

## Youth-Centered Housing Development (YCHD) Application

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

### APPLICANT INFORMATION

|  |  |                                     |  |
|--|--|-------------------------------------|--|
| Proposal Title:                              | Park Street Lofts                              |                                     |  |
| Name of Applicant:                           | Julian Walters                                 |                                     |  |
| Mailing Address:                             | 3910 Dallas Dr, Madison, WI 53719              |                                     |  |
| Telephone:                                   | 608-235-5837                                   | Fax:                                |  |
| Admin Contact:                               | Julian Walters                                 | Email Address:                      | julianwalters02@gmail.com  |
| Project Contact:                             | Julian Walters                                 | Email Address:                      | julianwalters02@gmail.com  |
| Financial Contact:                           | Julian Walters                                 | Email Address:                      | julianwalters02@gmail.com  |
| Website:                                     | N/A  |                                     |  |
| Legal Status of Maj. Owner:                  | <input checked="" type="checkbox"/> For-profit | <input type="checkbox"/> Non-profit | LIHTC Application (if applicable): <input type="checkbox"/> 4% only <input type="checkbox"/> 4+4% <input checked="" type="checkbox"/> 9% |
| Anticipated WHEDA Set-Aside (if applicable): | <input type="checkbox"/> General               | <input type="checkbox"/> Non-Profit | <input checked="" type="checkbox"/> Supportive Housing   |
| Federal EIN:                                 | 85-1943685                                     | SAM/UEI #:                          |  |

\* If seeking federal funds

### AFFIRMATIVE ACTION

If funded, applicant hereby agrees to comply with the City of Madison Ordinance 39.02 and file either an exemption or an affirmative action plan with the Department of Civil Rights. A Model Affirmative Action Plan and instructions are available at <https://www.cityofmadison.com/civil-rights/contract-compliance/affirmative-action-plan/individual-developers>.

### LOBBYING RESIGTRATION

Notice regarding lobbying ordinance: If you are seeking approval of a development that has over 40,000 gross square feet of non-residential space, or a residential development of over 10 dwelling units, or if you are seeking assistance from the City with a value of over \$10,000 (this includes grants, loans, TIF, or similar assistance), then you likely are subject to Madison's lobbying ordinance, sec. 2.40, MGO. **You are required to register and report your lobbying.** Please consult the City Clerk for more information. Failure to comply with the lobbying ordinance may result in fines of \$1,000 to \$5,000. You may register at <https://www.cityofmadison.com/clerk/lobbyists/lobbyist-registration>.

### CITY OF MADISON CONTRACTS

If funded, applicant agrees to comply with all applicable local, state and federal provisions. A sample contract that includes standard provisions may be obtained by contacting the Community Development Division at (608) 266-6520.

If funded, the City of Madison reserves the right to negotiate the final terms of a contract with the selected agency.

### SIGNATURE OF APPLICANT

Enter Name: Julian Walters

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 JW you are electronically signing your name as the submitter of the application and agree to the terms listed above.

Date: 7/14/2023

**PROPOSAL DESCRIPTION**

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

Proposing Park Street Lofts, an innovative affordable housing project created to provide affordable units for up to 43 families within the Madison community. The developmet slated for completion in Fall of 2025, will solve for the following; 1) It will be a viable solution to the housing crisis in Dane County 2) Diversification: residents from all income levels and backgrounds will be able to reside in the development creating an inclusive community 3) The project will have 15 units set aside for youth ages 18-24 who will be provided with case management, soft skill development and economic resources to assist them in advancing their life. This unique community impact will work towards eliminating the number of youth who experience homelessness once they age out of Foster Care.

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

Total number of units: 43  
 Total number affordable of units (<60% CMI): 43 Total % affordable of units (<60% CMI): 43  
 Total amount of AHF requested per affordable unit: \$11,627  
 Number of units supported by Section 8 project-based vouchers, if known: 11 PBV CMI level: these are FUP vouchers with rents at \$1005 for Studios and \$1188 for 1-bedroom units and will be targeting 30% CMI tenants  
This project will have a Permanent Period of Affordability Commitment

- 3. Please indicate the organization of the development team for the proposed development:

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

**AFFORDABLE HOUSING NEEDS**

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

The Road Home and Just Dane is a organizations that has provided housing opportunities for all age groups in Dane County. With partnering with them we add a supportive service provider who has experience with working with individuals to find housing, develop job training skills, transportation and case management among other things. The Road Home specializes in working with the individual or clients family to figure out exactly what they need and finding a solution to fill the need. Baker Tilly is a affordable housing consultant that has assisted in the award and facilitation of many projects in Dane county and around the state.

**INTEGRATED SUPPORTIVE HOUSING UNITS**

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

In our development we currently have 15 units of supportive housing units, this is 35% of the total unit mix. Through our partnership with our supportive service provider, we learned that a full time case managers case load is 15 families. In our development we were able to underwrite a full time salary which allowed us to provide more units for the target demographic than required in the RFP.

- 6. 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.

As the developer there was a target unit count we wanted to reach. The focus of our team was to provide the highest amount of affordable units while providing as many set-aside units for the target demographic. Lutheran Social Services of Wisconsin and Upper Michigan provided insight on the Affirmative Action Plan and how we can make requirements more obtainable for our set-aside tenants. Together the team will work together to create a tenant selection plan for the affordable units and for the target demographic.

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

In addition to fulfilling the supportive set aside requirements our development is also providing more 30% units than required in the QAP. 25% of the total unit mix must be receiving PBVs and we are also operating above that level. This will make us more competitive and receive more points in categories when we submit our LIHTC application in January.

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. Provide a detailed description of the type and level of supportive services (% FTE and ratio of staff: household) that will be provided to residents on-site and how services will be coordinated with the Dane County Supervised Independent Living Program.

Throughout this process we have developed a relationship with both The Road Home and Just Dane. Both organizations have a strong footprint in Madison and serve populations that experience homelessness. In both partnerships we have built out the salary to support a case load of up to 15 families. We are proposing to have a full time supportive services employee on site to work with the target demographic at their convenience.

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

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

We have budgeted for the full salary and benefits of the on-site supportive service staff member to be paid from the development. Our supportive service provider will be given commercial space at no cost to run programming and to serve as a satellite office for other functions of their organization.

## PROPERTY MANAGEMENT: TENANT SELECTION & AFFIRMATIVE MARKETING

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

LSS has comprehensive policies related to tenant selection, certification, and tenant rules and regulations including those related to lease agreements. All project staff members are trained on these policies at hire and periodically throughout employment with LSS. LIHTC and Section 8 policies and procedures are included in the LSS Occupancy Specialist Procedure Manual for staff reference and the manual is reviewed and updated, as needed, annually.

11. Describe the planned approach, relationship and coordination between the Property Manager and the lead Supportive Service Coordination Agency for lease up and ongoing services. Have these entities previously participated in an in-

depth pre-lease up coordination process with targeted populations in coordination with relevant community partners (e.g., CDA, DCHA, VASH, CE, etc.)?

LSS has established experience in participating in lease up coordination processes as a supportive services provider and providing referrals specific to Coordinated Entry (CE) referrals. In addition, LSS has experience working with VASH team members within Dane County, coordinating and communicating referrals as relevant to the available units at the development. LSS property management in partnership with the development team will establish reoccurring meetings beginning 2-3 months before applications can be accepted during the initial lease up of the property. The lead supportive Service Coordination Agency will be a part of these meetings in addition to key community partners and developer. These discussions will ensure that the Supportive Services agency is kept well-informed of occupied set aside units where supportive services are targeted during the lease up phase. Property management will provide targeted units with marketing material provided by the Supportive Service Coordination Agency to promote services available to them. After initial lease up, property management will remain in communication with the Supportive Service Coordination Agency and other community partners to ensure the team is aware of the vacancy. Once the unit is filled, the Supportive Service Coordination Agency will be made aware of the new resident(s) to provide outreach efforts.

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

LSS property management staff have responsibility to develop project-specific marketing plans, and to spec and place marketing materials, as well as perform cost analyses to ensure the success of marketing efforts in impacting occupancy. As an agency LSS has an internal Marketing Department and contracts externally with Kane Communications, both of which are additional resources available to property management staff. Additionally, LSS is an active member in many of Dane Counties homelessness initiatives including the Continuum of Care, and Homeless Veterans Case Conferencing meetings. LSS will leverage these contacts to ensure underserved populations are aware of the housing opportunities at 1202 S. Park project and have access to apply.

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

Security deposit will be based on the 1<sup>st</sup> and last months rent on a 1.5 to 1 income ratio. Higher security deposits may be required for people with poor rental history and lower credit scores. However, there will be waivers for tenants who committed to financial counseling and have a payee. For households with guaranteed rent, subsidy or vouchers higher security deposits will be waived. For the set-aside units we are building out a reserve fund from the AARP money totaling \$20,000 for security deposit assistance. Tenant selection plans will be developed with the social services provider and property manager in conjunction with the city of Madison to ensure the plan is to the standard of the city.



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

To combat the risk of rapid increase of rent for tenants, we would ask for city permission. The rent increase would be in accordance with the HUD annual FMR threshold with a plan not to exceed 3%. Our policy would require the developer to gain approval from the city if the FMR increase from the year prior was over 3%.

## SITE INFORMATION

15. 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 City of Madison's Comprehensive Plan, adopted in 2018, as well as the 2023 proposed Generalized Future Land Use plan both indicate that this property should be of a "Regional Mixed Use". Furthermore, the neighborhoods Wingra Creek Build and neighboring Bay Creek Neighborhood plans both seek a combination of commercial development and neighborhood residential with some high-density residential uses.

The proposed development meets all the objectives of providing a viable commercial space, accessible on the Park Street corridor, with the residential development occurring above – adding to the neighborhood and street vitality. Comprehensive Plan seeks to provide housing in an affordable manner with close proximity to community services and necessities. With the mixed use proposed, this development accomplishes exactly that mission.

## CITY AND COMMUNITY ENGAGEMENT PROCESSES

16. 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?

At the time of submission we will not have presented to the Development Assistance Team. However we have been confirmed to present at the July 20, 2023 meeting.

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

Lutheran Social Services, Just Dane, and The Road Home all have strong presence in Madison. As a team we will ensure the development is successful by engaging the community in planning process in early stages. Also by collectively using our experiences to come up with a tenant selection plan that both appeases the city and is welcoming to those who are most likely to struggle to find housing. Our focus will be to create a integrated community that is safe and comfortable for the people living there.

## SITE AMENITIES

18. 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 development is conveniently located in an are for residents to enjoy exterior amenities. Just a few minutes walk from Henry Vilas Zoo and Brittingham Park, residents will have outdoor activities within reach. .The water feature that is nearby that connects Lake Wingra to Lake Monona offers bike paths and fishing. Each unit will also have patios for residents to enjoy.

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

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

We will have 19 underground parking stalls that will be rented at \$50 a month regardless of CMI level. The ratio is under 1 to 1 which we realize is not ideal for a development. With a smaller site we wanted to provide parking opportunities while still producing a feasible project.

21. 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.

The commercial space will be leased to our supportive services provider at no cost. In this space they will be provided a office and space to provide programming and services for set-aside tenants. The space will be beneficial to the community with an open door policy when hosting resourceful breakout sessions surrounding finances, soft skill development and resume building for example.

22. 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.

There will be a no smoking indoor policy enforced throughout the development.

**PROPOSAL TIMELINE**

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

| <b>Activity/Benchmark</b>  | <b>Estimated Month/Year of Completion</b> |
|--|---|
| Draft Site Plan Ready to Submit to Dev. Assistance Team (DAT) [ <i>Target/Actual Month/Date</i> ]        | 7/14/2023                                 |
| 1 <sup>st</sup> Development Assistance Team/ Meeting (Due by 8/4/23) [ <i>Target/Actual Month/Date</i> ] | 7/20/2023                                 |
| Application to WHEDA, if applicable.   | 1/26/2024                                 |
| Complete Equity & Debt Financing   | 7/2024                                    |
| Acquisition/Real Estate Closing  | 8/2024                                    |
| New Construction Bid Publishing  | 9/2024                                    |
| New Construction Start   | 10/2024                                   |
| Begin Lease-Up/Marketing   | 7/2025                                    |
| New Construction Completion  | 10/2025                                   |
| Certificates(s) of Occupancy Obtained  | 10/2025                                   |
| Complete Lease-Up  | 11/2025                                   |
| Request Final AHF Draw   | 12/2025                                   |

**HOUSING INFORMATION & UNIT MIX**

24. 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.

| <b>ADDRESS #1:</b>                     |                         | <b>1202 S. Park St, Madison, WI 53715</b> |                   |                   |                   |                    | <b>Projected Monthly Unit Rents, Including Utilities</b> |                          |                          |                          |                           |
|--|-------------------------|---|-------------------|-------------------|-------------------|--------------------|--|--------------------------|--------------------------|--------------------------|---------------------------|
| <b>% of County Median Income (CMI)</b> | <b>Total # of units</b> | <b># of Bedrooms</b>                      |                   |                   |                   |                    | <b>\$ Rent for Studios</b>                               | <b>\$ Rent for 1 BRs</b> | <b>\$ Rent for 2 BRs</b> | <b>\$ Rent for 3 BRs</b> | <b>\$ Rent for 4+ BRs</b> |
|  |                         | <b># of Studios</b>                       | <b># of 1 BRs</b> | <b># of 2 BRs</b> | <b># of 3 BRs</b> | <b># of 4+ BRs</b> |  |                          |                          |                          |                           |
| <b>≤30%</b>                            | 15                      | 3   | 11                | 1                 | 0                 | 0                  | 1005   | 8-1188, 3-574            | 760                      |                          |                           |
| <b>40%</b>                             | 8                       | 0   | 6                 | 2                 | 0                 | 0                  | 753  | 803                      | 966                      |                          |                           |
| <b>50%</b>                             | 8                       | 1   | 4                 | 3                 | 0                 | 0                  | 966  | 1032                     | 1240                     |                          |                           |
| <b>60%</b>                             | 12                      | 2   | 4                 | 6                 | 0                 | 0                  | 1116   | 1192                     | 1433                     |                          |                           |
| <b>Affordable Sub-total</b>            | <b>43</b>               | <b>6</b>                                  | <b>25</b>         | <b>12</b>         | <b>0</b>          | <b>0</b>           |  |                          |                          |                          |                           |
| <b>80%</b>                             | 0                       | 0   | 0                 | 0                 | 0                 | 0                  |  |                          |                          |                          |                           |
| <b>Market*</b>                         | 0                       | 0   | 0                 | 0                 | 0                 | 0                  |  |                          |                          |                          |                           |
| <b>Total Units</b>                     | <b>43</b>               | <b>6</b>                                  | <b>25</b>         | <b>12</b>         | <b>0</b>          | <b>0</b>           | Notes/Utility Allowance Assumptions:Yes                  |                          |                          |                          |                           |

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

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**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.**

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

**\* 30% CMI Studio units and 8 of the 30% CMI 1-bedroom units reflect FUP voucher rate**

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

| Unit Size (Number of Bedrooms) | Total Monthly Utility Allowance (\$) |
|--------------------------------|--------------------------------------|
| Efficiency                     | 102                                  |
| 1-Bedroom                      | 113                                  |
| 2-Bedroom                      | 133                                  |
| 3-Bedroom                      | N/A                                  |

**ENERGY EFFICIENCY, RENEWABLE ENERGY & SUSTAINABLE DESIGN**

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

Our team is made of organizations that both design and build according to sustainable standards. Sketchworks Architecture has four LEED accredited professionals on staff, including Steve Shulfer, LEED Accredited Professional. Steve was formerly a board member and Board Chair of the Wisconsin Energy Conservation Corporation (WECC) a non-profit specializing in assisting utilities and companies nationally with energy efficiency initiatives, including Wisconsin’s Focus on Energy program. Sketchworks has worked notably with Aldo Leopold Nature Center on a LEED-Gold standard design at their Monona, WI facility, among others.

National Construction, with the experience of Bernie Lange, has worked historically on many projects with Eric Truelove of Green Building Resources, LLC, which is expected to be contracted as a sustainability design consultant.

Eric Truelove has been a consultant in the energy and construction industries since 1989 and has participated on over 50 LEED and over 50 Green Globes projects. His specialties include green building design, sustainable development, life-cycle cost analyses, technical communications, and building commissioning. He has served as an engineering consultant and lead design engineer for commercial, industrial, and institutional facilities located across the country. His work on green buildings, energy conservation, building commissioning, and life-cycle costing has been published by AIA Wisconsin, Environmental Design + Construction, eco structure, MetalMag, the International Facility Management Association (IFMA), the Electric Power Research Institute (EPRI), and Portland Energy Conservation (PECI). Mr. Truelove is a Registered Professional Engineer in Wisconsin and Arizona, a LEED Accredited Professional with Building Design and Construction Specialty, a WasteCap Wisconsin Accredited Professional, and a Green Globes® Assessor (GGA).

Collectively, our team is prepared to offer a sustainable and energy conscious design that achieve’s the City’s mission for sustainability.

28. Describe how this proposed development will contribute to the City’s goal of 100% renewable energy and net-zero carbon emissions (originally adopted March 21, 2017). What size/range of solar array is anticipated? If not yet known, what percentage energy offset is the development aiming to provide via the solar array. For more information, see [100% Renewable Madison Report](#).

The roof structure and massing is tailored for a solar array that can generate roughly 30 kW of power. A net-metering program is anticipated with MG&E utility, to help supplement the power grid. While this array will likely not generate the entire power demand, this array and the use of energy savings initiatives, such as LED lighting, daylighting automatic controls, and energy recovery will minimize the demand required. Additional credits will be offset through participation in the Green Power Tomorrow program will help the utility production via renewable sources.

The project will also seek to minimize the use of carbon fuels by eliminating gas-fueled appliances, promoting sustainable transportation methods, and improving building envelope design.

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

Energy efficiency goals will include designing to meet the WELL building standard for all features, Gold certification for new buildings. Additionally, the LEED checklist and measurement against LEED Gold standard will be sought, it is not our intent to submit for certification.

30. 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?

Stormwater capture at the rooftop for use in landscape features and stormwater management practices will be utilized, including rooftop landscape trays. Tanking stormwater for landscape use will be included. Low-flow fixtures at point-of-use will be incorporated for all units.

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

Of the units proposed, we anticipate supplying 10% as Type A accessible units according to ANSI A117, with the balance of these being Type B units.

All floor will be accessible by elevator, including outdoor patio spaces. The Type A units will be sized with the appropriate clearances and height-appropriate fixtures and casework to meet or exceed the guidelines.

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

We anticipate the entire building incorporate aspects of Universal Design. The principles of design include flexibility, appropriate space sizing, effort to support inclusive abilities, and an environment that is easy to navigate and perceptible visually and texturally.

The interior design of all spaces will take all features into consideration, and be measured with the City against a Universal Design checklist.

## DEVELOPMENT TEAM

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

Park Street Lofts will form an LLC that will have two ownership entities. One will be the equity investor who will have 99.9% ownership of the development, the other will be the managing member who will have .01% ownership. The managing member entity will be established by my company, JW Realty and Investments and a Non-Profit, co-developer who will be determined at a later date. The ownership split of the managing member entity will be determined at a later date.

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

I am in search of a non-profit developer who has experience with LIHTC developments. The non-profit will have to be mission aligned and realize the value and the impact this development will have on the community. I will be looking for the partner to provide the guarantees and bring the financial strength. While roles and responsibilities will be negotiated, I am adamant about partnering with a co-developer who also see value in my development and what I bring to the table.

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

As a African American man and as the respondent/lead developer on to this RFP, I can assure that I will have ownership stake and have an immense role in the process of this development. Part of the non-selection of a co-developer is because I want to be awarded the RFP individually. Because I do not have the balance sheet to make guarantees or demonstrate financial strength, winning the RFP and approaching a larger co-developer will allow me the leverage that I need to negotiate a substantial ownership stake.

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

As a graduate of the ACRE program and current member of the inaugural DEED cohort, I think that it is essential to provide opportunities to participants of these programs and the larger BIPOC community. As I bring this project to fruition I would love for an ACRE grad to intern during the process of this development. I want this development to serve as an example of what minorities can do when given the chance to develop, not as a charity but because we are worthy and capable.

37. 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        |
|----------------|------------------------------|-----------------------------|---------------------------------------|--------------|
| Julian Walters | JW Realty and Investments    | Developer                   | julianwalter02@gmail.com              | 608-235-5837 |
| Steve Shulfer  | Sketchworks Architecture     | Architect                   | sshulfer@sketchworksarch.com          | 608-212-8846 |
| Don Bernards   | Baker Tilly                  | Consultant                  | Donald.Bernards@bakertilly.com        | 608-444-4009 |
| Bernie Lange   | National Construction        | General Contractor          | Bernie@nationalconstructioninc.com    | 608-695-8681 |
| Cindy Browning | The Road Home                | Supportive Service Provider | cindyb@trhome.org                     | 608-535-0330 |
| Linda Ketcham  | Just Dane                    | Supportive Service Provider | linda@justdane.org                    | 608-256-0906 |
| Eric Truelove  | Green Building Resources LLC | Energy Consultant           | eric@greenbuildingresourcesonline.com | 608-332-8444 |
|                |                              |                             |                                       |              |
|                |                              |                             |                                       |              |
|                |                              |                             |                                       |              |

38. 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 | BIPOC |      | Women |     |
|---------------------------------------|---------------------|-------|------|-------|-----|
|                                       |                     | #     | %    | #     | %   |
| JW Realty and Investments             | Developer           | 1     | 100  | 0     | 0   |
| Baker Tilly                           | Co-Developer        | 10    | 26 % | 14    | 38% |
| National Construction                 | General Contractor  |       | 22%  |       | 22% |
| Lutheran Social Services of Wisconsin | Property Manager    |       | 17%  |       | 14% |
| SketchWorks                           | Architect           |       | 0    | 3     | 25% |



## REFERENCES

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

| <b>Name</b>    | <b>Relationship</b> | <b>Email Address</b>   | <b>Phone</b>  |
|----------------|---------------------|------------------------|---------------|
| Cody Wilson    | Financial reference | cody.wilson@psc.com    | 404- 665-7283 |
| Todd Krumwiede | Financial reference | todd.krumwiede@pnc.com | 630-251-6256  |
| Chris Jillings | Financial reference | cjillings@cinnaire.com | 414-403-2657  |

**PLEASE ATTACH THE FOLLOWING ADDITIONAL INFORMATION** (such as assessment and referral, on-site intensive case management, etc.) **AND CHECK THE BOX WHEN ATTACHED:**

- 1. A completed Application Budget Workbook, showing the City's proposed financial contribution and all other proposed financing.
- 2. Description of the Development Team's Experience and Capacity per Section 2.4, Item 2 of the RFP.
- 3.a. Letter(s) from Supportive Service Provider(s) detailing what services are necessary to be adequate for the number of supportive housing units and target population as well as what level of services they intend to provide.
- 3.b. A preliminary site plan and drawings, if available.

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

APPLICANT & PROJECT NAME:

**Jw Realty and Investments, Park St Lofts**

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:                        |                      |                      |          |              |                       |                     |
| <b>TBD</b>   | \$ 1,924,000         | N                    | TBD      | 35           | 30                    | \$168,194           |
| Subordinate Loan-Lender Name:                      |                      |                      |          |              |                       |                     |
| <b>HTF(WHEDA)</b>                                  | \$ 500,000           | Y                    |          |              |                       |                     |
| Subordinate Loan-Lender Name:                      |                      |                      |          |              |                       |                     |
| Tax Exempt Loan-Bond Issuer:                       |                      |                      |          |              |                       |                     |
| AHP Loan (List FHLB):                              |                      |                      |          |              |                       |                     |
| <b>FHLP</b>  | \$ 1,000,000         |                      |          |              |                       |                     |
| Total City Request (AHF, TIF, federal funds, etc.) |                      |                      |          |              |                       |                     |
| Other-Specify Lender/Grantor:                      |                      |                      |          |              |                       |                     |
| Other-Specify Lender/Grantor:                      |                      |                      |          |              |                       |                     |
| Other-Specify Lender/Grantor:                      |                      |                      |          |              |                       |                     |
| Tax Credit Equity                                  | \$ 8,364,000         |                      |          |              |                       |                     |
| Historic Tax Credit Equity                         |                      |                      |          |              |                       |                     |
| Deferred Developer Fees                            | \$ 212,032           |                      |          |              |                       |                     |
| Owner Investment                                   |                      |                      |          |              |                       |                     |
| Other-Specify:                                     |                      |                      |          |              |                       |                     |
| <b>AARPA</b>                                       | \$ 2,000,000         |                      |          |              |                       |                     |
| <b>Total Sources</b>                               | <b>\$ 14,000,032</b> |                      |          |              |                       |                     |

Do you plan on submitting an application for TIF?

No

| <b>Construction Financing</b>  |             |      |               |
|--------------------------------|-------------|------|---------------|
| Source of Funds                | Amount      | Rate | Term (Months) |
| Construction Loan-Lender Name: |             |      |               |
| Bridge Loan-Lender Name:       |             |      | 24            |
| Tax Credit Equity:             |             |      |               |
| <b>Total</b>                   | <b>\$ -</b> |      |               |

Estimated pricing on sale of Federal Tax Credits: \$ 0.82

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

Remarks Concerning Project Funding Sources:

In addition to the capital stack listed, developer has access to reserve capital specifically accessible to ACRE Grads only. Both LISC Milwaukee and the City of Madison have reserves set aside for pre development cost or gap funding for the projects of ACRE graduates.

APPLICANT:

**Jw Realty and Investments, Park St Lofts**

**2. PROJECT EXPENSES**

Enter the proposed project expenses

| <b>Acquisition Costs</b>        | <b>Amount</b> |
|---------------------------------|---------------|
| Land                            | \$1           |
| Existing Buildings/Improvements | \$0           |
| Other (List)                    |               |
|                                 | \$0           |

| <b>Construction:</b>      |             |
|---------------------------|-------------|
| Construction/Rehab Costs  | \$9,180,500 |
| Construction Profit       | \$536,030   |
| Construction Overhead     | \$210,208   |
| General Requirements      | \$500,495   |
| Construction Supervision  | \$0         |
| FF&E/Personal Property    | \$135,000   |
| Demolition                | \$200,000   |
| Site Work                 | \$200,000   |
| Landscaping               | \$150,000   |
| Letter of Credit/P&P Bond | \$28,000    |
| Construction Contingency  | \$787,964   |
| Other (List)              |             |
| <b>Parking</b>            | \$144,400   |

<--- 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: **\$0**

| <b>Architectural &amp; Engineering</b> |           |
|--|-----------|
| Architect - Design                     | \$129,000 |
| Architect - Supervision                | \$21,500  |
| Engineering                            | \$35,000  |
| Other (List)                           |           |
| <b>Architect-Reimbursement</b>         | \$39,000  |

| <b>Interim/Construction Costs</b> |          |
|-----------------------------------|----------|
| Builder's Risk/Property Insurance | \$60,000 |
| Construction Loan Interest        | \$0      |
| Construction Loan Origination Fee | \$19,240 |
| Real Estate Taxes                 | \$37,969 |
| Park Impact Fees                  | \$0      |
| Other Impact Fees                 | \$0      |
| Other (List)                      |          |
|                                   | \$0      |

| <b>Financing Fees</b>          |          |
|--------------------------------|----------|
| Cost of Bond Issuance          |          |
| Permanent Loan Origination Fee | \$15,000 |
| Credit Enhancement             | \$0      |
| Other Permanent Loan Fees      | \$0      |

| <b>Soft Costs</b> |          |
|-------------------|----------|
| Appraisal         | \$10,000 |
| Market Study      | \$7,000  |

|                                      |                     |
|--------------------------------------|---------------------|
| Environmental Reports                | \$12,000            |
| Survey                               | \$6,400             |
| Permits                              |                     |
| Lease-Up Period Marketing            | \$25,000            |
| Tax Credit Fees - Application        | \$5,500             |
| Tax Credit Fees - Compliance         |                     |
| Tax Credit Fees - Allocation         | \$154,825           |
| Accounting/Cost Certification        | \$15,000            |
| Title Insurance and Recording        | \$25,000            |
| Relocation                           | \$0                 |
| FF&E                                 | \$0                 |
| Capital Needs Assessment (if rehab)  | \$0                 |
| Legal                                | \$80,000            |
| Other (List)                         |                     |
|                                      | \$0                 |
| <b>Fees:</b>                         |                     |
| Bridge Loan Fees                     | \$0                 |
| Organizational Fees                  | \$2,000             |
| Syndication Fees                     | \$10,000            |
| Total Development Fee                | \$903,000           |
| Developer Overhead                   | \$0                 |
| Other Consultant Fees                | \$0                 |
| Other (List)                         |                     |
|                                      | \$0                 |
| <b>Reserves Funded from Capital:</b> |                     |
| Lease-Up Reserve                     | \$0                 |
| Operating Reserve                    | \$315,000           |
| Replacement Reserve                  | \$0                 |
| Capital Needs Reserve                | \$0                 |
| Debt Service Reserve                 | \$0                 |
| Escrows                              | \$0                 |
| <b>Other: (List)</b>                 |                     |
|                                      | \$0                 |
| <b>TOTAL COSTS:</b>                  | <b>\$14,000,032</b> |

APPLICANT:

**Jw Realty and Investments, Park St Lofts**

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                              | 553,939 | 565,018 | 576,318 | 587,844 | 599,601 | 611,593 | 623,825 | 636,302 | 649,028 | 662,008 | 675,249 | 688,754 | 702,529 | 716,579 | 730,911 | 745,529 |
| Less Vacancy/Bad Debt                     | 38,776  | 39,551  | 40,342  | 41,149  | 41,972  | 42,812  | 43,668  | 44,541  | 45,432  | 46,341  | 47,267  | 48,213  | 49,177  | 50,161  | 51,164  | 52,187  |
| <b>Income from Non-Residential Use*</b>   | 10,602  | 10,814  | 11,030  | 11,251  | 11,476  | 11,705  | 11,940  | 12,178  | 12,422  | 12,670  | 12,924  | 13,182  | 13,446  | 13,715  | 13,989  | 14,269  |
| <b>Total Revenue</b>                      | 525,765 | 536,281 | 547,006 | 557,946 | 569,105 | 580,487 | 592,097 | 603,939 | 616,018 | 628,338 | 640,905 | 653,723 | 666,797 | 680,133 | 693,736 | 707,611 |
| <b>Expenses:</b>                          |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |
| Office Expenses and Phone                 | 22,906  | 23,593  | 24,301  | 25,030  | 25,781  | 26,554  | 27,351  | 28,171  | 29,017  | 29,887  | 30,784  | 31,707  | 32,658  | 33,638  | 34,647  | 35,687  |
| Real Estate Taxes                         | 37,969  | 39,108  | 40,281  | 41,490  | 42,734  | 44,016  | 45,337  | 46,697  | 48,098  | 49,541  | 51,027  | 52,558  | 54,135  | 55,759  | 57,432  | 59,154  |
| Advertising, Accounting, Legal Fees       |         | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       |
| Payroll, Payroll Taxes and Benefits       | 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  |
| Property Insurance                        | 17,200  | 17,716  | 18,247  | 18,795  | 19,359  | 19,940  | 20,538  | 21,154  | 21,788  | 22,442  | 23,115  | 23,809  | 24,523  | 25,259  | 26,017  | 26,797  |
| Mtc, Repairs and Mtc Contracts            | 64,410  | 66,342  | 68,333  | 70,383  | 72,494  | 74,669  | 76,909  | 79,216  | 81,593  | 84,040  | 86,562  | 89,159  | 91,833  | 94,588  | 97,426  | 100,349 |
| Utilities (gas/electric/fuel/water/sewer) | 45,150  | 46,505  | 47,900  | 49,337  | 50,817  | 52,341  | 53,911  | 55,529  | 57,195  | 58,911  | 60,678  | 62,498  | 64,373  | 66,304  | 68,293  | 70,342  |
| Property Mgmt                             |         | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       |
| Operating Reserve Pmt                     | 2,150   | 2,215   | 2,281   | 2,349   | 2,420   | 2,492   | 2,567   | 2,644   | 2,724   | 2,805   | 2,889   | 2,976   | 3,065   | 3,157   | 3,252   | 3,350   |
| Replacement Reserve Pmt                   | 15,050  | 15,502  | 15,967  | 16,446  | 16,939  | 17,447  | 17,970  | 18,510  | 19,065  | 19,637  | 20,226  | 20,833  | 21,458  | 22,101  | 22,764  | 23,447  |
| Support Services                          | 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  |
| 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       |
| <b>Total Operating Expenses</b>           | 314,835 | 324,280 | 334,008 | 344,029 | 354,350 | 364,980 | 375,929 | 387,207 | 398,824 | 410,788 | 423,112 | 435,805 | 448,879 | 462,346 | 476,216 | 490,503 |
| <b>Net Operating Income</b>               | 210,930 | 212,001 | 212,998 | 213,918 | 214,756 | 215,507 | 216,168 | 216,732 | 217,194 | 217,550 | 217,793 | 217,918 | 217,918 | 217,788 | 217,520 | 217,108 |
| <b>Debt Service:</b>                      |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |
| First Mortgage                            | 168,194 | 168,194 | 168,194 | 168,194 | 168,194 | 168,194 | 168,194 | 168,194 | 168,194 | 168,194 | 168,194 | 168,194 | 168,194 | 168,194 | 168,194 | 168,194 |
| 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       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       |
| <b>Total Debt Service</b>                 | 168,194 | 168,194 | 168,194 | 168,194 | 168,194 | 168,194 | 168,194 | 168,194 | 168,194 | 168,194 | 168,194 | 168,194 | 168,194 | 168,194 | 168,194 | 168,194 |
| <b>Total Annual Cash Expenses</b>         | 483,029 | 492,474 | 502,202 | 512,223 | 522,544 | 533,174 | 544,123 | 555,401 | 567,018 | 578,982 | 591,306 | 603,999 | 617,073 | 630,540 | 644,410 | 658,697 |
| <b>Total Net Operating Income</b>         | 42,736  | 43,807  | 44,804  | 45,724  | 46,562  | 47,313  | 47,974  | 48,538  | 49,000  | 49,356  | 49,599  | 49,724  | 49,724  | 49,594  | 49,326  | 48,914  |
| <b>Debt Service Reserve</b>               | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       |
| <b>Deferred Developer Fee</b>             | 42,736  | 43,807  | 44,804  | 45,724  | 34,961  |         |         |         |         | 0       | 0       | 0       | 0       | 0       | 0       | 0       |
| <b>Cash Flow</b>                          | 0       | 0       | 0       | 0       | 11,601  | 47,313  | 47,974  | 48,538  | 49,000  | 49,356  | 49,599  | 49,724  | 49,724  | 49,594  | 49,326  | 48,914  |
| AHF City Interest Loan                    | 23,091  | 23,091  | 23,091  | 23,091  | 23,091  | 23,091  | 23,091  | 23,091  | 23,091  | 23,091  | 23,091  | 23,091  | 23,091  | 23,091  | 23,091  | 23,091  |

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

**\*AHF City loan is actually depicting HTF WHEDA loan being paid out through cash flow**

|                       |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |
|-----------------------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|
| <b>DCR Hard Debt</b>  | 1.25 | 1.26 | 1.27 | 1.27 | 1.28 | 1.28 | 1.29 | 1.29 | 1.29 | 1.29 | 1.29 | 1.30 | 1.30 | 1.29 | 1.29 | 1.29 |
| <b>DCR Total Debt</b> | 1.10 | 1.11 | 1.11 | 1.12 | 1.12 | 1.13 | 1.13 | 1.13 | 1.14 | 1.14 | 1.14 | 1.14 | 1.14 | 1.14 | 1.14 | 1.13 |

**Assumptions**

|                          |      |
|--------------------------|------|
| Vacancy Rate             | 7.0% |
| Annual Increase Income   | 2.0% |
| Annual Increase Expenses | 3.0% |

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

administrative: \$161.77, Utilities: \$87.5, Maintenance: \$12

APPLICANT:

**Jw Realty and Investments, Park St Lofts**

3. PROJECT PROFORMA (cont.)

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

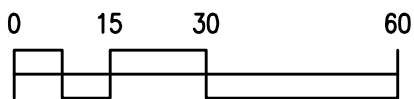
|   | Year 17 | Year 18 | Year 19 | Year 20 | Year 21 | Year 22 | Year 23 | Year 24 | Year 25 | Year 26 | Year 27 | Year 28 | Year 29 | Year 30 |
|---|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| Gross Income                              | 760,440 | 775,648 | 791,161 | 806,985 | 823,124 | 839,587 | 856,378 | 873,506 | 890,976 | 908,796 | 926,972 | 945,511 | 964,421 | 983,710 |
| Less Vacancy/Bad Debt                     | 53,231  | 54,295  | 55,381  | 56,489  | 57,619  | 58,771  | 59,946  | 61,145  | 62,368  | 63,616  | 64,888  | 66,186  | 67,509  | 68,860  |
| <b>Income from Non-Residential Use*</b>   | 14,554  | 14,845  | 15,142  | 15,445  | 15,754  | 16,069  | 16,390  | 16,718  | 17,053  | 17,394  | 17,742  | 18,096  | 18,458  | 18,828  |
| <b>Total Revenue</b>                      | 721,763 | 736,198 | 750,922 | 765,941 | 781,260 | 796,885 | 812,822 | 829,079 | 845,660 | 862,574 | 879,825 | 897,422 | 915,370 | 933,677 |
| <b>Expenses:</b>                          |         |         |         |         |         |         |         |         |         |         |         |         |         |         |
| Office Expenses and Phone                 | 36,757  | 37,860  | 38,996  | 40,166  | 41,371  | 42,612  | 43,890  | 45,207  | 46,563  | 47,960  | 49,399  | 50,881  | 52,407  | 53,979  |
| Real Estate Taxes                         | 60,929  | 62,757  | 64,640  | 66,579  | 68,576  | 70,634  | 72,753  | 74,935  | 77,183  | 79,499  | 81,884  | 84,340  | 86,870  | 89,476  |
| Advertising, Accounting, Legal Fees       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       |
| Payroll, Payroll Taxes and Benefits       | 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 |
| Property Insurance                        | 27,601  | 28,429  | 29,282  | 30,160  | 31,065  | 31,997  | 32,957  | 33,946  | 34,964  | 36,013  | 37,093  | 38,206  | 39,352  | 40,533  |
| Mtc, Repairs and Mtc Contracts            | 103,359 | 106,460 | 109,654 | 112,943 | 116,332 | 119,822 | 123,416 | 127,119 | 130,932 | 134,860 | 138,906 | 143,073 | 147,365 | 151,786 |
| Utilities (gas/electric/fuel/water/sewer) | 72,452  | 74,626  | 76,865  | 79,171  | 81,546  | 83,992  | 86,512  | 89,107  | 91,781  | 94,534  | 97,370  | 100,291 | 103,300 | 106,399 |
| Property Mgmt                             | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       |
| Operating Reserve Pmt                     | 3,450   | 3,554   | 3,660   | 3,770   | 3,883   | 4,000   | 4,120   | 4,243   | 4,371   | 4,502   | 4,637   | 4,776   | 4,919   | 5,067   |
| Replacement Reserve Pmt                   | 24,151  | 24,875  | 25,622  | 26,390  | 27,182  | 27,997  | 28,837  | 29,702  | 30,594  | 31,511  | 32,457  | 33,430  | 34,433  | 35,466  |
| Support Services                          | 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 |
| Other (List)                              | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       |
| <b>Total Expenses</b>                     | 505,218 | 520,374 | 535,986 | 552,065 | 568,627 | 585,686 | 603,256 | 621,354 | 639,995 | 659,195 | 678,970 | 699,340 | 720,320 | 741,929 |
| <b>Net Operating Income</b>               | 216,545 | 215,824 | 214,937 | 213,876 | 212,633 | 211,199 | 209,566 | 207,725 | 205,666 | 203,379 | 200,855 | 198,082 | 195,050 | 191,748 |
| <b>Debt Service:</b>                      |         |         |         |         |         |         |         |         |         |         |         |         |         |         |
| First Mortgage                            | 168,194 | 168,194 | 168,194 | 168,194 | 168,194 | 168,194 | 168,194 | 168,194 | 168,194 | 168,194 | 168,194 | 168,194 | 168,194 | 168,194 |
| 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       |
| <b>Total Debt Service</b>                 | 168,194 | 168,194 | 168,194 | 168,194 | 168,194 | 168,194 | 168,194 | 168,194 | 168,194 | 168,194 | 168,194 | 168,194 | 168,194 | 168,194 |
| <b>Total Annual Cash Expenses</b>         | 673,412 | 688,568 | 704,180 | 720,259 | 736,821 | 753,880 | 771,450 | 789,548 | 808,189 | 827,389 | 847,164 | 867,534 | 888,514 | 910,123 |
| <b>Total Net Operating Income</b>         | 48,351  | 47,630  | 46,743  | 45,682  | 44,439  | 43,005  | 41,372  | 39,531  | 37,472  | 35,185  | 32,661  | 29,888  | 26,856  | 23,554  |
| <b>Debt Service Reserve</b>               | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       |
| <b>Deferred Developer Fee</b>             | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       |
| <b>Cash Flow</b>                          | 48,351  | 47,630  | 46,743  | 45,682  | 44,439  | 43,005  | 41,372  | 39,531  | 37,472  | 35,185  | 32,661  | 29,888  | 26,856  | 23,554  |
| AHF City Interest Loan                    | 23,091  | 23,091  | 23,091  | 23,091  | 23,091  | 23,091  | 23,091  | 23,091  | 23,091  | 23,091  | 23,091  | 23,091  | 23,091  | 23,091  |

\*Including commercial insurance, building maintenance, parking, trash, gas, water, sewer, application fees or application fees.

**\*AHF City loan is actually depicting HTF WHEDA loan being paid out through cash flow**

**Assumptions**

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



PROPOSAL RESPONSE  
CONCEPT DRAWING

07/14/2023

CONCEPT PLAN

YOUTH CENTERED HOUSING DEVELOPMENT

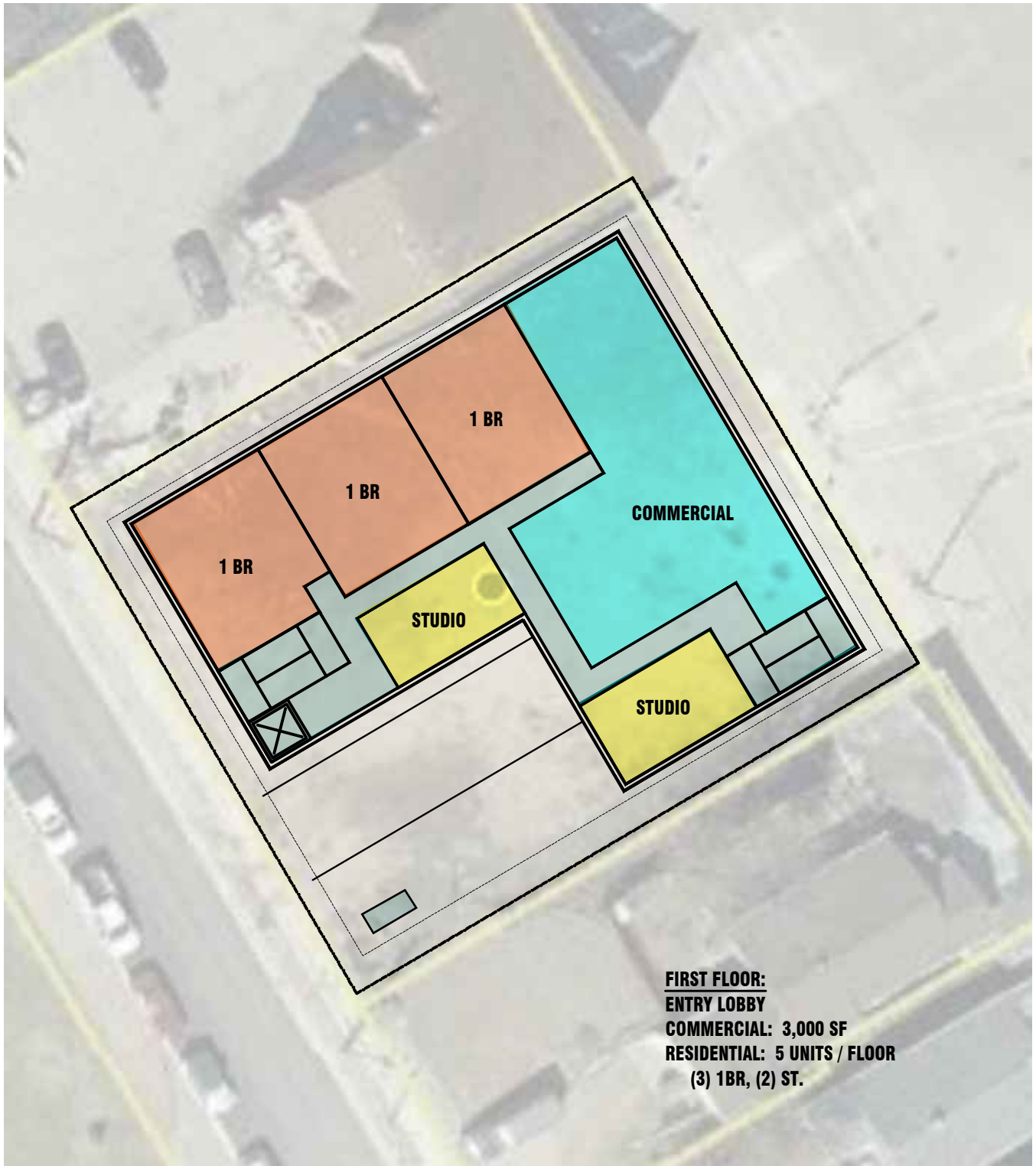
1202 S. PARK ST, MADISON, WI



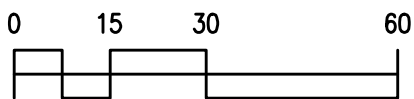
**Sketchworks**  
architecture llc

7780 Elmwood Ave., Middleton, WI 53562  
(608) 836-7570, www.sketchworksrch.com





**FIRST FLOOR:**  
**ENTRY LOBBY**  
**COMMERCIAL: 3,000 SF**  
**RESIDENTIAL: 5 UNITS / FLOOR**  
**(3) 1BR, (2) ST.**



PROPOSAL RESPONSE  
 CONCEPT DRAWING

07/14/2023

CONCEPT PLAN

YOUTH CENTERED HOUSING DEVELOPMENT

1202 S. PARK ST, MADISON, WI

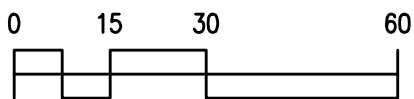


**Sketchworks**  
 architecture llc

7780 Elmwood Ave., Middleton, WI 53562  
 (608) 836-7570, www.sketchworkarch.com



**FLOORS 2-3:**  
**RESIDENTIAL: 10 UNITS / FLOOR**  
**(1) ST., (4) 1BR, (5) 2BR**



PROPOSAL RESPONSE  
 CONCEPT DRAWING

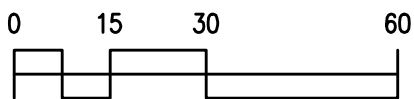
07/14/2023

CONCEPT PLAN

YOUTH CENTERED HOUSING DEVELOPMENT

1202 S. PARK ST, MADISON, WI





PROPOSAL RESPONSE  
 CONCEPT DRAWING

07/14/2023

CONCEPT PLAN

YOUTH CENTERED HOUSING DEVELOPMENT

1202 S. PARK ST, MADISON, WI







NOTE: IMAGE SHOWN TO REPRESENT EXTERIOR MASSING, RELATIVE HEIGHT AND SITE PLACEMENT. EXTERIOR MATERIALS AND EXACT DESIGN DETAILS ARE NOT FINALIZED, AND ALL ARE SUBJECT TO COLLABORATIVE EFFORTS WITH CITY, URBAN DESIGN COMMISSION, AND DEVELOPMENT TEAM.

PROPOSAL RESPONSE  
CONCEPT DRAWING

07/14/2023

CONCEPT MASSING MODEL

YOUTH CENTERED HOUSING DEVELOPMENT

1202 S. PARK ST, MADISON, WI





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PROPOSAL RESPONSE  
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CONCEPT MASSING MODEL

YOUTH CENTERED HOUSING DEVELOPMENT

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PROPOSAL RESPONSE  
CONCEPT DRAWING  
  
07/14/2023

CONCEPT MASSING MODEL  
YOUTH CENTERED HOUSING DEVELOPMENT  
1202 S. PARK ST, MADISON, WI



————— Madison, WI —————

**REQUEST FOR PROPOSAL OF  
YOUTH CENTERED HOUSING DEVELOPMENT**

————— 1202 S. Park Street —————

Submitted by:  
JW Realty and Investments  
Julian Walters  
608-235-5837  
[julianwalters02@gmail.com](mailto:julianwalters02@gmail.com)



# Table of Contents

- Tab 1. Cover Letter
- Tab 2. Development Summary
- Tab 3. Application
- Tab 4. Workbook
- Tab 5. Development Team
- Tab 6. Site Plan/Massing
- Tab 7. Timeline
- Tab 8. Self Score

TAB 1

Cover Letter



J.W Realty  
& Investments



# J.W Realty & Investments

July 14, 2023

John Vogt  
Community Development Specialist  
Madison, Wisconsin  
[jvogt@cityofmadison.com](mailto:jvogt@cityofmadison.com)

RE: Youth Centered Housing Development - Request for Proposals

Dear Mr. Vogt:

JW Realty and Investments is pleased to submit this proposal in response to the Request for Development Proposal issued on May 12, 2023. As a Madison native and emerging developer, it is wonderful to have the opportunity to respond to this RFP. After reading the requirements for the RFP, I built a team that can produce a development that is both impactful and beneficial to the community. In our submission we will demonstrate that we have the experience, financial plan, and capacity to deliver what we are proposing. In the composition of this team, we not only found individuals who can execute the work, but professionals who are all mission aligned and understand the importance and need for this project.

The team members are as follows:

**Steve Shulfer**, Partner, Sketchworks Architecture

**Don Bernards**, Partner, Baker Tilly

**Bernie Lange**, Project Development Manager, National Construction

**Derek Moran**, Director of Housing, Lutheran Social Services of Wisconsin and Upper Michigan

**Eric Truelove**, Principal, Green Building Resources LLC

**Just Dane/The Road Home** as Supportive Service Provider

Thank you for the opportunity to submit this proposal and we look forward to your response

Sincerely,

*Julian Walters*

Julian Walters, CEO of JW Realty and Investments

TAB 2

Development  
Summary



J.W Realty  
& Investments



## Development Summary

JW Realty and Investment proposes a single phase, 100% affordable 43-unit development comprised of mid-rise style apartments. The project will have studio, one bedroom and two-bedroom units serving individuals and families with younger children. Our unit mix was constructed so that it accommodates a variety of social and economic population groups. This project will feature an on-site leasing office, community room, supportive service provider office and underground parking. Residents will be able to use these amenities as they wish free of charge. In our development you will not only see an efficient use of the land but additionally the design of the buildings will compliment the aura of South Madison and Park St. JW Realty and Investments and the architect, Sketchworks Architecture, will work with the city on the overall layout of the site to help mitigate any concerns regarding traffic volume. This development will meet the required setbacks to properly allow future pedestrian use and traffic improvements. In accordance with the Urban Design Standard created by the City of Madison the development will consist of sidewalks on all streets adjoining the development. To ensure accessibility for all demographics, the building will feature an elevator and 19 underground parking stalls. This feature welcomes the opportunity for elderly or persons with mobility issues to occupy our units. Finished with stainless steel appliances, vinyl flooring and trending lighting fixtures, each unit will be comparable to what you would see in a market rate development giving our tenants a sense of pride in their new home.

JW Realty and Investments strives to be energy and eco efficient. Our development will include high efficiency furnaces, U-value windows, LED lighting, and energy star appliances. These features align with the Wisconsin Green Built Home Program, a nationally recognized green building initiative that reviews and certifies multi-family units that meet sustainable building and energy standards. JW Realty and Investments will apply to Focus Energy's New Construction Energy Assistance Program ensuring our development will be as energy efficient, sustainable, and renewable as possible.

We are excited to partner with either The Road Home or Just Dane, both organizations are well immersed in Dane County. Our vision is to staff a full-time housing advocate on site who will provide supportive services that can include but are not limited to connection to resources for support with rent, utilities, transportation, health, employment, childcare, food, personal essentials, education and more. We have budgeted \$55,000 from our development costs as an expense to support the salary of the housing advocate.

### **Affordable Housing Unit Mix:**

Studio Units: 6

One - Bedroom Units: 25

Two- Bedroom Units: 12

TAB 5

# Development Team



J.W Realty  
& Investments

Developer



**J.W Realty  
& Investments**

JW Realty and Investments is a certified Minority-Owned Business Enterprise seeking an opportunity to develop and make a impact on the affordable housing community. Owner, Julian Walters is a Madison native and Real Estate professional who has had a unique journey and set of experiences that has led to this opportunity. As a recent ACRE (Associates in Commercial Real Estate) graduate, Julian was able to expand on the fundamentals of development, specifically LIHTC while forging relationships with industry leaders. Prior to ACRE, Julian was a Project Manager at Commonwealth Development Corporation where he assisted on application submissions, closings, and asset management functions for developments in Wisconsin, Minnesota, Pennsylvania, Arizona, and Iowa. Julian has also completed the Emerging Developer course through WHEDA in addition to being a member of the inaugural DEED cohort. Although relatively new to the market, JW Realty and Investments is aligned with a team of highly motivated and passionate individuals who possess a deep understanding of real estate development with more than 80 combined years of development experience. Considering prior work experience, continual education, and team alignment, JW Realty and Investments and team are confident in our ability to develop the project we are proposing.





J.W Realty  
& Investments

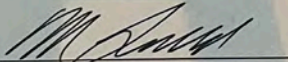
# CERTIFICATE OF ACHIEVEMENT

*awarded to*

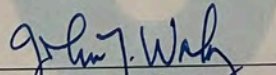
## Julian Walters

*In recognition of successfully completing the  
Associates in Commercial Real Estate (ACRE) Program*

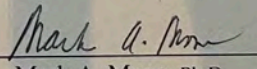
*Milwaukee, Wisconsin  
May 10, 2023*

  
Michael R. Lovell, Ph.D.  
*President*  
Marquette University

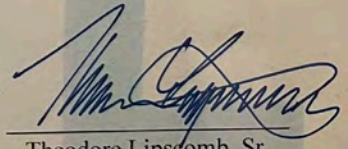


  
John Y. Walz, Ph.D.  
*President*  
Milwaukee School  
of Engineering



  
Mark A. Mone, Ph.D.  
*Chancellor*  
UW-Milwaukee



  
Theodore Lipscomb, Sr.  
*Executive Director*  
Local Initiatives  
Support Corporation





Welcome to DEED! Inbox x



Javier Neira <javier@mdcorp.org>  
to me ▾

Mar 21, 2023, 6:01PM ☆ ↶ ⋮

Tuesday, March 21, 2023

Hello DEED Applicant:

Thank you for your application to DEED\*. We are happy to share that you have been accepted to our first PILOT cohort of 21 individuals for the \*Developing Equity for Emerging Developers program! Our goal is to empower emerging developers by connecting you to training and financial resources as well as networking events. We hope these connections provide you with opportunities to acquire, develop, or rehab affordable residential housing in Dane County over the next 5 years. Ideally, we'd like to see you "get your name on the deed!" so you can build equity and wealth by owning and developing real estate here in the Greater Madison Area.

WHEDA Development Course Completion Badge Inbox x



Engage <Engage@wheda.com>  
to ▾

Tue, Jun 6, 12:41PM ☆ ↶ ⋮

WHEDA Multifamily Housing Development Training Program - Course Completion

Note: This is the certification badge for the development training course.



Congratulations on completing the **WHEDA Multifamily Housing Development Training Program!** You now have better understanding of the development planning process, the complexities of multifamily developments, the financial feasibility of projects and financing resources that are available in Wisconsin.



STATE OF WISCONSIN  
DEPARTMENT OF ADMINISTRATION

Tony Evers, Governor  
Kathy Blumenfeld, Secretary-Designee  
Jana Steinmetz, Administrator

---

CERTIFICATION

WI-12112 - MBE

The Department of Administration  
Division of Enterprise Operations  
having determined that

**JW Realty and Investments**

---

*Has successfully met the certification requirements as outlined in  
Wisconsin Administrative Code Adm. 84 and the policies adopted thereunder,  
hereby grants the designation of*

**Minority-Owned Business Enterprise**

and is recognized as such until the expiration of registration and certification on

**Expiration: February 10, 2026**

**NIGP Codes:**

97164 Residential Space Rental or Lease

**NAICS Codes:**

See online business directory at: <https://wisdp.wi.gov>

**Product:**

Real Estate owned and operating. Buy and hold. Development and add value investing.

Authorized By: *Tondra Davis*

Director

Co-Developer



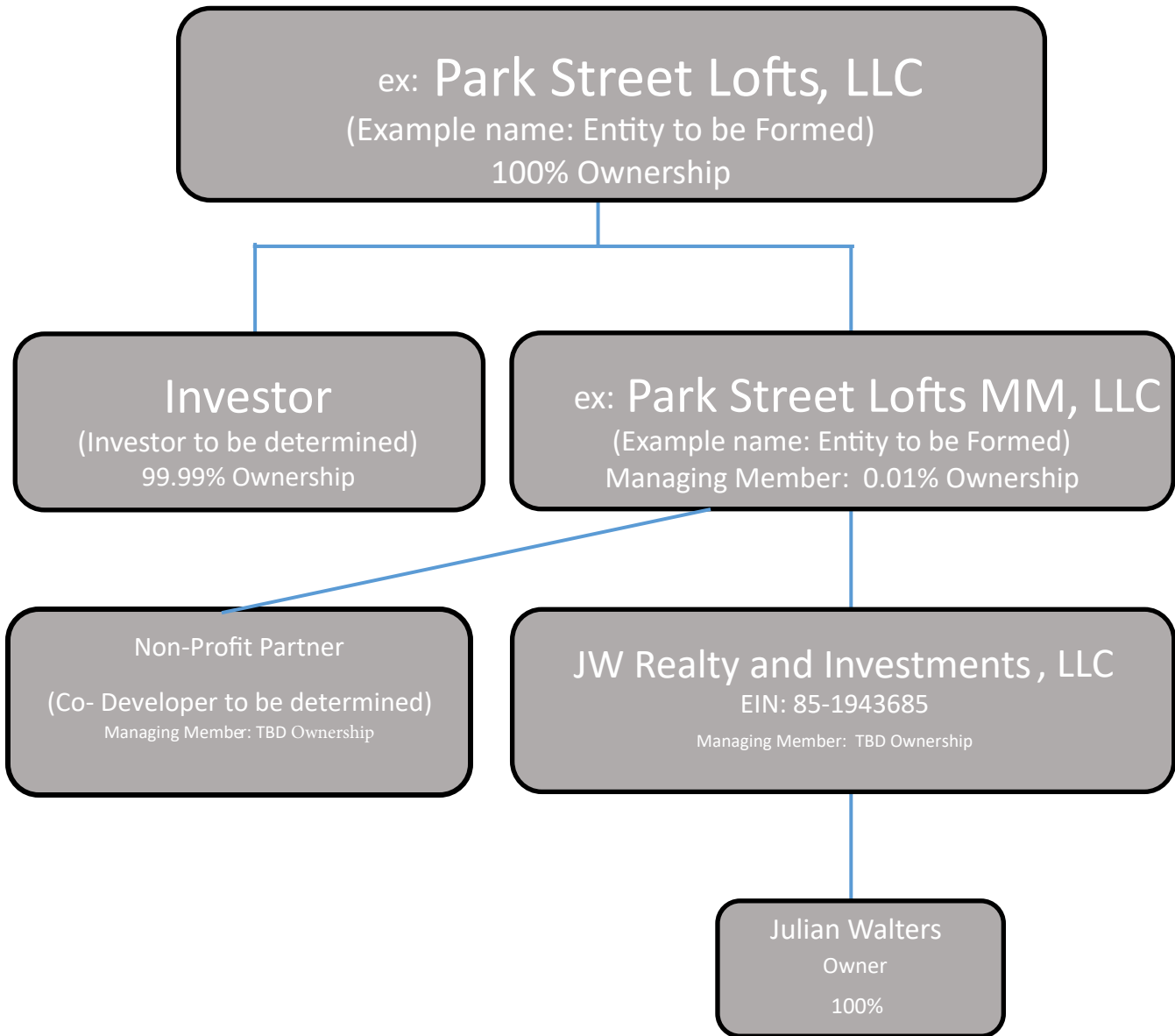
**J.W Realty  
& Investments**

**Memorandum to the Record: Co-Developer**

JW Realty and Investments will be seeking opportunities to co-develop with a non-profit partner who are both mission aligned and have LIHTC development experience submitting tax credit applications to WHEDA.

Ownership structure of the partnership can be found on the page to follow.

Project: Park Street Lofts, Madison, WI



Architect



# Firm Introduction

---

Sketchworks Architecture, LLC is a commercial architectural firm practicing in Middleton, Wisconsin and serving all of the upper Midwest. While we are based in southern Wisconsin, our staff's professional careers have led us to complete projects around the country on a wide variety of project types. Our extensive array of project experience includes: retail, commercial office, multi-family residential, industrial and scientific research facilities.

## HISTORY

We are staffed with two registered architects, as well as interior design, drafting/technical, and administrative staff. We take pride in the quality of service our team offers, and invite you to review our project descriptions and staff resumes to demonstrate the breadth of knowledge we can bring to any project.

## EXPERTISE

Our intimate knowledge of facility planning, design, and construction practices makes Sketchworks Architecture an excellent partner in any new construction or renovation project. Affiliation with the American Institute of Architects assures our clients the utmost in professionalism and quality.

## CONTACT US

We thank you for your time and interest in Sketchworks Architecture, and invite you to contact us with any questions. It is our goal and responsibility to ensure that all our prospective clients are well-informed and adequately prepared to embark upon a relationship with an architect.

2501 Parmenter Street, Ste. 100B  
Middleton WI 53562  
608.836.7570 • [info@sketchworksarch.com](mailto:info@sketchworksarch.com)





# Firm Profile

Sketchworks Architecture LLC is a Limited Liability Company with two member partners: Steve Shulfer, AIA and Bradley Koning, AIA. Sketchworks Architecture serves its clients with the development of innovative solutions and impeccable client service responding to any range of project challenges. We take pride in finding attractive, functional, and cost-effective designs that benefit the landscape and offer the user the best spatial experience. The client's goals become our goals, and success is only achieved when the client is satisfied, realizing they have chosen the best design professional available.

## ARCHITECTURAL REGISTRATION

Our staff is currently registered and licensed to perform work in the following states:

- Wisconsin
- Minnesota
- Kentucky
- Indiana
- Florida
- Missouri
- Michigan
- Iowa
- Illinois
- Texas



### STEVE SHULFER

*Partner & CEO*

Steve Shulfer is a registered Architect with 25 years of experience. His array of experience, industry knowledge, understanding of construction methods and management skills make Steve an excellent team leader and client asset.

#### EDUCATION

- Bachelor of Science, Architectural Studies: *UW-Milwaukee*



### BRAD KONING

*Partner & Director of Project Development*

Brad Koning is a registered Architect with 20 years of experience on a wide range of projects. He has spent time performing full time on-site construction administration for several clients and brings excellent design sense to any project.

#### EDUCATION

- Bachelor of Science, Architectural Studies: *UW-Milwaukee*
- Masters of Architecture: *UW-Milwaukee*



### ERIN SUMMERS

*MBA, Partner & Director of Operations*

Erin Summers, brings over 15 years of combined management experience. She establishes procedures for complex projects, organizes teams and achieves cost-effective results by focusing on organizational innovation and effectiveness.

#### EDUCATION

- Bachelor of Business Administration: *UW-Madison*
- Master of Business Administration, Project Management: *CSU*
- Master of Science: Organizational Leadership: *CSU*



## The Element Apartments

**GREEN BAY, WI • 123,000 SQ. FT.**  
*Multi-Family Residential*



The Element Apartments is a 123,000 sq. ft. multi-family residential project designed by Sketchworks Architecture. The building incorporates the use of exposed wood, stone, siding and architectural metal panel. These materials create a timeless look blending in well with the suburban surroundings. Units vary between studio, 1-bedroom, 2-bedroom and 3-bedroom corner units. Amenities include a fitness room, first floor lounge, and a balcony overlooking Lambeau Field with fire pits and grilling areas - perfect for any Green Bay Packers fan!





## The Park at Savannah Brooks

**DEFOREST, WI • 475,000 SQ. FT.**  
*Multi-Family Residential*



The Park at Savannah Brooks is a multi-family residential apartment complex consisting of 200 units and 3 buildings with a multi-purpose clubhouse on a beautifully landscaped 8.52 acre site in the Village of Deforest. The buildings feature a “craftsman” style design that blends an urban vibe with the quiet surroundings of the Deforest suburb, distinguishing itself from similar projects in the area. The buildings were arranged to create an inner community amongst the residents while still maintaining privacy and preserving the peaceful nature of the surrounding area.





## City Centre Junction Luxury Apartments

**MADISON, WI • 63,500 SQ. FT.**

*Mixed-Use | Multi-Family Residential*



City Centre is a five-story mixed-use development on Junction Road, on the west side of Madison. This development is the last phase of a planned unit development, bringing a residential component to the already thriving retail and office neighborhood. This new building will contain 11,000 sq. ft. of retail, 33 residential units, and an underground parking deck. The exterior design features an extensive use of glazing and offers high retail visibility, in addition to the outdoor patio seating. Amenities such as a landscaped rooftop patio, spacious resident balconies, a fitness center and a shared community room enhance the offerings of these market-rate apartments.





## Midtown Reserve Apartments

**MIDDLETON, WI • 51,300 SQ. FT.**

*Multi-Family Residential*

Midtown Reserve is a three story 34-unit apartment building located in a suburb of Madison, Wisconsin. Complete with underground parking, this development uses a modern design at a residential scale to thrive in a competitive market. Built on a very challenging site, the building was also designed to maintain relevance throughout the year. Earth-toned colors were used on the exterior to emphasize the timelessness of the design. The fitness center, rental office and community room were all built into the single structure. The entry was stepped to help emphasize the human scale along the prominent road.







## Willy Street Central

**MADISON, WI • 38,000 SQ. FT.**

*Mixed-Use | Multi-Family Residential*



Willy Street Central is an urban, mixed use building located on the vibrant and eclectic Williamson Street. This development balances the pedestrian scale of the street with the higher density land use. It is a four story project that consists of 25 residential units, 4,500 square feet of commercial space and underground parking for 25 vehicles. The buildings amenities include a usable green roof with decorative landscape, community rooms, solar power and electric car charging stations, all with a mid-to-high unit finish level.

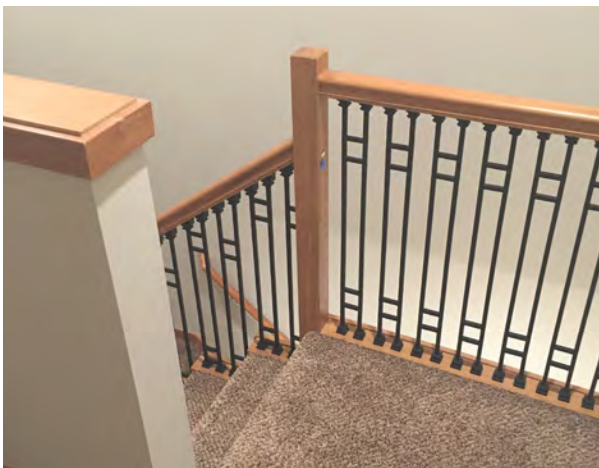




## Live On Mills Apartment

**MADISON, WI • 7,500 SQ. FT.**

*Multi-Family Residential*



Sketchworks Architecture had the opportunity to create a multi-family project that not only complimented the diversity of the Greenbush

Neighborhood and the new

developments in the area, but provide unique apartment homes not currently available in the marketplace. A variety of apartment types were designed, including fully accessible two bedroom units, two-story second floor units with internal stairs and large private balconies, as well as a garden level three bedroom unit. The diversity of unit types and unique design will place this property outside the adjacent competition.

Consultant



PARTNER



## Donald N. Bernards, CPA

*Donald Bernards, partner in the real estate advisory group with Baker Tilly, has been active in many aspects of affordable housing since 1999.*



### **Baker Tilly US, LLP**

4807 Innovate Lane  
Madison, WI 53718  
United States

T: +1 (608) 240 2643  
[donald.bernards@bakertilly.com](mailto:donald.bernards@bakertilly.com)

[bakertilly.com](http://bakertilly.com)

---

### **Education**

Bachelor of Business  
Administration in accounting  
University of Wisconsin-Madison

Don is well versed in structuring affordable housing transactions, including the tax issues. Don is adept at creating a checklist of major issues for each project that can put a deal at risk. Immersed in the affordable housing practice, Don has a wide range of experience with projects, owners and investors and has built a wide network of contacts within the field. His enthusiasm and passion for the industry are infectious. "It's not just about numbers," he says, "it's about the end product and growing capacity." Don has worked on affordable housing transactions in 26 states.

### **Specific experience**

- Manages a portfolio of clients with the affordable housing industry utilizing various programs including Section 42 and Section 8
- Provides financial modeling for acquisition/rehabilitation and new construction tax credit deals
- Part of HUD technical assistance team providing Rental Assistance Demonstration (RAD) technical assistance nationwide to housing authorities through one-on-one training as well as presenting at educational conferences and seminars
- Consults on various 4 percent and 9 percent deals that have a RAD award and are working toward closing
- Assists in the preparation of Low-Income Housing Tax Credit (LIHTC) applications and applications for soft sources of financing, including HOME, Affordable Housing Program (AHP) and Community Development Block Grants (CDBG)
- Determines optimal Historic Tax Credit transaction structure, works with attorneys to ensure structure abides by safe harbor guidelines and advises on maximizing qualified rehabilitation expenditures (QREs)
- Assists with obtaining debt for various types of affordable housing, including taxable and various tax-exempt debt totaling more than \$350 million over the past five years
- Provides assistance with portfolio acquisition and disposition strategies and implementation
- In the past five years, assisted in raising and closing more than \$500 million in equity for LIHTC and Historic Tax Credit projects
- Reviews budgets and performs financial analysis on assisted living projects

**PARTNER**

# **Donald N. Bernards, CPA**

*Page 2*

## **Specific experience, continued**

- Assists with cost segregation studies for affordable housing properties
- Involved in many tax aspects of a project, from transaction structuring to planning and preparation
- Reviews 10 percent tests and cost certifications
- Clients include developers that are not-for-profit, Public Housing Agencies, Tribal Housing Entities and for-profits, as well as tax credit investors

## **Industry involvement**

- Wisconsin Institute of Certified Public Accountants (WICPA)
- American Institute of Certified Public Accountants (AICPA)
- American Bar Association – Member Forum on Affordable Housing & Community Development Law; also, Tax Credits and Equity Financing Committee
- Tax Credit Advisory Board Member for State Housing Finance Agency
- Affordable Housing Tax Credit Coalition – Member of State Housing Tax Credit Group
- Frequent speaker at regional and national conferences on affordable housing issues, including the RAD Collaborative, Affordable Housing Finance, National Housing & Rehabilitation Association, National Association of Housing and Redevelopment Officials, HUD, Iowa Finance Agency, Minnesota Housing Finance Agency, Illinois Housing Development Authority, Wisconsin Housing & Economic Development Authority, Michigan State Housing Development Authority, among others

## **Community involvement**

- United Way of Dane County Foundation board member
- United Way Affordable Housing Fund Committee Chair
- Luke House community meal program lead
- Luke House board member

# General Contractor



Bernie Lange is project development manager for National Construction. He has more than 30 years of Madison area commercial construction industry experience, primarily with The Renschler Company, where he rose from project manager to owner. With an emphasis on the pre-construction stage, he guides clients through the entirety of the construction process and remains engaged as a continuing resource.

## Experience

**Project Development Manager | National Construction, NCI-Roberts Construction**

**Business Development and Client Service | Tri-North Builders – Madison, WI**

**President and Owner, Business Development Manager, Project Manager and Estimator | The Renschler Company – Madison, WI**

**Project Manager | The Oppel Jenkins Group – Amarillo, TX**

## Education

**Bachelor of Science in Business and Finance | Eastern Illinois University**

## Volunteer Roles

**Co-Chair, Golf Committee | Fellowship of Christian Athletes**

**Member, Fundraising Committee | Agrace Hospice & Supportive Care**

**Member, Board of Directors | Middleton Outreach Ministry**

## Notable Project Experience

**Watco | Locomotive Repair Facility – Janesville, WI**

**Normandy Apartments | Three-Phase, Full Facility Renovation – Madison, WI**

**KEVA Sports Center | Interior Renovation, New Fields and Multi-Tenant Building – Middleton, WI**

**TPC Wisconsin | Clubhouse Remodel – Madison, WI**

**Tesla | Service Center Renovation – Madison, WI**





Construction that  
enhances communities.





## Our name might be National, but our focus is local.

A local and employee-owned design-build firm, National Construction works to better our southern Wisconsin communities by facilitating development and growth.

Our portfolio of work features the businesses and services most important to a city's residents, like childcare, healthcare and government facilities, and housing, retail and hospitality. Our work is also of great value to the industrial sector of communities.

We're ready to partner with architects, business leaders and communities to build facilities that enable success for all. We offer several building design and construction options, whether your project is a small remodel or a multi-million dollar community improvement initiative. We believe the best outcomes are achieved when professionals with the required areas of expertise are involved in a commercial construction project from the very beginning.

Cooperation with all stakeholders is built into every phase of our process. That extra level of communication, combined with our proprietary estimating and collaboration tools, a unique self-performing labor force, and matchless relationships, create a transparent, personal, efficient experience that sets National Construction apart.

Clockwise from top: GrandStay Hotel & Suites – Mount Horeb, Holiday Inn Express – Platteville, Duluth Trading Company Corporate Headquarters – Mount Horeb, Miller & Sons Grocery – Mount Horeb, Sjölings Chocolate Factory – Mount Horeb



Corporate  
Education & Childcare  
Government & Municipal  
Healthcare  
Housing  
Industrial  
Retail and Hospitality  
Owner's Representative and  
Construction Management



# Duluth Trading Company Corporate Headquarters

- ▼ LOCATION: Mount Horeb, WI
- ▼ SERVICES: New Construction

This five-story, 108,000 square foot building is one of several National Construction projects that have contributed to the revitalization of the Madison suburb's downtown.

The highlight of the structure is a top-floor, 4,000 square foot employee lounge called "The Canteen," and an adjacent 2,000 square foot outdoor patio. Nearly identical first through third floor layouts each have two employee zones and conference rooms, and a top-floor conference room has capacity for 250 people. A 22-stall parking garage, bike storage room and workout facilities extend the focus on employees.



# Academy of Little Vikings

- ▼ LOCATION: Mount Horeb, WI
- ▼ SERVICES: New Construction

Capacity was doubled in the new facility to meet demand for the school district community partner organization. The convenient, well-planned, 7,500 square foot building features a barn-like structure that honors the site's agricultural history. Future expansion was incorporated in the design; a good thing, since enrollment reached capacity a year after opening.



"We found our needs, questions and concerns addressed no matter how major or minor they were. National Construction is a professional, highly qualified builder that will work hard to make sure its customers get exactly what they need."

— Brenda Moore Fritz and Todd L. Fritz, Founders and Operators





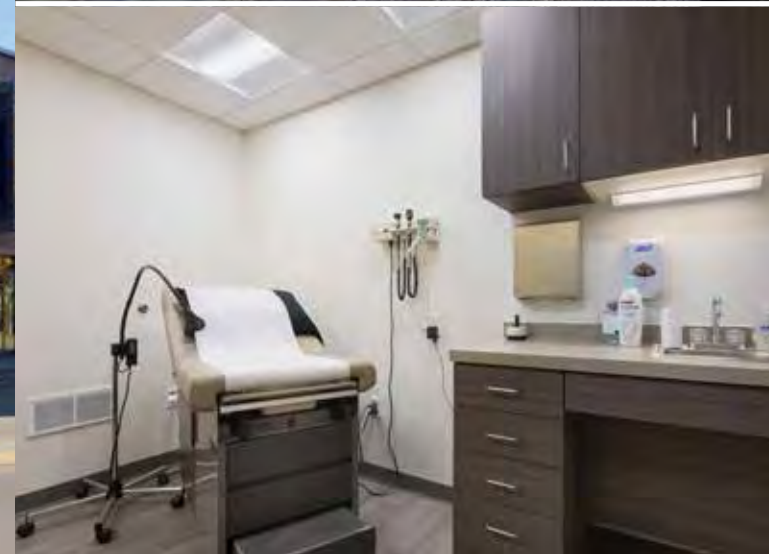
# Platteville Public Library

- ▼ LOCATION: Platteville, WI
- ▼ SERVICES: New Construction

National Construction worked closely with leadership to create a flexible and accessible design that would allow the library to adapt to the educational, informational, and social needs of the community for years to come.

Doubling its space and weekly visitors, the 22,000 square foot building features:

- Designated reading and study spaces that cater to specific age groups
- High-tech community meeting and conference rooms
- Colored glass bump out window seats
- Underground parking



## Healthcare

# Southwest Wisconsin Community Action Program Neighborhood Health Partners

- ▼ LOCATION: Platteville, WI
- ▼ SERVICES: Remodel

Through public-private redevelopment of the city block on which it is located, the Southwest Wisconsin Community Action Program (SWCAP) Neighborhood Health Partners clinic gained more space, increased functionality and renewed awareness within the community.

Along with the City of Platteville and other partners, it was decided to locate a new Platteville Public Library on the site of the existing clinic and renovate the existing library for SWCAP. Its new location more than doubled the clinic's square footage, and provides a more healthcare-centric space. The first floor and lower level also feature space for future tenants.



## Saco Foods

- ▼ LOCATION: Middleton, WI
- ▼ SERVICES: Addition

This 25,000 square foot design-build addition leveraged land Saco already owned, doubled its manufacturing capacity and brought all its staff together under one roof.

The open office environment with full kitchen and common space incorporates custom materials into an industrial design – barn doors, a garage door wall, maple finishes and polished concrete floors among them. Other features include:

- Insulated precast concrete and curtain wall exterior insulated glass walls
- Exposed joist structure with floating acoustic ceilings in office spaces
- Design and mechanicals specific to food manufacturing



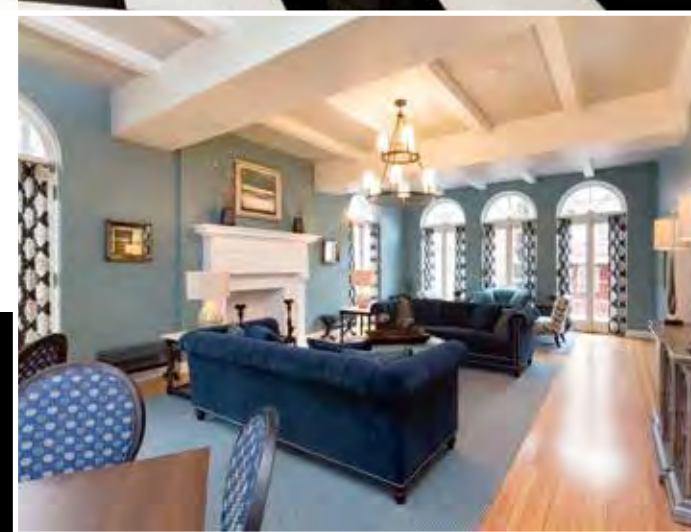
## Alpha Xi Delta

- ▼ LOCATION: Madison, WI
- ▼ SERVICES: Remodel

National Construction restored a neglected, 22,000 square-foot 1920s dormitory to its architectural roots for the University of Wisconsin-Madison Alpha Xi Delta Chapter, on-time despite a two-month delay, and on-budget despite significant structural issues, shifting scope and a team spread across the nation.

“Despite an extremely tight schedule and several unforeseen challenges, National Construction did a phenomenal job of delivering the project on time and within budget. Their unmatched level of expertise and communication made the entire process run smoothly and efficiently.”

— Jeff Peterson, Director of Assessment and Project Management, CSL Management



“What National Construction’s design-build service brings to you is an evolution. They have vision, understand your business, and collaborate with you. Design-build is a very positive thing, because you get the right end product. We collaborated throughout the entire process. And National Construction is very transparent in their pricing model, so you always feel like you are getting the best value. Plus, they were truly our ‘Red Cross’ when record rainfalls flooded our newly completed addition.”

— Tom Walzer, CEO, Saco Foods



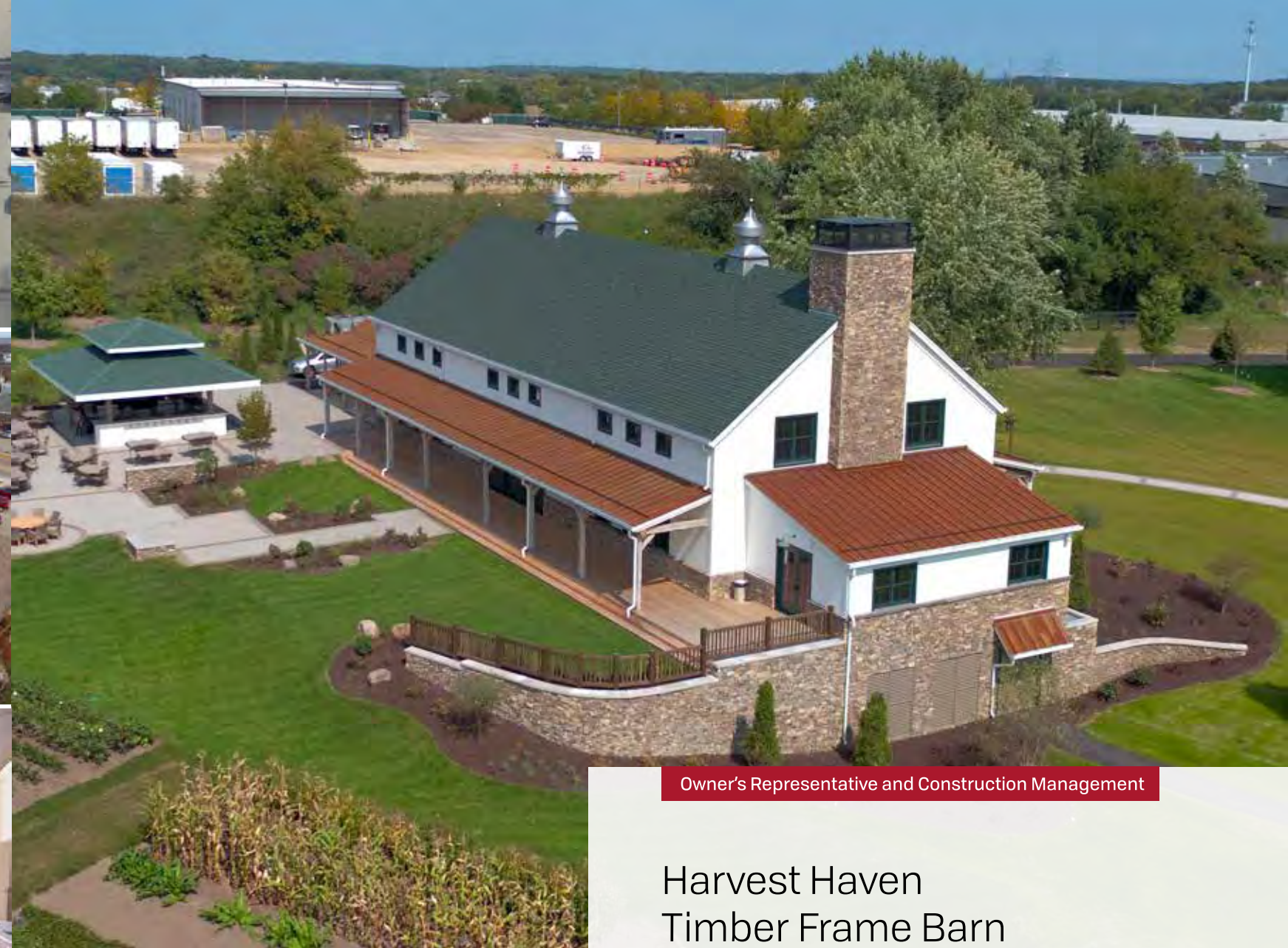
## Holiday Inn Express

- ▼ **LOCATION:** Platteville, WI
- ▼ **SERVICES:** New Construction

The 48,000 square foot hotel is expected to increase access to downtown businesses, providing a boost to the local economy, and draw out of town visitors, in particular those to the city's University of Wisconsin campus. The layout encompasses 72 rooms, a health and fitness center, breakfast area, conference room, heated indoor pool, and underground parking.

Features include a modern contemporary aesthetic throughout, a curved glass entry, sliding conference room doors on barn tracks, and vintage, tilting garage-style breakfast room doors.

Part of the Platteville Library Block project, the hotel's inclusion enabled the project to be a tax-paying entity.



Owner's Representative and Construction Management

## Harvest Haven Timber Frame Barn

- ▼ **LOCATION:** Fitchburg, WI
- ▼ **SERVICES:** New Construction

This state-of-the-art hospitality center serves as an indoor and outdoor demonstration and training facility for a top-five Madison, Wisconsin, employer.

The 13,600 square foot barn includes a demonstration kitchen with built-in buffet station, dining areas, bar, fireside lounge, conference room, entertainment areas, root cellar and locker rooms. The facility extends to a 1,600 square foot outdoor kitchen.

The space includes show-stopping modern amenities and features including 150-year old timber frames restored by hand, finish selections that match the era of original materials, and safety and mechanical necessities designed around them. The project utilized more than 75 percent reclaimed and repurposed materials.







We have what it takes to make your project a success.

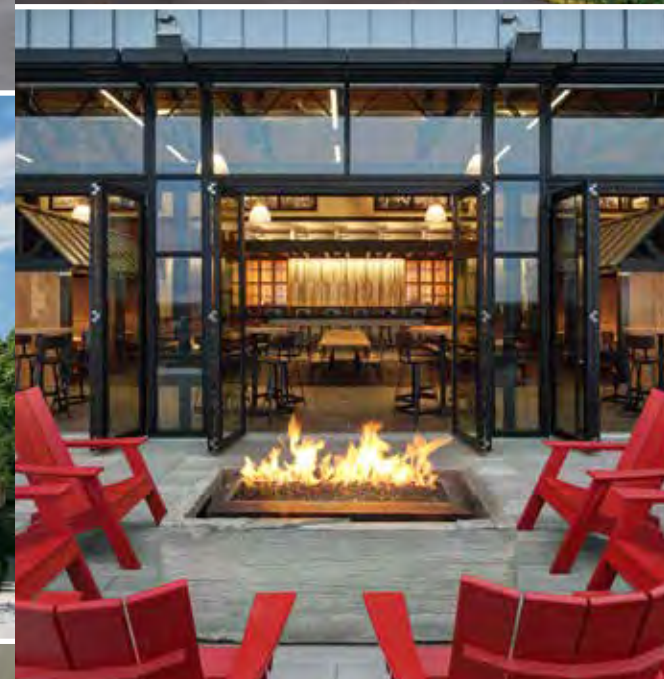
Our in-house carpenters — many who have more than 20 years of experience — are masters of rough and finish carpentry. They're the reason our interior renovation projects, among others, are especially competitive and high quality.

Our portfolio contains hundreds of projects in a variety of industries, types and sizes. Whatever your project, we have client testimonials and examples that support our capabilities.

Our resources are many, because we can draw from our own, as well as those of our sister divisions and parent company, JG Development.

Our vision is to form partnerships that make continued growth possible — for your business, your clients and your community.

Top to bottom: Glen Wood Heights Condominium Homes - Fitchburg, BeeHive Homes Assisted Living - Mount Horeb, Monroe & Harrison Mixed Use - Madison, Glen Wood Heights Condominium Homes - Fitchburg



## Re-think the Traditional Project Delivery Method

Consider a team-driven, design-build approach for:

- Owner, architect and contractor collaboration
- An expedited and more effective preconstruction process
- Increased consideration of owner mission and strategy
- Earlier and more comprehensive understanding of costs and schedules
- Phasing, alternates, and value engineering analysis
- A more transparent pricing process
- Reduced change orders during construction
- Faster time to market

A competitive bid process remains in place.

The team obtains multiple bids by work division from recommended subcontractors, and involves clients in the bid review.

Counter-clockwise from top: Sjölinds Chocolate Factory - Mount Horeb, Midwest Prototyping - Blue Mounds, Duluth Trading Company Corporate Headquarters - Mount Horeb, Saco Foods - Middleton, Duluth Trading Company Corporate Headquarters - Mount Horeb







## AWARDS

An award-winning builder, National Construction is proud to share accolades with our valued clients.

Associated Builders and Contractors  
of Wisconsin Projects of Distinction  
Associated Builders and Contractors  
National Excellence in Construction  
*Daily Reporter* and *Wisconsin  
Builder* Top Projects  
Wisconsin Economic Development  
Association Business Retention  
& Expansion Community and  
Economic Development  
Associated Builders and Contractors  
Safety Training and Evaluation  
Process  
Associated Builders and Contractors  
No Lost Time Accidents Award

Top to bottom: Harvest Haven Timber Frame  
Barn – Fitchburg, DeForest Area Public Library,  
DeForest Area Public Library





National Construction builds what's most important to a community — from education and healthcare facilities to retail, hospitality and industry.

Our field and office personnel are experts at what they do. Our portfolio supports our capabilities. Our vision is to drive growth for our clients' businesses and our communities.

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701 E. Washington Ave. #103, Madison, WI 53703  
4070 E. Brigham Rd., Blue Mounds, WI 53517

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# Property Manager

## **SUBMISSION REQUIREMENTS - RESPONSE**

### **Firm Description**

**Discuss the firm's history, organization and size including number of staff in each work area.**

Lutheran Social Services of Wisconsin and Upper Michigan, Inc. (LSS) traces its roots to 1882 when Pastor E. J. Homme founded a home for orphaned children in Wittenberg, WI. In 1963, Homme Home merged with Martin Luther Social Services (founded in 1889) and Lutheran Welfare Society of Wisconsin (founded in 1936) to form Lutheran Welfare Services of Wisconsin and Upper Michigan. The current name was adopted in 1966. In the intervening years, the agency has grown to be one of the largest faith-based human services providers in the Midwest.

Throughout the agency's 138 year history, LSS has always endeavored to provide a wide array of services focused on meeting the emerging needs of that clients we serve. Due to that focus, LSS has been able to develop an unparalleled level of expertise in program design, implementation, and delivery including a high level of expertise in the provision of housing-related services. LSS continues to develop programs and service innovations designed to meet the growing needs of the clients we serve as well as to address service delivery gaps faced by counties and other program partners.

LSS offers a variety of services throughout Wisconsin and Upper Michigan. With the help of over 800 employees, LSS provides services across a person's lifespan, addressing a variety of conditions. Services are available for children and families, adults, older adults and persons with disabilities. Services are open to all, regardless of religious affiliation or background. LSS currently offers 126 programs; agency programs touch nearly 40,000 lives annually.

LSS provides a wide array of services focused on helping individuals and families to improve the quality of their lives through embodiment of our mission to: Act compassionately. Serve humbly. Lead courageously. LSS currently provides the following services: Housing and Homeless Assistance including outreach, case management, daytime resource centers, Veterans Housing and Recovery programs, HUD housing, subsidized, market rate, and tax credit/affordable housing, Rapid Rehousing, Tenant Based Rental Assistance, Service Coordination, and Runaway and Homeless Youth services; Refugee Resettlement; Mental Health services including counseling, addictions, residential crisis, and school-based mental health; Youth and Family Programs including residential and Birth to 3; Addictions and Restorative Justice including residential substance use treatment; Public Adoption and Foster Care; and programs for Persons with Disabilities including IRIS Connections and Individualized Community Supports. LSS also provides integrated services in collaboration with the State of Wisconsin and partner counties. As an agency, LSS has also developed expertise in the provision of Service Facilitation for CCS and provides this service in a number of counties.

Lutheran Social Service is governed by a Board of Directors representing Wisconsin and Upper Michigan. The LSS President CEO oversees overall business operations. The Chief Operating Officer oversees Vice Presidents of Residential and Community-Based Services who in turn



supervise Regional Directors and Directors of Programs. Directors supervise Program Managers and Supervisors who deal with the day to day operations and staff supervision of individual programs.

The Housing Services staff is overseen by the Vice President of Residential Services and includes 91 staff members in the Housing department.

**Describe the overall staffing approach to be used in connection with this contract including property managers, field/regional supervisors, and administrative offices if applicable. Provide information regarding staff experience and qualifications that demonstrates the respondent's capacity to perform required services. Provide the firm's staff turnover rate for the **past 5 years specific** to key positions related to this contract. If the firm is multi-disciplinary, describe the resources and skills it brings. If the firm is small or is a sole proprietorship, please describe the approach to involve 3rd party contractors for completing required scopes.**

LSS is proposing the following staffing approach for the 1202 S. Park project:

#### **Dennis Hanson – Vice-President Residential Services**

Dennis Hanson oversees housing-related programs for LSS. This includes HUD-subsidized multifamily communities for older adults and people with disabilities, market-rate housing for seniors, non-subsidized housing for persons with disabilities, housing service coordination/case management, the facilities management staff, leased and owned facilities, and properties held for sale. He joined LSS in 1993 as program supervisor for a residential facility; Dennis has held previous roles with LSS including in-home health administration, supportive home care, and residential facility management.

#### **Héctor Colón - President and CEO**

Héctor Colón is responsible for project alignment with overall agency strategic goals and partnerships. Héctor works with LSS boards, staff and partners to propel the organization forward by focusing on employee engagement, innovation, and strategic partnerships; his knowledge of county programs, services, policies, and procedures are invaluable to the work of the project team.

#### **Joseph Arzbecker - Chief Operating Officer**

Joe Arzbecker is responsible for overall fiscal and programmatic oversight. Joe joined LSS in 2013 as the Chief Financial Officer. With an extensive background in finance, operations and management and previous experience as an operations director, regional finance director and as the CFO of LSS, Joe transitioned to Chief Operating Officer in 2017. Joe works closely with the CEO and Board of Directors to shape the agency's business strategy and with the leadership teams to implement the strategy.

#### **Tanganika Leach – Property Manager and Compliance**

Tanganika Leach has over 15 years of experience working with the LSS housing portfolio as both a property manager and supervisor. Tanganika has her Certified Occupancy Specialist and

Tax Credit Specialist designations. Her responsibilities include: audit and maintaining tenant files and documentation, preparing annual budgets and supporting documents for renewal of HUD contracts, completing monthly HAP vouchers, and administration of Yardi Voyager software implementation for the portfolio. Brianna is a Certified Occupancy Specialist and Tax Credit Specialist and has a Bachelor's Degree in Business Management

### **Property Manager**

TBD

**Provide (3) references, previous and/or current, including the name and title of the contact person, email address, and phone number. If available please provide one reference from a low-income housing tax credit property owner or a public agency.**

LSS references relevant to the proposed project include the following:

Don Bernards, Partner  
Baker Tilly  
Email: [Donald.Bernards@bakertilly.com](mailto:Donald.Bernards@bakertilly.com)  
Phone: 608-240-2643

Ted Makom , President  
Gorman Wisconsin Market  
Email: [TMartkom@gormanusa.com](mailto:TMartkom@gormanusa.com)  
Phone: 414-617-9997

Michael Ellis, Regional Vice President  
Herman & Kittle Properties, Inc.  
Email: [Mellis@hermankittle.com](mailto:Mellis@hermankittle.com)  
Phone: 614-563-4618

### **Similar Project Experience**

**Describe your firm's relevant experience in managing affordable rental property, including:**

#### **Your firm's relevant experience within the areas listed in the Scope of Services**

LSS owns or operates over 30 housing properties offering housing options including subsidized, market rate, and tax credit/affordable housing. LSS housing is located in the following counties: Columbia, Dodge, Eau Claire, Jefferson, Milwaukee Outagamie, Ozaukee Racine, Rock, Walworth, Waukesha, and Wood. Additionally, LSS is the contracted Property Management team for two projects through the City of Madison CDA, these include Revival Ridge Apartments and MRCDC Housing.

LSS also provides Service Coordination throughout the state and has contracted to provide this service with over a dozen property management companies, totaling more than 4000 units. Currently LSS manages approximately 484 units of multi-family residential housing in Michigan and Wisconsin.

## 1. Administrative

- **Collect rents (including delinquents), handle accounts payable, prepare monthly financial reports and analysis, annual budget projections, year-end or project-end reports, conduct market rental analysis, provide 5-15 year maintenance plan.**
  - The LSS rent collection policy is included in the attached Sample Management Plan as well as in the LSS Occupancy Specialist Procedure Manual. The LSS Financial Services Department includes dedicated financial services staff to work collaboratively with property managers/occupancy specialists to address all aspects of the financial projections, accounting, and reporting. The LSS Vice President of Residential Services, Development, and Compliance conducts periodic market rate analyses and works in collaboration with the project maintenance staff to complete any required maintenance plans.
- **Develop marketing plans and procedures for maintaining full occupancy, develop marketing materials such as ads, flyers or brochures, and perform cost analysis on marketing efforts.**
  - LSS property management staff have responsibility to develop project-specific marketing plans, and to spec and place marketing materials, as well as perform cost analyses to ensure the success of marketing efforts in impacting occupancy. As an agency LSS has an internal Marketing Department and contracts externally with Kane Communications, both of which are additional resources available to property management staff.
- **Review and become familiar with all contracts and agreements related to the development, including subsidy agreements.**
  - Related to subsidy agreements the compliance staff and business unit administrative team will have responsibility for review and assurance of compliance with the agreement.
  - Related to Procurement contracts and agreements LSS has a detailed Procurement Policy that is compliant with Uniform Guidance requirements.
  - Related to organization level contracts LSS has in place a comprehensive contract routing, review, and approval process that ensures all contracts and agreements are thoroughly review by Officers of the agency, Financial Services staff, the Vice President of Residential Services, and project Directors. The process includes a review of both service requirements and financial impacts and requires approvals at several levels.
- **Complete timely reports to the Owner Investor Member, the Community Development Authority, WHEDA, and others as needed.**
  - Project staff and leadership will work in collaboration with the LSS Performance and Quality Improvement (PQI) Department to track all relevant data and to

produce any required reporting. Project staff track reporting requirements and report due dates as part of their policy and procedure structure.

- **Know and comply with rules and requirements for the various housing and rent assistance programs such as Low-Income Housing Tax Credit, and Section 8 (both tenant and project based), etc.**
- **Responsible for low-income housing tax credit and WHEDA compliance.**
  - As a provider of multiple types of housing assistance programs, LSS is familiar with a wide array of program-specific rules and requirements and has always been in compliance.
  - Our average REAC inspection score over the past 3 years is 98 on a 100 point scale. We have had fourteen REAC inspections in 2020 with an average score of 96 on these inspections.
  - Our Management Occupancy Reviews were Above Average in 2018 and 2019, including a score of Superior on one review.
- **Maintain updated and accurate resident lease information, unit condition, contact with tenants for complaints or other reasons, maintenance needed and performed, other required documents.**
  - A separate file will be maintained for each resident. The file will include the following items: initial application, income verification forms, tenant income certification, lease agreement and attachments, inspection reports for moving-in/moving-out, correspondence and notices to the resident(s), and any other necessary information. These files will be retained in accordance with program requirements, and will be will be handled and maintained by the Property Manager with direct supervision from LSS corporate office.
- **Manage property in accordance to the Wisconsin Landlord Tenant Rules, HUD, WHEDA, and LIHTC as appropriate.**
  - LSS manages multiple properties in Wisconsin and Upper Michigan and all are managed in accordance with the relevant rules, guidelines, and statutes.
  - LSS subscribes to a variety of industry newsletters and blogs to ensure we are up to date with the ever changing requirements.
  - LSS subscribes to the Fair Housing Coach to ensure we are up to date with Fair Housing issues. All project management staff are trained annually in Fair Housing.
- **Review and maintain all hazard, liability, and other insurance carried for the account of the owner.**
  - LSS engages the brokerage services of M3, and routinely works with them to ensure appropriate coverages throughout all of our program activities.
  - LSS, as part of the agency-wide contract routing, review, and approval policy, also reviews and ensures maintenance of any required insurance.
- **Maintain and preserve all written records in connection with Low-Income Housing Tax Credit compliance.**
  - All written records are maintained by LSS in accordance with project-specific policies; current records are preserved locally or at the LSS administrative office. Long term record storage is accomplished with utilization of our contracted storage facility partner; Iron Mountain.

- **Full responsibility for hiring, supervision, training, and termination of staff (note staff will be employees of the management company).**
  - LSS Leadership assigned to the 1202 S. Park project will work in collaboration with the LSS Human Capital department to screen, hire, onboard, and train all project staff. Supervisory staff assigned to the project will be responsible for ongoing training, day-to-day supervision, annual performance reviews, and if necessary, termination.
- **Other property management tasks as may be mutually agreed to.**
  - LSS has experience working with a number of project owners and is willing to collaborate on identifying and addressing project-related tasks that will benefit residents.

## 2. Resident Services

- **Screen, select, retain or evict tenants as necessary.**
- **Conduct certification and re-certification for LIHTC and Section 8 as required.**
- **Develop, disseminate and enforce tenant rules and regulations.**
- **Execute and enforce unit leasing and lease agreements.**
  - LSS has comprehensive policies related to tenant selection, certification, and tenant rules and regulations including those related to lease agreements. All project staff members are trained on these policies at hire and periodically throughout employment with LSS. Section 8 policies and procedures are included in the LSS Occupancy Specialist Procedure Manual for staff reference and the manual is reviewed and updated, as needed, annually. A similar manual for the 1202 S. Park project would be developed with input from all stakeholders. The tenant selection plan would meet the requirements of Federal, State, and Local agencies.
- **Maintain occupancy rates at competitive levels. Maintain an applicant waiting list. Manage timely unit turnover and re-occupancy.**
  - LSS has a great deal of experience and expertise in managing unit turnover and maintaining high occupancy rates.
- **Respond timely to tenant concerns.**
  - The LSS Property Manager/Occupancy Specialist is trained to address tenant concerns either informally or through a formal Tenant Grievance and Appeals Procedures, to provide relevant information regarding tenant/landlord agreements and relationships, and to address any tenant concerns in a timely fashion.
- **Update and explain landlord disclosures as required by Madison Ordinance or State/Federal law.**
  - Property management staff is aware of this requirement and will comply.
- **Ensure staff is available via telephone on 24 hour 7 day a week basis to coordinate emergency services.**
  - LSS operates under this model currently and will carry over these actions to this project.
- **Perform site inspections as necessary.**

- LSS has a policy in place for the completion of periodic site inspections and keeps records of these inspections for review by the property owner.
- **Develop and implement a resident services plan.**
  - The proposed programming will include consistent communication with 1202 S. Park projects Service Coordinator. The property management team will be available to assist with resident needs and to collaborate in the development of a resident services plan.
- **Establish and maintain amicable and sound working relationships with neighbors and the community.**
  - LSS provides residential programming in dozens of communities throughout Wisconsin and Upper Michigan and local staff members have always endeavored to reach out to neighbors and the local community to ensure open communication and a positive working relationship; this same process will be utilized for the 1202 S. Park project. This includes local businesses, law enforcement, schools and community-based programs, and city and county government.

### 3. Safety and Security

- **Develop a Safety and Security Plan for the property including emergency management and disaster planning.**
  - LSS residential properties include written emergency management and disaster plans; LSS has also developed an agency-wide emergency management plan. The appropriate plans will be developed for the 1202 S. Park project.
- **Provide information to residents on personal security and solicit resident assistance in identifying potential problems.**
  - The Property Manager works in collaboration with the Service Coordinator to teach personal security; each project has a system in place whereby residents can report any problems or issues to project staff.
- **Direct contact with residents violating property rule or city or state law.**
  - LSS has policies in place for addressing any rule or law violations perpetrated by project residents; any contact related to rule or law violations will be recorded in the resident's file. The terms of the lease will be followed and enforced.
- **Establish and maintain 1202 S. Park project as safe, secure, non-threatening and non-hazardous properties.**
  - The safety and security of our residents and staff have always been a top priority for LSS in all of our residential and housing programming. The establishment of safety and security policies and procedures as well as the implementation of rules and regulations governing resident behaviors will ensure a safe and secure project site.

### 4. Monthly Reporting and Performance Standards

Reports including but not limited to the following may be provided by LSS asset by the 15th of every month.

- **Move In/Move Out report**
- **Rent Roll**

- **Monthly report form which includes residential unit performance data**
- **Police Calls for Service**
- **Detailed financial statements covering all income, expenses, assets, liabilities and other matters including a variance report describing ‘actual to budgeted’ results of operations**
- **Balance Sheet**
- **Schedule of accounts receivable and payable**

#### **Performance Standards**

- **Occupancy: minimum of 95% monthly occupancy**
- **Vacancy Turnaround: 30 days – including make ready and lease-up time.**
- **Turnover Rate: Less than 20% annually**
  - LSS has an excellent record of high occupancy and low turnover rates and has policies in place to ensure that vacancy turnaround is addressed quickly and efficiently; see the Appendices for 2018 and 2019 12-month Occupancy Reports.
- **Emergency Work Orders: completed or abated within 24 hours**
- **Non-Emergency Work Orders: completed within 4 days.**
  - Per the proposed Management Plan: subject to the Owner's or its Agent's approval, the Property Manager will contract with qualified independent contractors for the maintenance and repair of all air conditioning systems and vermin extermination and for extraordinary maintenance requests. For work to be completed in the individual apartments the resident is asked to complete a simple "Service Request" form available at the Project office. Emergency repair requests will be made directly to the manager in the most expedient manner possible.

#### **Describe your experience managing Low-Income Housing Tax Credit Properties including your experience with WHEDA compliance.**

LSS has managed HUD subsidized multifamily communities for almost 40 years. We also have 20 years of experience in market rate housing management. We are part of the development and ownership team for 11 tax credit partnerships, and currently operates three LIHTC properties in Milwaukee and Marinette WI. Our staff are trained and certified to manage these properties.

#### **State whether or not you have received any 8823s. If yes, please provide an explanation.**

LSS has not been issued any 8823s.

#### **Describe your experience managing properties with diverse resident populations including the elderly and disabled. Include experience implementing State and local Landlord Tenant laws, Fair Housing laws, and the Violence Against Women Act (VAWA).**

LSS subsidized/affordable housing communities, offered in cooperation with the U.S. Department of Housing and Urban Development (HUD) provide safe, decent, and affordable housing for older adults, persons with developmental disabilities, persons with chronic mental illness, and persons with physical disabilities. These offerings include multi-family developments as small as four units and as large as 47 units as well as single family and duplex homes.



LSS is experienced in implementing all applicable state and federal laws and has developed staff policy and procedure manuals to ensure comprehensive knowledge and compliance.

**Please describe your firm’s approach to resident participation initiatives and the delivery of resident social supportive services.**

LSS is experienced in the provision of services designed to support customers once they are placed in housing. Currently, service coordination and empowerment services are offered in nearly 100 communities in more than 4000 units across Wisconsin and Upper Michigan.

LSS has developed a keen understanding of the importance of partnering safe, affordable housing with the provision of supportive services as a means to positively impact social determinants of health. This understanding makes LSS uniquely positioned to assist in the creation of positive physical and social environments. The agency’s experience as a non-profit development partner and housing owner and manager coupled with a wide array of available agency programs creates a continuum of care that can be offered to 1202 S. Park project residents. Services for at-risk infants and toddlers, family preservation services, substance use treatment and mental health services, skill building initiatives, services for refugees, programming for persons with disabilities and older adults, programming for persons with law enforcement involvement, and programs designed to address trauma are all part of the continuum of care that LSS is able to provide.

**Describe your experience procuring and establishing teams of other business professionals as contractors/consultants or subcontractors/consultants who bring experience and services your company does not provide. Include any specific examples of contracting with government entities.**

LSS has worked with experienced development firms since our introduction to the LIHTC program in 2014. LSS utilizes YARDI Voyager as our tenant resource management software and we therefore have the experience of this entity to assist us. LSS engages experienced tenant/landlord legal counsel for any evictions. LSS is contracted with a compliance monitoring and consulting firm related to LIHTC file management to ensure that we are in compliance as we build our experience in this arena.

**Describe how your firm calculates, proposes, and implements rent increases.**

Annually, LSS will review the WHEDA adjusted tax credit rent limits to determine appropriate rents for 1202 S. Park Ave. The WHEDA tax credit rents will serve as a guide for allowable rents in Dane County.

**Accounting Services**

**Describe the accounting database and staffing you use to manage property books and records.**

The LSS accounting database is called Acumatica; it is an Accounting Software. Accounting staff enter journal entries on an ongoing basis; these journal entries are reviewed by others in the accounting department to ensure accuracy. The accounting staff closes the books each month and financial statements are sent to each program.

**Describe the internal controls built into your accounting system to ensure accuracy and integrity.**

Entries are created by accounting staff and are reviewed by other staff for accuracy and reasonableness. Invoices from outside vendors are entered into Acumatica by Accounts Payable staff and are reviewed and approved electronically by program staff.

LSS has detailed internal control processes that are audited annually.

**State if your firm provides accrual or cash based financial statements.**

LSS provides accrual based financial statements.

**Low Vacancy Rate Maintenance**

**Provide a summary of the firm's experience in maintaining low vacancy rates in similar rental properties. Include examples of vacancy rates at currently managed properties, length of time these vacancy rates have been maintained, and the firm's internal direction on marketing of rental properties. Provide specific information, including but not limited to the firm's policies and other guidelines provided to employees on the firm's management practices as it relates to collection of rents and tenant issues, including but not limited to making rules and regulations and lease enforcement actions.**

LSS Housing Services staff members make a concerted effort to maintain low vacancy rates in all of our residential rental properties. Reports of occupancy rates for the past two years can be found in the Appendices.

Project staff work with LSS internal and external Marketing Departments to create marketing materials deemed necessary for specific projects to maintain low vacancy rates; RENTCafé is also utilized for this purpose.

LSS has in place the LSS Property Management Guidebook which outlines all applicable policies and procedures related to all aspects of rent, leases, tenant issues, etc. Familiarity with the policies and procedures in the Guidebook and their implementation is the responsibility of all project-based staff members.

October 17, 2022

Dennis Hanson  
Lutheran Social Services of Wisconsin & Upper Michigan, Inc.  
6737 W Washington Street, Suite 2275  
West Allis, WI 53214

Dear Dennis,

We have reviewed your Management Agent Certification submission for the 2023 State and Federal Housing Tax Credit (HTC) allocation cycles.

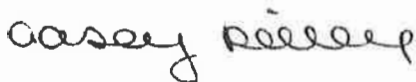
Congratulations! WHEDA has approved your request for certification. This certification indicates your company can be listed as a management agent on both 2023 State and Federal HTC applications.

Please provide a copy of this letter to any developers/owners that will be using your management services on their 2023 HTC application(s) so that they may submit it with their complete package.

Thank you for your efforts in maintaining compliance with the rules and regulations pertaining to affordable housing.

If you have questions or concerns pertaining to this determination, please feel free to contact me at 608-267-2820 or [casey.dilley@wheda.com](mailto:casey.dilley@wheda.com).

Sincerely,



Casey Dilley  
Housing Management Officer  
Wisconsin Housing and Economic Development Authority



**WHEDA**

Tony Evers, Governor | Elmer Moore, Jr., CEO

*A public body corporate and politic created under Chapter 234, Wisconsin Statutes*

# Energy Consultant



Green Building Resources LLC  
608-332-8444  
www.greenbuildingresourcesonline.com



**Eric Timothy Truelove, P.E.**  
**Principal, GGF, LEED AP**

**Professional**

- Registered Professional Engineer in Wisconsin, Minnesota, Michigan, and Arizona
- Green Globes® Fellow (GGF)
- American Society of Heating, Refrigerating, & Air Conditioning Engineers (ASHRAE) Life Member
- Past President, Treasurer, and Secretary: Madison Chapter of ASHRAE
- Green Globes Assessor (GGA) – New Construction (NC), Core and Shell (CS), Sustainable Interiors (SI), Continuous Improvement for Existing Buildings (CIEB), and Guiding Principles (GP)
- Leadership in Energy and Environmental Design Accredited Professional (LEED AP)
- Served on the Green Building Initiative Standards Committee
- Served on the Dane County Council on Climate Change - Buildings Working and Finance Group
- Served on the American National Standards Institute (ANSI)-Green Building Initiative (GBI) Standards Development Committee
- Served on the ANSI Green Building Standards Development Subcommittee on Site Issues
- Served on the Governor's Green Building Guidelines Committee, State of Wisconsin
- Served on the Daylighting Advisory Committee, Energy Center of Wisconsin
- Served on the City of Fitchburg Green Tech Sustainability Task Force
- Served as the IFMA Representative, Green Design Education Initiative, International Interior Design Association
- Past Committee Member, Lawrence Berkeley National Laboratory Labs 21 Environmental Performance Criteria

**Employment History**

- **Principal – Green Building Resources LLC, 2016 to Present**  
Provide green building certification, 179D certification, analysis, design, energy modeling, and commissioning services for commercial buildings located throughout the United States. Provide mechanical and electrical design services for commercial and industrial facilities. Research and identify upgrades that generate immediate positive cash flow and reduce a facilities' environmental footprint. Provide consulting and certification services through Green Globes®.
- **Director of Sustainable Design – H&H Energy Services, June 2013 to 2016**  
Supervised design engineer, controls specialist, and construction project managers. Developed HVAC designs and educated personnel in green building practices. Acted as a LEED supervisor. Provided commissioning and retro-commissioning services.

- **Director of Sustainable Design – The Renschler Company, April 2004 to June 2013**  
Provided commissioning and retro-commissioning services. Commissioned six facilities that achieved LEED Platinum Awards. Designed HVAC systems for LEED certified facilities. Served as LEED supervisor and Green Globes consultant.
- **Project Manager – IBC Engineering Services, July 1999 to April 2004**  
Supervised design engineers. Designed first ground loop heat pump system used in a State of Wisconsin facility (Kickapoo Valley Reserve). Commissioned first ground source heat pump system installed in City of Chicago (Chicago Center for Green Technology, one of the first LEED Platinum buildings).
- **Project Engineer – Affiliated Engineers, September 1993 to July 1999**  
Supervised design engineers. Re-wrote company specifications for HVAC, electrical, and plumbing. Provided designs for pharmaceutical facilities, hospitals, manufacturing facilities, offices, and university facilities. Developed standard operating procedures (SOP) for a pharmaceutical facility. Attended the first annual meeting of the USGBC.

## **Publications**

- “Net Zero Buildings: A Federal Mandate” World Workplace 2013 Conference Proceedings, October 2013, International Facility Management Association (IFMA)
- “Dedicated Outdoor Air Systems Save Energy, Lots of Energy”, December 2012, Energy Center of Wisconsin, Madison, Wisconsin, web: <http://www.ecw.org/etruevedec2012article.pdf>
- “Successful Daylighting Isn’t Simply About the Numbers”, October 2012, Energy Center of Wisconsin Daylighting Collaborative, Enlighten Newsletter, Volume 5, Issue 5. Quote from the Energy Center of Wisconsin: “We’ve gotten a lot of positive feedback from your article. Readers enjoyed the greater technical depth and real-world experience especially.”
- “Recognizing Green”, August 2012, World Workplace 2012 Conference Proceedings, October 2012, International Facility Management Association
- “Positive Cash Flow and Green Buildings”, July 2009, *IFMA-Madison Facilitations*
- “Certifying Green Building Operations on a Budget”, March 2009, *IFMA-Madison Facilitations*
- “Primer on HVAC for Facility Engineers”, July 2008, *IFMA-Madison Facilitations*
- "Shedding Light on Daylighting," June 2007, *Wisconsin Architect*
- "Energy Efficiency: Keeping Buildings Cool All Year Long," June 2007, *Wisconsin Architect*
- “You Can Achieve Exceptional IAQ And Energy Efficiency At A Low Upfront Cost,” November 2006, *Eco-structure*

## **Presentations**

- *Global Warming, What Would Steve Jobs Do?*, sponsored by the American Institute of Architects (AIA) Wisconsin Chapter – Green Bay, April 27, 2023.
- *Cutting Greenhouse Gases Without Taxes, Without Regulations, and Without Cost*, sponsored by the University of Wisconsin – Platteville, October 27, 2021 and the Middleton Chamber of Commerce, Middleton, Wisconsin, February 19, 2020.

- *Engineering Ethics*, sponsored by Northcentral Technical College, May 20, 2020; November 11, 2015; and May 21, 2013, Wausau, Wisconsin.
- *Green Upgrades With A Zero Payback Period*, sponsored by the Green Building Initiative, Georgia State University, Atlanta, Georgia, November 19, 2019.
- *Life Cycle Costing for Energy Improvements*, sponsored by University of Wisconsin – Platteville, Wisconsin, October 2, 2019.
- *How HVAC Effects Building Envelopes*, sponsored by Flad Architects, Madison, Wisconsin, May 31, 2018. Course registered as AIA 180082A.
- *Breathing Life Into Education Without Wasting Energy*, sponsored by Wisconsin Association of School Boards (WASB), January 20, 2016, WASB Annual Conference, Milwaukee, Wisconsin. Co-Presenter: Doug Kirchner from RenewAire.
- *Monitoring and Managing Energy Costs*, sponsored by Northcentral Technical College, November 11, 2015, Wausau, Wisconsin.
- *Green Buildings*, sponsored by the University of Wisconsin – Platteville, October 20, 2015 and February 28, 2013, Platteville, Wisconsin; and by the American Society of Civil Engineers, September 13, 2013 Madison, Wisconsin.
- *Give Your Building a Tune Up*, sponsored by the Wisconsin Association of School Business Officials (WASBO), February 4, 2015, Wisconsin Dells, Wisconsin
- *Recognizing Green*, sponsored by the University of Wisconsin – Platteville, October 28, 2014, Platteville, Wisconsin; and the International Facility Management Association (IFMA), World Workplace 2012, November 1, 2012, San Antonio, Texas
- *Sustainable Landscape and Grounds-Keeping Practices*, sponsored by the Wisconsin Association of School Business Officials (WASBO), March 13, 2014, Wisconsin Dells, Wisconsin
- *Net Zero Buildings: A Federal Mandate*, sponsored by the International Facility Management Association (IFMA), World Workplace 2013, October 3, 2013, Philadelphia, Pennsylvania and by the National Association of Women in Construction (NAWIC), April 3, 2014, Madison, Wisconsin.
- *Monitoring and Managing Energy Costs in Government and Commercial Buildings*, sponsored by the Sustainable City Network, September 24, 2013, Dubuque, Iowa.
- *Commissioning Green Buildings*, sponsored by Judson University, Assessing the AIA 2030 Commitment Fall Practice Symposium. September 14, 2012, Elgin, Illinois.
- *Energy Modeling and Green Globes®*, sponsored by the Madison Chapter of ASHRAE. September 10, 2012, Madison, Wisconsin.
- *Commissioning and Energy Use in Multifamily Buildings*, sponsored by the Energy Center of Wisconsin and Focus on Energy. February 2, 2012, Schaumburg, Illinois and March 2, 2012, Wisconsin Dells, Wisconsin. Co-Presenter: Sharon Gould with Focus on Energy.

### **Contact Information**

Phone: 608-332-8444  
eric@greenbuildingresourcesonline.com



# Supportive Service Provider



**J.W Realty  
& Investments**

**Memorandum to the Record: Supportive Service Provider**

JW Realty and Investments is thrilled to have the support of two local organizations, Just Dane and The Road Home. The development team has had numerous discussions with both organizations and a mutual interest is there for both partnership options. JW Realty and Investments will only move forward with one of these organizations and will have an executed MOU by the Supplemental Application deadline.



July 12, 2023

JW Realty and Investments

Julian Walters

3910 Dallas Dr, Madison, WI 53719

608-235-5837

RE: Youth Centered Housing Development- 1202 S. Park Street Madison, WI 53715

Dear Julian Walters,

The Road Home Dane County is committed to working together on the above noted development. The Road Home intends to provide supportive services through case management (housing advocacy) to youth aged 18-24 years old residing in 8-15 units at 1202 S. Park Street Madison, WI 53712 through our partnership. We understand that \$55,000 has been budgeted into your development costs as an expense to support the salary of a case manager (housing advocate). Currently, the starting base salary range for a full time The Road Home case manager (housing advocate) is \$43,000-\$51,000 not including benefits. A full-time caseload for our case managers (housing advocates) is 12-15 households served.

The Road Home Dane County is committed to ending the issue of homelessness in our community. In 2023, we expanded our services to provide youth age 18-24 with case management (housing advocacy) support through our Youth Homelessness Demonstration Project (YHDP). We work with participants of all our programs, not only to relieve the immediate crisis of homelessness, but also to build skills, resources and relationships that set the stage for long-term success. To accomplish our mission, we rely on the help and support of developers, property management companies, individuals, congregations, foundations, businesses and more throughout Madison, Dane County and beyond.

At The Road Home, we seek long-term solutions to homelessness by helping participants of our programs, at no cost to them, find and maintain stable, affordable housing. We provide a variety of types and levels of supportive services and stable housing programs that best fit the needs of those we serve. Our supportive services can include but are not limited to connection to resources and support with rent, utilities, transportation, health, employment, childcare, food, personal essentials, education and more. We work alongside our participants through a Housing First approach that can include, financial education, resume building, connection to mental health resources and other wrap around services.

Sincerely,

A handwritten signature in dark ink that reads "Cynthia L. Browning".

Cynthia Browning, LCSW

Executive Director of The Road Home Dane County

890 W. Wingra Dr. Madison, WI 53715 (email: cindyb@trhome.org)



**JUST DANE**  
Changing Lives. Changing the Community.

July 5, 2023

Mr. Julian Walters  
JW Realty and Investments  
3910 Dallas Dr.  
Madison, WI 53719

Dear Mr. Walters:

I am pleased to provide this letter of support for your proposal for the Youth Centered Housing Development to be located at 1202 S. Park St., Madison, WI. JustDane (formerly Madison area Urban Ministry) is a nonprofit social justice organization founded in 1973. As an organization we envision a community where everyone has a chance to succeed. To that end our agency provides an array of initiatives and services in Madison and Dane County designed to support youth who are justice involved through our Drive to Succeed collaboration with Operation Fresh Start and through our Mentoring Connections initiative providing community-based mentoring for children and youth impacted by parental incarceration. We provide reentry support for individuals being released from prison and jail through our Journey Home, Circles of Support, Reentry Peer Support and Case Management programs and Phoenix Initiative peer groups for justice involved individuals. These programs offer employment soft skills training, case management and peer support as people navigate their return home. Our Just Bakery employment training initiative is an intensive 12- week training program that teaches life skills, commercial baking, and assists with employment placement and retention. Students can earn college credit toward a culinary degree at Madison College. Finally, our Healing House initiative offers 24/7 recuperative medical respite for unhoused families that have a member being discharged from the hospital.

We are supportive of the development of this project and commit to working with JW Realty and Investments to provide supportive services for building tenants, as well as the neighborhood. JustDane will extend our resources and initiatives to individuals and families that are anticipated to live at 1202 S. Park St. We believe that this location provides a unique opportunity for JustDane to establish a satellite office for the provision of supportive services for both the youth who will reside in the building, as well as offering supportive services that include soft skills employment workshops, support for justice impacted individuals and families in the building, as well as educational activities and events for the broader community.

We are pleased to support this proposal. We look forward to partnering with JW Realty and Investments. Please feel free to contact me should you have any additional questions.

Sincerely,

Linda Ketcham, M.S.  
Executive Director

**JUST DANE**

2115 South Park Street, Madison, WI 53713

Phone 608-256-0906 Web [justdane.org](http://justdane.org)

**Inclusion—Compassion—Forgiveness—Courage**

*"A community where everyone has a chance to succeed"*



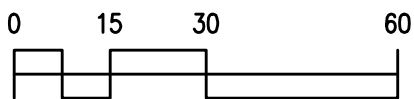
TAB 6

Site Plans / Massing



J.W Realty  
& Investments

# Site Plan



PROPOSAL RESPONSE  
CONCEPT DRAWING

07/14/2023

CONCEPT PLAN

YOUTH CENTERED HOUSING DEVELOPMENT

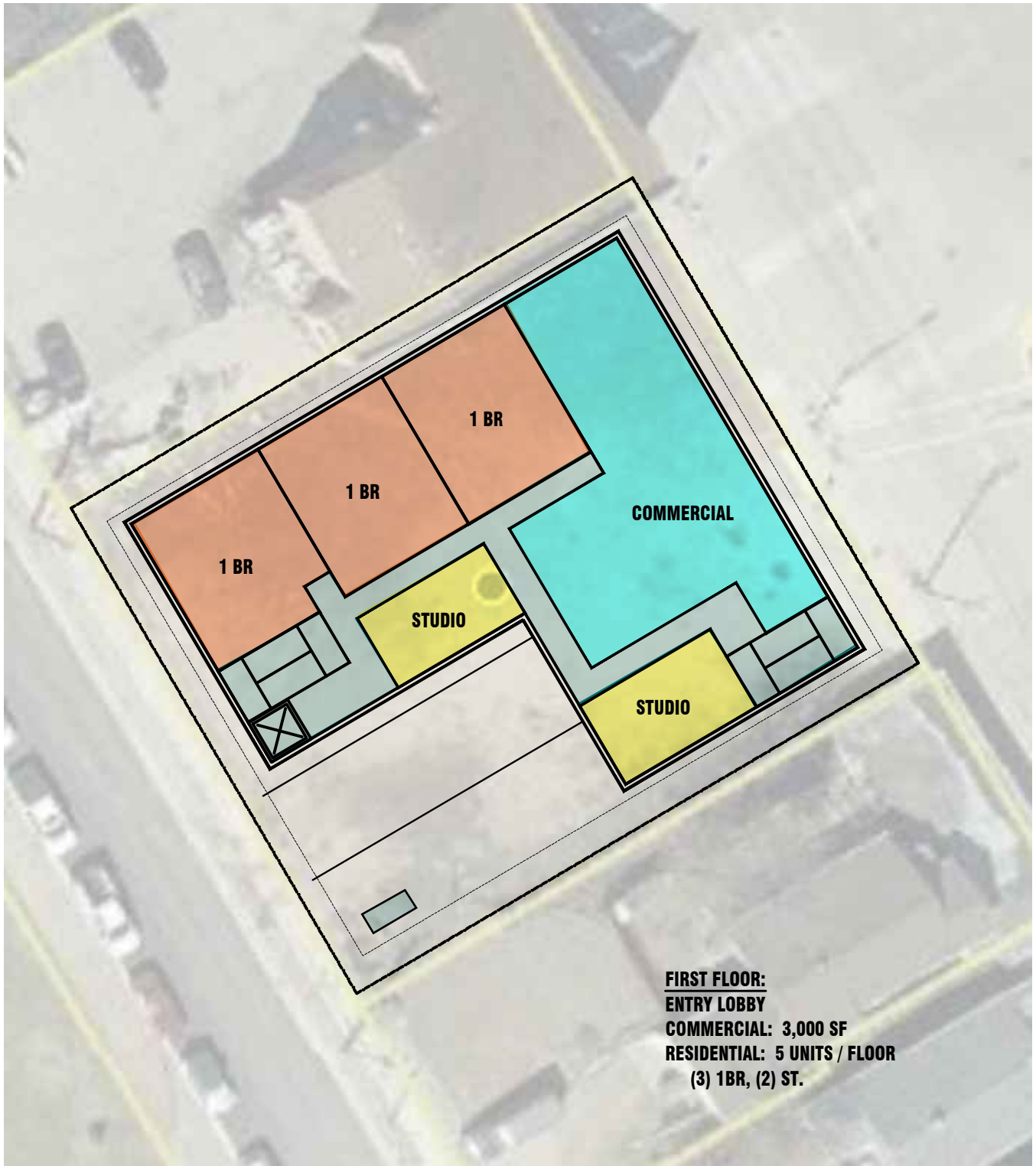
1202 S. PARK ST, MADISON, WI



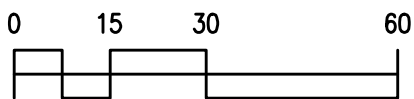
**Sketchworks**  
architecture llc

7780 Elmwood Ave., Middleton, WI 53562  
(608) 836-7570, www.sketchworksrch.com





**FIRST FLOOR:**  
**ENTRY LOBBY**  
**COMMERCIAL: 3,000 SF**  
**RESIDENTIAL: 5 UNITS / FLOOR**  
**(3) 1BR, (2) ST.**



PROPOSAL RESPONSE  
 CONCEPT DRAWING

07/14/2023

CONCEPT PLAN

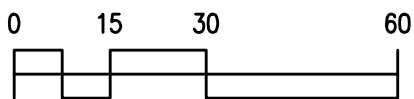
YOUTH CENTERED HOUSING DEVELOPMENT

1202 S. PARK ST, MADISON, WI





**FLOORS 2-3:**  
**RESIDENTIAL: 10 UNITS / FLOOR**  
**(1) ST., (4) 1BR, (5) 2BR**



PROPOSAL RESPONSE  
 CONCEPT DRAWING

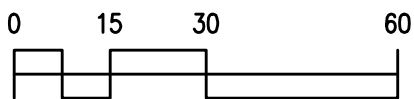
07/14/2023

CONCEPT PLAN

YOUTH CENTERED HOUSING DEVELOPMENT

1202 S. PARK ST, MADISON, WI





PROPOSAL RESPONSE  
 CONCEPT DRAWING

07/14/2023

CONCEPT PLAN

YOUTH CENTERED HOUSING DEVELOPMENT

1202 S. PARK ST, MADISON, WI





# Massing



NOTE: IMAGE SHOWN TO REPRESENT EXTERIOR MASSING, RELATIVE HEIGHT AND SITE PLACEMENT. EXTERIOR MATERIALS AND EXACT DESIGN DETAILS ARE NOT FINALIZED, AND ALL ARE SUBJECT TO COLLABORATIVE EFFORTS WITH CITY, URBAN DESIGN COMMISSION, AND DEVELOPMENT TEAM.

PROPOSAL RESPONSE  
CONCEPT DRAWING

07/14/2023

CONCEPT MASSING MODEL

YOUTH CENTERED HOUSING DEVELOPMENT

1202 S. PARK ST, MADISON, WI





NOTE: IMAGE SHOWN TO REPRESENT EXTERIOR MASSING, RELATIVE HEIGHT AND SITE PLACEMENT. EXTERIOR MATERIALS AND EXACT DESIGN DETAILS ARE NOT FINALIZED, AND ALL ARE SUBJECT TO COLLABORATIVE EFFORTS WITH CITY, URBAN DESIGN COMMISSION, AND DEVELOPMENT TEAM.

PROPOSAL RESPONSE  
CONCEPT DRAWING

07/14/2023

CONCEPT MASSING MODEL

YOUTH CENTERED HOUSING DEVELOPMENT

1202 S. PARK ST, MADISON, WI







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PROPOSAL RESPONSE  
CONCEPT DRAWING

07/14/2023

CONCEPT MASSING MODEL

YOUTH CENTERED HOUSING DEVELOPMENT

1202 S. PARK ST, MADISON, WI







NOTE: IMAGE SHOWN TO REPRESENT EXTERIOR MASSING, RELATIVE HEIGHT AND SITE PLACEMENT. EXTERIOR MATERIALS AND EXACT DESIGN DETAILS ARE NOT FINALIZED, AND ALL ARE SUBJECT TO COLLABORATIVE EFFORTS WITH CITY, URBAN DESIGN COMMISSION, AND DEVELOPMENT TEAM.

PROPOSAL RESPONSE  
CONCEPT DRAWING  
  
07/14/2023

CONCEPT MASSING MODEL  
YOUTH CENTERED HOUSING DEVELOPMENT  
1202 S. PARK ST, MADISON, WI



TAB 7

Timeline



J.W Realty  
& Investments





### **Fall 2023**

- Meetings are held with the city staff and community members to receive feedback on development (September)
- JW Realty and Investments is awarded the RFP (October)
- A preliminary construction scope of work is developed

### **Winter 2023/2024**

- Work begins on preparing the LIHTC Application (December)
- Receipt of AARPA commitment from City of Madison
- Submit LIHTC Application -January 2024

### **Spring 2024**

- Receive reservation of LIHTC from WHEDA (May 2024)
- Begin work on construction drawings/scopes of work
- Secure LIHTC Investor and Lender through an RFP process
- Prepare applications for FHLB Chicago AHP (June 2024)

### **Summer 2024**

- Begin due diligence with investor and lender

### **Fall 2024**

- Receive AHP award
- Receive State and Local approval on all plans
- Close on Construction Loan
- Begin construction (estimated 12-month construction period)

### **Fall 2025**

- Construction completes Fall of 2025
- Tenants move in Fall of 2025

TAB 8

Self Score



J.W Realty  
& Investments



**J.W Realty  
& Investments**

**Memorandum to the Record: Self Score**

The cutoff for the 2023, 9% tax credit cycle in the supportive service set-aside was 175. We have a self score of 176 making us competitive for the 2024 tax credit cycle.

Please find our self score rubric on the page to follow.



**2023 WHEDA TAX CREDIT SCORING**

**Park St Lofts  
Madison, WI**

|  | <b>Max Score</b> | <b>Project Score</b> |
|--|------------------|----------------------|
| 1. Lower Income Areas<br>QCT Qualified   | 5                | 0                    |
| 2. Energy Efficiency and Sustainability<br>WI Green Built Home Cert<br>Public Transportation | 20<br>5          | 20<br>5              |
| 3. Mixed Income  | 12               | 0                    |
| 4. Serves Larges Families  | 5                | 0                    |
| 5. Serves Lowest Income Residents  | 63               | 49                   |
| 6. Supportive Housing  | 15               | 15                   |
| 7. Veteran   | 5                | 0                    |
| 8. Rehab/Neighborhood Stabilization  | 25               | 0                    |
| 9. Universal Design  | 18               | 18                   |
| 10. Financial Leverage 0-36 pts  | 36               | 34                   |
| 11. Eventual Resident Ownership  | 3                | 0                    |
| 12. Development Team   | 8                | 8                    |
| 13. Areas of Economic Opportunity (5 Pts Each 20 Pts Max)                                    | 18               | 15                   |
| 1 Median Income  |                  | X                    |
| 2 School District  |                  | X                    |
| 3 Rent Burden  |                  | 0                    |
| 4 High Needs   |                  | X                    |
| Location (Max 10 Pts)  |                  |                      |
| 14. Rural Areas  | 8                | 0                    |
| 15. Workforce Housing Communities  | 12               | 12                   |
| 16. Community Services Facility  | 5                | 0                    |
| <b>Project Score</b>   |                  | <b>176</b>           |

**LOCATION POINTS Located Within 1.0 Miles/2.0 Miles Rural**

|                                      | Elderly   | Family    | Score     |
|--------------------------------------|-----------|-----------|-----------|
| Full Service Grocery                 | 2         | 2         | 2         |
| Public School                        |           | 1         | 1         |
| Senior Center                        | 2         |           |           |
| Full Service Medical                 | 1         | 1         | 1         |
| Library                              | 1         | 1         | 1         |
| Public Park w/playgrd,athletic/trail | 1         | 1         | 1         |
| Job Training/College/CE Program      | 1         | 1         | 1         |
| In-Unit Internet Free                | 2         | 2         | 2         |
| Community Room                       | 1         | 1         | 1         |
| <b>Total</b>                         | <b>11</b> | <b>10</b> | <b>10</b> |

**FINANCIAL LEVERAGE**

|                                     |               |
|-------------------------------------|---------------|
| Housing Tax Credit Equity           | \$8,364,000   |
| Total Development Budget            | \$14,000,032  |
| <b>% Equity to Total Dev Budget</b> | <b>59.74%</b> |
|                                     | <b>Points</b> |
| Less than 58%                       | 36            |
| 58.1% to 61.0%                      | 34            |
| 61.1% to 64.0%                      | 32            |
| 64.1% to 67.0%                      | 30            |
| 67.1% to 70.0%                      | 28            |
| 70.1% to 73.0%                      | 26            |
| 73.1% to 100%                       | 0             |