PM's policy regarding limiting rent increases for lease renewals? How will it be ensured that prospective long-term tenants be protected from significantly and rapidly rising contract rents increases allowed under the published rent limits, even under the rent limit increase requirements in this RFP and Loan Agreement.

Non-renewal of a lease is an option that is used with tenants that repeatedly violate the lease throughout their tenancy. It is most often used in situations where the tenant engages in verbal abuse of staff, physical altercations with others, damage to property, or non-compliance with program regulations. Proper notification of non-renewal is given at least 30 days in advance of lease termination. The rent increase at lease renewal is reviewed annually. Multiple factors are taken into consideration when setting renewal rates including, comparable rents, the published rent limits, anticipated property expenses, vacancy percentage, and more. Often times, the renewal rents for existing tenants are set at a rate lower than the published rent limit and lower than the listed rent for an identical vacant unit in the building.

65. Describe any staffing challenges or shortages that the Property Management (PM) company has experienced at the on-site level in the past few years? What will the PM do to address and/or cover on-site staffing challenges at the proposed development should they arise?

It is widely known that there are staffing challenges across most industries. Our management team has experienced staffing challenges as well. Management has developed a team of floating managers that have three primary responsibilities; 1) To cover vacant manager positions, 2) to assist in training new staff, and 3) to assist in leasing up new developments. This model has been highly successful.

66. What percent of staff turnover has the PM experienced at Madison-area properties in 2023? 38%

67. Divide the number of resignations or terminations in calendar year 2023 by total number of budgeted positions. Explain turnover rate of 20% or more within the regional Property Management staff. Discuss any other noteworthy staff retention issues or policies in place to reduce staff turnover.

Management's turnover rate at the regional management level and above is less than 20%. We've developed a culture based on our values of Accountability, Empowerment, Flexibility, Teamwork, and Open Communication. This has proven to be successful.

PROPOSAL TIMELINE

68. 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>]	7/2024
1 st Development Assistance Team Meeting (Due by 8/29/24) [<i>Target/Actual Month/Date</i>]	7/2024
1 st Neighborhood Meeting (Due by 8/29/24) [<i>Target Month/Date</i>]	8/2024
Submission of Land Use Application (Zoning Map Amendments Due by 10/7/24)	9/2024
Submission of Land Use Application (Permissively Zoned Due by 11/4/24)	N/A
Plan Commission Consideration (If Rezoning, 12/2/24 Meeting for 12/10/24 Common Council)	11/2024
Urban Design Commission Consideration, if applicable [<i>Target Month/Date</i>]	NA
Application to WHEDA	11/2024
Complete Equity & Debt Financing	03/2025
Acquisition/Real Estate Closing	05/2025
Rehab or New Construction Bid Publishing	04/2025
New Construction/Rehab Start	05/2025
Begin Lease-Up/Marketing	3/2026
New Construction/Rehab Completion	06/2026
Certificates(s) of Occupancy Obtained	06/2026
Complete Lease-Up	12/2026
Request Final AHF Draw	06/2026

HOUSING INFORMATION & UNIT MIX

69. 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:		709 Northport					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	5	5	4	2	0	641	708	850	982	
40%	0		0		0	0					
50%	32	1	15	8	8	0	1068	1181	1417	1604	
60%	0	0	0	0	0	0					
Affordable Sub-total	48	1	20	8	10	0					
80%	32	1	13	9	9		1245	1446	1715	2078	
Market*	0	0	0	0	0	0					
Total Units	80	2	33	17	19	0	Notes/Utility Allowance Assumptions:				

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

Total # of Homeless Supportive Housing Units	Total # of Veteran Supportive Housing Units	Total # of Homeless Veteran Supportive Housing Units	Total # of Disabled/Other Supportive Housing Units	Minimum # of Supportive Housing Units
		[]		

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					
Affordable Sub-total	0	0	0	0	0	0					
80%	0	0	0	0	0	0					
Market*	0	0	0	0	0	0					
Total Units	0	0	0	0	0	0	Notes/Utility Allowance Assumptions:				

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

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.

70. Utilities/amenities included in rent: Water/Sewer Electric Gas Free Internet In-Unit
 Washer/Dryer Other: trash

71. Please list the source used for calculating utility allowance, and the total utility allowance per bedroom size:
 Utilities Allowance Used: CDA DCHA HUSM (HUD HOME)

Unit Size (Number of Bedrooms)	Total Monthly Utility Allowance (\$)
Efficiency	
1-Bedroom	<u>51</u>
2-Bedroom	<u>65</u>
3-Bedroom	

72. Describe this development’s proposed approach to designing the project to maximize accessibility and visitability, including elevator accessible units meeting 100% visitable requirement. Will the proposed project meet the minimum requirements described in the RFP - at least half of the total units must be Type A units or convertible to Type A units as needed. Will the proposed project exceed WHEDA’s minimum accessibility design standards? For rehab, describe the accessibility modifications that will be incorporated into the existing development.

The project will be 100% visitable with 5% of the units be ADA and 20% of the units having universal design requirements. As a non-competitive tax credit application, WHEDA does not require universal design requirements.

73. Describe this development’s approach and commitment to the principles of Universal Design. Will the proposed project meet the minimum requirements described in the RFP. Will the proposed project go above and beyond WHEDA’s requirements in any way? Please explain.

Our developments incorporate a significant amount of WHEDA's universal design requirements in all units.

ENERGY EFFICIENCY, RENEWABLE ENERGY, DECARBONIZATION & SUSTAINABLE DESIGN

74. Describe your organization’s experience developing projects that incorporate extraordinary sustainability, energy efficiency, decarbonization/electrification, and/or green building design? Please list any industry standards, third-party certifications or awards achieved on projects developed in the past five years, such as LEED®, WELL, ENERGY STAR Multifamily New Construction Certification, Passive House, etc.

We are committed to energy efficiency and sustainable design. All of our Dane County developments include PV Solar and we have 4 projects either complete or under construction that will be Energy Star- New Construction certified.

75. Describe the proposed development’s energy efficiency approach, design and equipment choices. For a rehab project, please refer to Focus on Energy’s [Multifamily Program](#).

Our approach is to always push for energy efficiency design and equipment as the budget allows. This project will included PV and EV chargers, design to be well below baseline EU1

76. Check all applicable third-party certifications of Energy Efficiency & Sustainability that will be sought.

Third-Party Certification	YES
Focus on Energy’s Energy Design Assistance program (Initial Application submittal confirmation page is attached)	<input checked="" type="checkbox"/>

Wisconsin Green Built- GOLD Standard	<input checked="" type="checkbox"/>
EPA AirPLUS	<input checked="" type="checkbox"/>
LEED®	<input type="checkbox"/>
WELL	<input type="checkbox"/>
ENERGY STAR Multifamily New Construction	<input checked="" type="checkbox"/>
Passive House	<input type="checkbox"/>
Other:	<input type="checkbox"/>
Other:	<input type="checkbox"/>

77. Describe how the design of the proposed development will contribute to the City's [goal](#) of reaching 100% renewable energy and net-zero carbon emissions community-wide by 2050. Please describe below any other renewable energy systems to be included in the development, such as solar thermal, solar hot water, geothermal, etc.
 What size of solar array is anticipated (in Kw)? **80**
 What percentage of on-site electricity use is the development aiming to provide via the solar array? **90% of common area usage**

We are working with Full Spectrum and plan to install a 80kw solar system on the roof that will eliminate up to 90% of the projects common area energy usage. We've confirmed that the project is serviced by MG&E so the size of the system is feasible at this site. We will also be working with Focus on Energy and will be installing highly efficient furnaces and other materials.

78. Please indicate sustainable design features and equipment included choices in the proposed development that will help to reduce fossil fuel consumption, achieve decarbonization, and improve air quality:

Sustainability Design Features & Equipment	YES	Comments
a. Air-source or ground source heat pumps	<input type="checkbox"/>	
b. Electric or heat-pump water heaters	<input type="checkbox"/>	
c. Electric stoves	<input checked="" type="checkbox"/>	
d. EV charging infrastructure or EV ready design (exceeding City ordinance requirements)	<input checked="" type="checkbox"/>	
e. Battery storage	<input type="checkbox"/>	
f. Other:	<input checked="" type="checkbox"/>	PV solar
g. Other:	<input type="checkbox"/>	

79. Please *briefly* 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](#), especially the following:

a. Design for Equitable Communities

The project is an infill site on a major thoroughfare and will be unique as it will offer a variety of housing options this application at the site. The site is very walkability to amenities, jobs, public transportation, bike paths. We will incorporate both indoor and outdoor play areas into our plan and all units will have balconies. The parking will be mostly hidden underground where we will also have bike parking. Additional bike parking will be provided outside of the building. Finally, heat, internet, and underground parking will be included with the rent as an added benefit to the tenants.

b. Design for Energy – Optimized energy use. What is the U value of windows?

The project will have energy efficient window systems, meet or exceed energy code, score 250 or more points on Wisconsin Green Built Standards, and HVAC systems highly efficient. u-value goal .27, energy star appliances

c. Design for Water – Describe proposed strategies to protect and conserve water (i.e. water efficiency), reduce reliance on municipal water sources, incorporate systems to recapture and/or reuse water on-site.

we will install low flow faucets, toilets, energy efficient appliances, and water heaters with re-circulation water lines.

d. Design for Resources – Optimize building space and material use

Locally sourced masonry- materials utilizing recycled materials where possible.

e. Design for Well-being – Consider physical, mental, and emotional well-being, plus trauma-informed design.

On-site community room, exercise room, space to meet with support service partners, etc

f. Design for Ecosystems – Especially indoor environmental quality (IEQ)

The building will have generous windows, air purification filters, and operable sashes on windows for fresh air.

g. Design for Change – Optimize operational and maintenance practices

LVP flooring throughout the unit, individual furnaces and fresh air circulation to the exterior of the building.

h. Design for Integration, Economy, Change and/or Discovery – Any additional AIA Framework comments

the project will include additional conduit for additional EV chargers to be installed

REAL ESTATE PROJECT DATA SUMMARY

80. 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:	709 Northport								
	0	80	0	0	0	100	2,360,000	\$8,500,000	1,650,000
Address:	Enter Address 2								
Address:	Enter Address 3								

81. 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.

A phase I has not been completed. Northside Christian Assemble Church currently occupies the site, which will stay. No environmental issues are anticipated.

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

Church on site, no demo as church is staying.

83. Will any business, including churches and non-profit organizations, or residential tenants (owner or rental) 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

84. 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.

n/a

REFERENCES

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

Name	Relationship	Email Address	Phone
Shreedhar Ranabhat	WHEDA Commerical Lending Director	shreedhar.ranabhat@wheda.com	608-266-2781
Will Deppeisses	Nicolet Bank- VP Commerical Banking	wdeppeisses@nicoletbank.com	920-882-2857
Jamie Aulik	City of Verona Administrator	Jamie.Aulik@ci.verona.wi.us	608-848-9942

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 2.5, Item 2 of the RFP. This may be attached or included in the application. Please do NOT duplicate information attached and included in line.
- 3. Letter(s) from Supportive Service Provider(s) affirming in detail 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 (such as assessment and referral, on-site intensive case management, etc.), % FTE, hours on site, etc.
- 4.a. A detailed map of the site.
- 4.b. A map using the AHF Affordable Housing Targeted Area Map, indicating the site in the context of the City.
- 4.c. A preliminary site plan and one to two renderings, if available.
- 5. 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.
- 6. A confirmation page demonstrating that an Initial Application for Energy Design Assistance was submitted to Focus on Energy. If the Bundle Report is available, please attach it now as well.
- 7a. Tenant Selection Plan consistent with the City’s Standards outlined in Attachment B-1.

If the following items are not available at the time of initial application, submittal will be required at the following future date:

Application Item	Due Date
Preliminary Site Plan	A week prior to Development Assistance Team (DAT)
Capital Needs Assessment	Supplemental Application
Market Study/Analysis – may be informal <i>(Required for new construction proposals seeking HOME funds)</i>	Supplemental Application

APPLICANT & PROJECT NAME:

Northpointe Development- United Residences

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	\$ 7,320,000	Y	6.00%	35	35	\$500,855
Subordinate Loan 1-Lender Name:						
Subordinate Loan 2-Lender Name:						
Tax Exempt Loan-Bond Issuer:						
City Request (AHF, HOME, TIF)						
AHF	\$ 3,000,000	n	2.75%	30	30	cash flow
Subordinate TIF Loan-Lender Name:						
AHP Loan (List FHLB):						
FHLBC	\$ 2,000,000	n	0.00%	30	N/A	cash flow
Dane County AHDF:						
AHDF	\$ 3,000,000	n	2.00%	40	N/A	cash flow
Other-Specify Lender/Grantor:						
Other-Specify Lender/Grantor:						
Tax Credit Equity	\$ 11,364,929					
Historic Tax Credit Equity (Fed and/or State)						
Deferred Developer Fees	\$ 1,613,399					
Owner Investment	\$ 100					
Other-Specify:						
Total Sources	\$ 28,298,428					

Do you plan on submitting an application for TIF?

No

Construction Financing			
Source of Funds	Amount	Rate	Term (Months)
Construction Loan 1-Lender Name:			
WHEDA LT Bonds	\$ 7,320,000	6.00%	22
Construction Loan 2-Lender Name:			
WHEDA ST Bonds	\$ 8,000,000	4.50%	22
Construction Loan 3-Lender Name:			
City of Madison	\$ 3,000,000	2.75%	22
Construction Loan 4-Lender Name:			
AHP	\$ 2,000,000	0.00%	22
Bridge Loan-Lender Name:			
County AHDF	\$ 3,000,000	2.00%	22
Housing Tax Credit Equity:			

Cinnaire	\$	4,500,000	0.00%	22
Historic Tax Credit Equity:				
Other-Specify:				
Total	\$	11,820,000		

Estimated pricing on sale of Federal Tax Credits: \$ 0.87

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

Remarks Concerning Project Funding Sources:

APPLICANT:

Northpointe Development - United Residences

2. PROJECT EXPENSES

Enter the proposed project expenses

Acquisition Costs	Amount
Land	\$1,650,000
Existing Buildings/Improvements	\$0
Other (List)	
	\$0
Construction:	
Construction/Rehab Costs	\$17,200,000
E - Equipment & Furnishings	\$100,000
F - Special Construction & Demolition	\$0
Accessory Buildings	\$0
Personal Property/FF&E	\$100,000
Site Work Costs (on-site & off-site)	\$0
Landscaping	\$0
Contractor Fees:	
General Requirements	\$870,000
Construction Overhead	\$365,400
Construction Profit	\$931,770
Construction Supervision	\$0
Contingency Funds:	
Construction Contingency	\$978,358
Other Contingency	\$0
Construction Period Expenses/Soft Costs:	
Construction Loan Origination Fee	\$200,000
Construction Loan Credit Enhancement/LOC	\$50,000
Cost of Bond Issuance	\$0
Bridge Loan Fees and Expenses	\$0
Construction Loan Interest	\$1,100,000
Construction Loan Origination Fee	\$0
Construction Period Real Estate Taxes	\$80,000
Title and Recording	\$25,000
Builder's Risk/Property Insurance	\$150,000
Temporary Relocation Assistance	\$0
Permanent Relocation Assistance	\$0
Other Interim/Construction Costs (list)	
	\$0
Permanent Financing Expenses:	
Permanent Loan Origination Fee	\$0
Credit Enhancement	\$0
Other Permanent Loan Fees	\$0
Legal Fees - Real Estate	\$100,000
Architectural & Engineering:	
Architect - Design	\$215,000

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

Solar- 200k
Energy star insulation- 300k

Total Cost:
\$500,000

Architect - Supervision	\$40,000
Engineering	\$50,000
Survey	\$6,400
Other Architect/Engineering (list)	
energy consultant	\$40,000
Syndication Fees & Expenses:	
Organizational Fees	\$12,000
Other Syndication Costs (list)	
	\$0
Capitalized Reserves:	
Operating Reserve	\$535,000
Replacement Reserve	\$0
Lease-Up Reserve	\$75,000
Debt Service Reserve	\$0
Capital Needs Reserve	\$0
Other Reserves	\$0
Escrows	\$0
Other Capitalized Reserves (list)	
	\$0
Reports, Studies & Related Work:	
Appraisal	\$10,000
Market Study	\$7,000
Environmental Reports	\$10,000
Capital Needs Assessment Report	\$0
Other (list)	
	\$0
Other Soft Costs:	
Tax Credit Fees - Application	\$2,500
Tax Credit Fees - Compliance	\$0
Tax Credit Fees - Allocation	\$130,000
Permits & impact fees - water, sewer, etc.	\$0
Cost Certification/Accounting fees	\$15,000
Lease-Up Period Marketing	\$50,000
Title Insurance and Recording	\$0
Capital Needs Assessment (rehab only)	\$0
Legal	\$0
Other (list)	
	\$0
Developer Earned Fees & Expenses:	
Developer's Fee	\$3,200,000
Developer Overhead	\$0
Consultant Fees	\$0
Other fees (list)	
	\$0
Total Costs:	\$28,298,428

APPLICANT: **Northpointe Development- United Residences**

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	1,244,340	1,269,227	1,294,611	1,320,504	1,346,914	1,373,852	1,401,329	1,429,356	1,457,943	1,487,101	1,516,844	1,547,180	1,578,124	1,609,686	1,641,880	1,674,716
Less Vacancy/Bad Debt	87,104	88,846	90,623	92,435	94,284	96,170	98,093	100,055	102,056	104,097	106,179	108,303	110,469	112,676	114,932	117,230
Income from Non-Residential User*	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Revenue	1,157,236	1,180,381	1,203,989	1,228,069	1,252,630	1,277,682	1,303,236	1,329,301	1,355,887	1,383,004	1,410,664	1,438,878	1,467,655	1,497,008	1,526,949	1,557,486
Expenses:																
Office Expenses and Phone	51,356	52,897	54,484	56,118	57,802	59,536	61,322	63,161	65,056	67,008	69,018	71,089	73,221	75,418	77,681	80,011
Real Estate Taxes	145,000	149,350	153,831	158,445	163,199	168,095	173,138	178,332	183,682	189,192	194,868	200,714	206,735	212,937	219,326	225,905
Advertising, Accounting, Legal Fees	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
Payroll, Payroll Taxes and Benefits	75,000	77,250	79,568	81,955	84,413	86,946	89,554	92,241	95,008	97,858	100,794	103,818	106,932	110,140	113,444	116,848
Property Insurance	25,000	25,750	26,523	27,318	28,138	28,982	29,851	30,747	31,669	32,619	33,598	34,606	35,644	36,713	37,815	38,949
Mtc. Repairs and Mtc. Contracts	95,000	97,850	100,786	103,809	106,923	110,131	113,436	116,838	120,343	123,953	127,672	131,502	135,447	139,511	143,698	148,007
Utilities (gas/electric/water/sewer)	49,000	50,470	51,984	53,544	55,150	56,804	58,509	60,264	62,072	63,934	65,852	67,827	69,862	71,958	74,117	76,340
Property Mgmt	57,862	59,598	61,386	63,227	65,124	67,078	69,090	71,163	73,298	75,497	77,762	80,095	82,497	84,972	87,521	90,147
Operating Reserve Pmt	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Replacement Reserve Pmt	24,000	24,720	25,462	26,225	27,012	27,823	28,657	29,517	30,402	31,315	32,254	33,222	34,218	35,245	36,302	37,391
Support Services	19,750	20,343	20,953	21,581	22,229	22,896	23,583	24,290	25,019	25,769	26,542	27,339	28,159	29,004	29,874	30,770
Other (List)																
Total Annual Cash Expenses	551,968	568,527	585,563	603,150	621,245	639,882	659,079	678,851	699,217	720,193	741,799	764,053	786,974	810,584	834,901	859,949
Net Operating Income	605,268	611,854	618,426	624,919	631,385	637,800	644,157	650,450	656,670	662,811	668,866	674,825	680,681	686,425	692,047	697,537
Debt Service:																
First Mortgage	500,855	500,855	500,855	500,855	500,855	500,855	500,855	500,855	500,855	500,855	500,855	500,855	500,855	500,855	500,855	500,855
Second Mortgage	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other (List)																
Total Debt Service	500,855	500,855	500,855	500,855	500,855	500,855	500,855	500,855	500,855	500,855	500,855	500,855	500,855	500,855	500,855	500,855
Total Annual Cash Expenses	1,052,823	1,069,382	1,086,438	1,104,005	1,122,100	1,140,737	1,159,934	1,179,706	1,200,072	1,221,048	1,242,654	1,264,908	1,287,829	1,311,439	1,335,756	1,360,803
Total Net Operating Income	104,413	110,969	117,551	124,063	130,530	136,945	143,302	149,595	155,815	161,956	168,011	173,970	179,826	185,570	191,192	196,688
Debt Service Reserve	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Deferred Developer Fee	105,163	111,171	118,346	124,853	131,374	137,815	144,198	150,517	156,765	162,935	169,019	175,013	180,919	186,739	192,468	198,109
Cash Flow	-750	-172	-795	-820	-844	-870	-896	-922	-950	-979	-1,008	-1,037	-1,067	-1,097	-1,127	-1,157
AHF City Interest Loan	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

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

	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
DCR Hard Debt	1.21	1.22	1.23	1.25	1.26	1.27	1.29	1.30	1.31	1.32	1.34	1.35	1.36	1.37	1.38	1.39
DCR Total Debt	1.21	1.22	1.23	1.25	1.26	1.27	1.29	1.30	1.31	1.32	1.34	1.35	1.36	1.37	1.38	1.39

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:

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	1,738,212	1,742,376	1,777,224	1,812,759	1,849,024	1,886,024	1,923,724	1,962,169	2,001,443	2,041,472	2,082,301	2,123,947	2,166,426	2,209,755
Less Vacancy/Bad Debt	119,575	121,895	124,406	126,894	129,432	132,020	134,661	137,354	140,101	142,903	145,761	148,676	151,650	154,683
Income from Non-Residential User*	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Revenue	1,588,637	1,620,410	1,652,818	1,685,875	1,719,592	1,753,984	1,789,064	1,824,845	1,861,342	1,898,569	1,936,540	1,975,271	2,014,776	2,055,072
Expenses:														
Office Expenses and Phone	82,411	84,884	87,430	90,053	92,755	95,537	98,403	101,356	104,396	107,528	110,754	114,077	117,499	121,024
Real Estate Taxes	232,682	239,663	246,853	254,258	261,886	269,743	277,835	286,170	294,755	303,598	312,706	322,087	331,750	341,702
Advertising, Accounting, Legal Fees	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
Payroll, Payroll Taxes and Benefits	120,333	123,964	127,682	131,513	135,458	139,522	143,708	148,019	152,460	157,033	161,744	166,597	171,595	176,742
Property Insurance	40,118	41,321	42,561	43,838	45,153	46,507	47,903	49,340	50,820	52,344	53,915	55,532	57,198	58,914
Mtc. Repairs and Mtc. Contracts	152,447	157,021	161,731	166,583	171,581	176,728	182,030	187,491	193,116	198,909	204,876	211,022	217,353	223,874
Utilities (gas/electric/water/sewer)	78,631	80,990	83,419	85,922	88,499	91,154	93,889	96,706	99,607	102,595	105,673	108,843	112,108	115,472
Property Mgmt	92,852	95,637	98,506	101,461	104,505	107,640	110,870	114,196	117,622	121,150	124,785	128,528	132,384	136,356
Operating Reserve Pmt	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Replacement Reserve Pmt	38,513	39,668	40,858	42,084	43,347	44,647	45,986	47,366	48,787	50,251	51,758	53,311	54,910	56,558
Support Services	31,893	32,644	33,423	34,232	35,071	35,941	36,841	37,783	38,768	39,797	40,869	41,985	43,148	44,358
Other (List)														
Total Annual Cash Expenses	885,747	912,319	939,689	967,879	996,916	1,026,823	1,057,625	1,089,357	1,122,037	1,155,698	1,190,369	1,226,080	1,262,863	1,300,749
Net Operating Income	702,891	708,091	713,130	717,995	722,677	727,161	731,436	735,488	739,305	742,870	746,171	749,190	751,913	754,323
Debt Service:														
First Mortgage	500,855	500,855	500,855	500,855	500,855	500,855	500,855	500,855	500,855	500,855	500,855	500,855	500,855	500,855
Second Mortgage	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other (List)														
Total Debt Service	500,855	500,855	500,855	500,855	500,855	500,855	500,855	500,855	500,855	500,855	500,855	500,855	500,855	500,855
Total Annual Cash Expenses	1,386,602	1,413,174	1,440,544	1,468,734	1,497,771	1,527,678	1,558,483	1,589,212	1,622,892	1,656,553	1,691,224	1,726,935	1,763,718	1,801,604
Total Net Operating Income	202,036	207,236	212,275	217,140	221,822	226,306	230,581	234,633	238,450	242,015	245,316	248,335	251,058	253,468
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	202,036	207,236	212,275	217,140	221,822	226,306	230,581	234,633	238,450	242,015	245,316	248,335	251,058	253,468
AHF City Interest Loan	0	0	0	0	0	0	0	0	0	0	0	0	0	0

2024 Affordable Housing Fund-Tax Credit RFP

Supplemental Application Questions

Northpointe Development United Residences

Response Submission Due Date: September 5, 2024 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. We ask that you refrain from submitting additional documentation not specifically requested at this time or using alternative formats.

Message to 4% Non-Competitive Applicants:

Although this RFP allows applications for 4% non-competitive tax credit projects, CDD's focus remains firmly on producing 30% AMI units, Supportive Housing Units for individuals, families and veterans experiencing homelessness, Sustainability, Design, Universal Design, etc. Proposals for non-competitive 4% LITHC's will not likely be competitive in the City's AHF-TC RFP without addressing meeting those requirements and/or preferences. Please re-submit answers to the relevant questions accordingly.

Questions:

A. Energy Efficiency/Sustainability

- 1. The AHF-TC RFP requires awardees to continue working with Focus on Energy's New Construction Energy Design Assistance throughout the building design process. Bundle commitments will be incorporated into the term sheet.**

- a. **Please attach the Preliminary Bundle Requirements Document (BRD).**

If the Report is not yet available, please provide an update on the status at the Staff Team (9/9-10) and CDBG Committee Presentation (9/12); and send ASAP no later than NOON on October 15, 2024. **We have connected with FOE for timing on next steps as we utilized the Express EDA. They acknowledged the City's deadline and will work to get the process expedited.**

- b. **What percentage of projected Energy Use Intensity (EUI) savings calculated over the baseline energy code is anticipated? (Note: Min. 20% required)**

___% TBD but typically well above 20%

- c. **What is the highest feasible Bundle Level to which this project anticipates committing?**

___ TBD

- d. **If the Bundle election is less than the highest, which options and/or components were not chosen and why? TBD**

B. Property Management (PM)

1. Please answer the following regarding on-site PM staffing:

- i. **What percent FTE and number of hours are budgeted for the PM to be on-site? E.g., .50 FTE, 9a-1p – M-F?**

United Residences will be staffed with a full-time manager. The office will be open Monday – Friday during normal business hours and by appointment on Saturday.

- ii. **How many hours per week of additional regional &/or floating support is anticipated to assist &/or cover for on-site PM, vacancies, sick days, etc.? Please elaborate briefly on backup coverage.**

Hours/week: ACC Management has a staff of Area Managers (floating managers) that assist properties during times of high traffic, such as the lease up. They also work at a property if there is a staff opening, extended sick leave, or vacation. Area Manager staff will be assigned to the property as needed.

- iii. **What percent FTE and number of hours are budgeted for the Maintenance staff to be on-site? United Residences will be staffed with a full-time maintenance technician, Monday – Friday and on-call as needed.**

2. It is a goal of the City to ensure that residents who require ADA units are able to obtain appropriately accessible units and/or accommodations. Please answer the following:

- i. **In the Dane County market, how many fully ADA accessible units does the PM manage?**

ACC has about 1000 units in Dane County in various stages of development from established and operating for 10+ years to currently under construction, all in the Section 42 program. The newer properties generally have about 4% of the units as fully accessible and an additional 15% as “WHEDA B” units that have some accessible features.

- ii. **What percent of those units are currently leased by residents who require the relevant accessibility accommodations?**

On average, about half of the fully accessible units are leased to those that we visually assume require the accommodations.

- iii. **Briefly describe your property management strategies to ensure these units are available for residents that require accessibility features.**

ACC has a long history of managing affordable housing, including many properties in the Section 8 program where there are requirements to market to those with disabilities when an accessible unit becomes available. This is a best practice and is also done for Section 42 properties. Additionally, we keep an internal interest list for any current occupants of the property that may be

interested in an accessible unit so they can be offered a unit transfer when an accessible unit becomes available.

- iv. **Briefly describe outreach, marketing, and direct referral partnerships you have with organizations to ensure these units are appropriately filled.**

New Section 42 developments in Dane County often have partnerships with organizations that refer applicants to the property for various reasons, including the need for accessible housing. Examples of relationships include Way Forward, Lutheran Social Services, Movin' Out, and Dane County. During lease up, we are in contact with these groups weekly. After property stabilization, we are in contact with these organizations monthly or as needed when a particular unit becomes available.

C. Land Use and Community Engagement

1. **Provide an overview of the feedback and comments that received at the neighborhood meeting on 8/19/24.** We discussed the placement of the driveway and discussed working with the neighbor to the East as we continue our design plans. Supportive feedback about the total (multiple lots and uses) site plan with a long discussion on access and route for children to walk to school using the sidewalk vs cutting through the back of the property.

D. Supportive Housing Units/Supportive Housing Partnerships

1. **With 16 units reserved for households exiting homelessness, is a 20% FTE sufficient for services at the development?** We are proposing a new and enhanced model with our Supportive Service Partner LSS than what we have been doing on other sites around the Dane County Market. This model will allow LSS staff to be on-site weekly to build better relationships with the tenants and their support systems in place. Tenants can choose not to utilize the services available, or they may have other systems already in place. Having a dedicated on-site partner will allow us to evaluate this model and make changes if necessary.

E. Financing

1. **Why is the credit pricing lower for this development than for Merchant Senior?**
The proposed credit pricing for this development is .875 vs .88 for Merchant Senior. The underwritten credit pricing for these developments is higher than current market prices for Dane County LIHTC projects with hopes that the market for credits will bounce back if rates drop as expected. It wouldn't be likely that both projects would have the same investor, and I believe there would be slightly more demand for the credits on a smaller senior project.
2. **If this proposal does not obtain an adequate award from the City in AHF during this RFP cycle, would a competitive 4%+4% application be considered? Unlikely at this moment based on the census tract data released by WHEDA and the removal of market rate unit points. Once the full MFA is released by WHEDA we will be able to better comment on the question but again, based on preliminary data released the site would not be competitive for State 4% credits. Also, if the project were to**

receive county support, we would have to re-apply for county funds if pursuing a 4+4 project.