

Affordable Housing Fund (AHF-TC) Application

This application form should be used for projects seeking City of Madison AHF-TC funds. Please format for logical page breaks. Applications must be submitted electronically to the City of Madison Community Development Division by **noon on August 15, 2023**. Email to: cddapplications@cityofmadison.com

APPLICANT INFORMATION

Proposal Title:	Ellis Potter Apartments		
Amount of Funds Requested:	\$1,900,000	Type of Project:	<input checked="" type="checkbox"/> New Construction <input type="checkbox"/> Acquisition/Rehab
Name of Applicant:	Horizon Development Group, Inc.		
Mailing Address:	5201 East Terrace Drive, Suite 300, Madison, WI 53718		
Telephone:	(608) 354-0820	Fax:	(608) 354-0880
Admin Contact:	Scott Kwiecinski	Email Address:	s.kwiecinski@horizondbm.com
Project Contact:	Scott Kwiecinski	Email Address:	s.kwiecinski@horizondbm.com
Financial Contact:	Curt Peerenboom	Email Address:	c.peerenboom@horizondbm.com
Website:	https://horizondbm.com		
Legal Status of Maj. Owner:	<input checked="" type="checkbox"/> For-profit <input type="checkbox"/> Non-profit	LIHTC Application:	<input type="checkbox"/> 4% only <input type="checkbox"/> 4+4% <input checked="" type="checkbox"/> 9%
HOME-ARP Set-Aside:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Anticipated WHEDA Set-Aside:	<input checked="" type="checkbox"/> General <input type="checkbox"/> Preservation <input type="checkbox"/> Non-Profit <input type="checkbox"/> Supportive Housing		
Federal EIN:	39-1861225	SAM/ UEI #:	

* If seeking federal funds

HOME-ARP SET-ASIDE APPLICANTS

If applying to this RFP under the HOME-ARP set-aside please check the box for "Yes" above. For questions in this application that do not apply, please write "Not Applicable."

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 REGISTRATION

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: Scott Kwiecinski

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

Date: August 15, 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.

Horizon Development Group, Inc is proposing the Ellis Potter Apartments which is a 65-unit multifamily community located at 1 Ellis Potter Ct. in Madison, Wisconsin. The project will be all new construction and consist of a 3-story, 56-unit senior apartment building with underground parking and a 2-story, 9-unit non-age restricted (family) townhome building. The development will include 26 one-bedroom and 30 two-bedroom apartments in the 3-story senior building, and 9 three-bedroom family units in the townhome building. In total, there will be 55 units of income-restricted affordable housing for households earning between 30% and 60% of median income and 10 units rented at market rate. Common areas planned include a community room with a kitchen, a fitness center, and an on-site leasing office. The project will also include a Community Service Facility based on WHEDA's 2023-24 Qualified Allocation Plan. The project is anticipated to begin construction by March 2025 and be completed in Spring 2026. Horizon Construction Group, Inc. will be the general contractor and Horizon Management Services, Inc. will serve as the property manager.

The project is located in Qualified Census Tract 4.08 and the demographic of this census tract is primarily elderly and has an estimated income per median household of only \$37,353. An affordable housing development that is primarily focused on elderly tenants would have the most positive impact on the community. The community is in a high-needs area and will have ample demand for a new development. Creating more affordable housing in this area will foster economic growth and mobility for members of the community at lower income thresholds.

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

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

Total number of units: 65
 Total number affordable of units (<60% CMI): 55 Total % affordable of units (<60% CMI): 84.6%
 Total amount of AHF requested per affordable unit: \$34,545
 Number of units supported by Section 8 project-based vouchers, if known: 8 PBV CMI level: 50%
 Length of Period of Affordability Commitment (min. 40 years): 40 years

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

4. Please indicate the loan terms requested for this proposal as described in Section 1.4 of the RFP. Is the applicant requesting a waiver of shared appreciation in exchange for permanent affordability?

The proposed project anticipates loan terms consistent with the City of Madison shared appreciation long-term deferred promissory note (50% of funding) as well as cash flow promissory note (50% of funding) policies described in Section 1.4 of the RFP.

AFFORDABLE HOUSING INITIATIVE FUND GOALS & OBJECTIVES

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

- 1. Increase the supply of safe, quality, affordable rental housing, especially units affordable to households with incomes at or below 30% of area median income, that ensure long-term affordability and sustainability.
- 2. Preserve existing income- and rent-restricted rental housing to ensure long-term affordability and sustainability.
- 3. Improve the existing rental housing stock through acquisition/rehab to create long-term affordability and sustainability.

AFFORDABLE HOUSING NEEDS

6. Describe Development Team's knowledge of and experience in identifying and addressing affordable housing needs of the City of Madison.

Since the Low Income Housing Tax Credit's inception in 1986, Horizon has developed 56 affordable housing projects in Wisconsin and Iowa. With separate development, construction, and property management companies, Horizon provides integrated real estate solutions for affordable housing that are tailored to the communities in which the company works. Horizon Management Services oversees approximately 4,500 units regionally, the majority of which are tax credit projects, and Horizon Construction Group, Inc. has built over 100 LIHTC projects. Horizon's development division has had numerous successful developments, including the City of Madison, in structuring affordable housing projects and systematically working through approval processes, grant writing, and tax credit financing. Horizon's success is a direct result of identifying the needs of the communities it works with and blending those with the priorities incentivized by WHEDA's 9% tax credit application process.

For example, in 2011, Horizon partnered with the City of Madison Community Development Authority to create 50-unit Burr Oaks Senior Housing at the corner of Cypress Way and W Badger Road. Horizon attended multiple neighborhood meetings and discussed the most efficient way for the City to advance a project, helping to reduce blight and crime in a challenged neighborhood. The Neighborhood Association and Alderperson identified affordable senior housing as the ideal use for this location and the City subsequently acquired the site, relocated tenants, demolished the existing structures, and issued an RFP. Horizon's grassroots efforts with the Neighborhood Association paved the way for strong support for the project. The project utilized 30 Section 8 Vouchers, 9% tax credits, and HOME funds to create 50 units of high quality affordable housing in just 7.5 months. This project still operates at near 100% occupancy and its success is a direct result of close public/private collaboration in Horizon identifying an opportunity and working with the City to help address their priorities in the creation of affordable housing.

The Bayview Housing redevelopment project, located at 601 Bay View, is another example of Horizon's development efforts in the City of Madison. Along with Bayview as co-developer, Horizon led an extensive planning and community engagement effort to re-envision the Bayview community. Bayview's 102 existing housing units, built some 50+ years ago, are being replaced with 130 new, energy-efficient apartments and townhomes. The community will also include a new 11,500 square foot community center. Construction of the housing community is occurring in 3 phases to ensure that current residents are not displaced. Construction began in July 2021 and will be complete by fall 2024. In addition to 4% state and federal LIHTC, the project was supported by Dane County and the City of Madison, tax-exempt financing through WHEDA, seller financing, fundraising, and other gap funding.

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

A market study has not yet been commissioned. We anticipate more than adequate demand for the 65 units proposed due to the persisting need for affordable housing in the Madison area. A formal market study will be completed prior to the tax credit application to be submitted by January 26, 2024. A copy of this market study may be provided to the Community Development Division upon request.

INTEGRATED SUPPORTIVE HOUSING UNITS

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

The Ellis Potter Apartments project is anticipated to maximize the WHEDA guidance for Supportive Housing and Veterans Housing by providing 20% of units (13) for integrated supportive housing units. To fill this 20% criteria we intend on targeting persons with permanent developmental, physical, sensory, medical, or mental health disabilities, or a combination of impairments that make them eligible for long term care services. Additionally, this development has committed to serve chronically homeless, veterans experiencing homelessness, very low-income families experiencing homelessness, individuals who are elderly, and individuals with disabilities. Additionally, Horizon has partnered with the Community Action Coalition for South Central Wisconsin ("CAC") in order to bolster the supportive services provided for this community. The project intends to work with CAC as the Homeless Services Consortium member agency to help end homelessness. CAC pulls from a coordinated entry list and the project will have a preference for 8 units to be supported through this program. CAC has extensive experience in managing rapid rehousing, permanent supportive housing, transitional housing, and preventative housing in Wisconsin counties of Dane, Jefferson, and Waukesha. The project intends on applying for 8 project based vouchers to be paired with units targeted to individuals/families on the HSC community list.

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

The Ellis Potter Apartments plans on going above and beyond the supportive housing requirements outlined in the Appendix S checklist of the WHEDA QAP by also partnering with The Community Action Coalition for South Central Wisconsin ("CAC"). The CAC is a nonprofit agency that works closely with the local Continuum of Care by providing housing options for those experiencing homelessness as well as many more activities to create an impact within the community. We have included in our operating budget a \$20,000 per year set-aside for CAC supportive services, which will be offered by case managers onsite 1-2 days a week, based on need. Case managers within CAC are trained on all best practices which include a trauma informed approach, motivational interviewing, cultural competency, and racial equity practices. Case Managers are able to assist in making connections to all resources across the county. Case Managers can also assist in creating a housing stability plan. This plan may include addressing any barrier to sustainable housing as the Caseworker and participant work together to determine the best way to support the participant. One standard feature of all housing stability plans is the implementation of a household budget. The household budget has two components: Expense Management and Income Stability. With Expense Management, participants are coached to become efficient in managing regular, recurring household expenses and to contingency-plan for unexpected expenses. Income Stability often includes an Employment Plan aimed at obtaining new employment or obtaining higher-paying employment, but often also includes facilitating access to non-employment sources of income, such as Social Security benefits, or access to non-financial benefits, such as Food Share, that can offset other household expenses.

10. Identify the partnership(s) with supportive service agencies that have been or will be formed to serve the target population(s) for the supportive housing units, including service provider(s) from the Continuum of Care (see Attachment C), if applicable. Provide a detailed description of the type (e.g., assessment and referral, on-site intensive case management, etc.) and level of supportive services (% FTE and ratio of staff: household) that will be provided to residents of the proposed project.

Horizon currently is partnered with The Community Action Coalition for South Central Wisconsin ("CAC"). The Community Action Coalition (CAC) is a nonprofit organization with a mission to transform its communities by fostering conditions where everyone can achieve social and economic security. The organization serves low-income individuals through Dane, Jefferson, and Waukesha Counties. CAC focuses on three key areas: food security, housing security, and life skills. The organization takes a holistic approach to poverty and aims to give clients wrap around services so they can have the opportunity to become self-sufficient. Supportive Services and Property Management will have monthly meetings to ensure regular communication. The two teams will collaborate as needed to ensure the relationship between all parties is successful. To provide the best resident experience, Supportive Services will meet with the resident(s) on a regular basis to assist with anything they may need. During these regular meetings, Supportive Services will address any concerns that the resident(s) may be experiencing at the property as well as addressing any concerns that the Property Management team may be incurring. Supportive Services will provide on-site intensive case management for residents including services such as budget implementation, advocacy, and mediation. Supportive services will provide referrals to other agencies as needed such as domestic abuse intervention services, mental health services, and employment services. In addition, there will be written communication to all parties addressing any applicable situation to confirm communication is open. The housing development will include a dedicated office for meetings and case management relating specifically to permanent supportive housing units. CAC will provide 30% FTE, with an estimated ratio of 1 staff to 8 households.

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

Attach a letter from the 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.).

Horizon has budgeted \$20,000 per year for supportive services partnering with the Community Action Coalition. Please see the attached letter for additional information regarding CAC and their involvement with the proposed project.

PROPERTY MANAGEMENT: TENANT SELECTION & AFFIRMATIVE MARKETING

12. Confirm that you have read and agree to the Affirmative Marketing Plan and Tenant Selection Standards found in RFP Attachments B-1 and B-2.

Yes, I confirm.

13. Describe the planned approach, relationship and coordination between the Property Manager and the lead Supportive Service Coordination Agency for lease up and ongoing services. Have these entities previously participated in an in-depth pre-lease up coordination process with these target population(s) in coordination with relevant community partners (e.g., CDA, DCHA, VASH, CE, etc.)? How will these entities work together to ensure a successful development well-integrated with the immediate neighborhood and community?

Horizon has worked with Supportive Service Agencies and Community Partners in prior lease-ups and continues to do so throughout multiple properties in our portfolio. During the development and construction phase of the property, we implement continuous meetings that start 120 days out from completion and continue every 90, 60, and 30 days until completion. These meetings are designed to keep all parties involved and informed of what is happening in the construction phase, applications that are pending, and items that may be needed from all those involved. After completion of the property, our Property Management Team and Coordination Services/Community Partners will have scheduled meetings to collaborate on services that may be needed at the property. During these meetings, policies and procedures will be developed to ensure workflows are met and services are provided.

14. Describe the affirmative marketing strategy and any other strategies to engage the target populations for this proposal. Specifically outline how this development's marketing will be consistent with the City of Madison's Affirmative Marketing Plan Requirements (Attachment B-2 of the RFP), especially for Asian and Latinx populations which tend to be under-represented in AHF Completion Reports.

We will accept all individuals that meet our affordable housing and/or supportive housing criteria regardless of race, color, national origin, religion, sex (including gender identity and sexual orientation), familial status, and disabilities. All properties managed by Horizon Management Services, Inc. (HMS) abide by Fair Housing Laws and strive to be the very best at all our properties, and it would be no different for this property.

15. 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.

The evaluation process we use to determine whether our marketing activities have been successful will be a continuous evaluation of the demographics of our property occupants. Our goal is to create a more diverse housing property. This will be evaluated quarterly to ensure we are always marketing to those least likely to apply. Upon results, we will change our practices as needed for optimal results. In addition, we will work closely with the Dane County Aging and Disability Resource Center (ADRC) to find clients that meet the senior population and those with disabilities.

16. What percentage of maximum LIHTC rents are used for 50 & 60% units? Describe the proposed development's policy toward notification of non-renewals and 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.

The project is allowed to utilize rents up to the maximum limits. The specific rent levels will be determined to ensure financing covenants are maintained and services and amenities are provided to residents as required under various financing terms. As a property regulator, WHEDA is enforcing no greater than a 5% rent increase on an annual basis. As a practice, non-renewals are not a common occurrence; if there are significant lease violations, notification is provided in accordance with laws and regulations.

PUBLIC BENEFIT AND RISK

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

This project would help to relieve the extreme shortage of affordable housing that the city of Madison faces. The development would foster economic growth and provide housing for the elderly community on the west side of Madison. The project will provide 55 units of rent restricted affordable housing. Some additional benefits include: reducing inflated rents, mitigating homelessness, and reducing poverty. The development would also increase the value of the property and therefore create additional tax revenue for the city.

Risks associated with the project include uncertainties in the construction cost and financing markets. Horizon continues to build 2,000+ housing units per year and, along with appropriate budgeting, can manage costs and implement value engineering strategies to help mitigate the construction cost risks. Horizon has a strong track record of closing projects and navigating the financial underwriting process alongside various equity investors, lenders, and municipalities.

SITE INFORMATION

18. Address of Proposed Site: 1 Ellis Potter Ct., Madison, WI 53711

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

Note: projects applying under the HOME-ARP set-aside may only be located in Preferred TOD and Eligible Core Transit areas.

Preferred TOD Area

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

20. Identify the neighborhood in which the site is located: The site is not located in a named neighborhood, but is closest to the Greentree Neighborhood which is immediately south (across Schroeder Rd.) from the property.
21. Date Site Control Secured: This item remains in progress; we anticipate site control will be completed very soon - no later than September 14, 2023.
22. Explain why this site was chosen and how it helps the City to expand affordable housing opportunities where most needed. Describe the neighborhood and surrounding community. Provide the streets of the closest major intersection as well as known structures/activities surrounding the site that identifies where the site is located. (Attach a map indicating project location. Include one close-up map of the site and a second map using the AHF Targeted Area Map to show the site in the context of the City.)

The project site is located at the intersection of Schroeder Rd. and Ellis Potter Ct. to the north of the Greentree Neighborhood. The site is just over half-a-mile from West Beltline Hwy-12 to the East and just under one mile away from the intersection of Schroeder Rd. and S. Gammon Rd. to the West. Additionally, the site is located just to the West of Vitense Golf and generally South-East from the West Town Mall.

This location expands affordable housing opportunities where they are needed most based on anticipated demand in the area as well as existing infrastructure to accommodate the needs of affordable housing residents. This location provides a great opportunity for public transit connections and would expand the existing housing stock in an area that already has favorable access to schools, healthcare, groceries, and employment.

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

Currently, there is a single commercial building on-site that has two tenants. The building owner is planning to terminate both leases prior to closing and construction start. A comprehensive site planning effort is underway that will ultimately involve demolition of the building. The project team intends on filing a Land Use Application no later than November 27, 2023, to initiate the required review and approval process.

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

The site does not have any historical uses.

We do not currently have a Phase I Environmental Site Assessment completed for this property. As part of our due diligence process, a Phase I will be completed within 90 days of an award of tax credits, anticipated in Summer 2024. Remediation activities, if any, will follow recommendations found in the Phase I and, if needed, Phase II reports and would be completed as part of the site preparation and construction process.

25. Current zoning of the site: SE (Suburban Employment) An interactive version of the Zoning Map can be found linked [here](#).

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

The site is zoned SE (Suburban Employment) and multifamily is permitted as a conditional use in this district. The project will need to apply for a conditional use permit as well as a demolition permit. This process will be initiated as part of the land use application that will be submitted later this year.

27. 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 Southwest Neighborhood Plan lists "ensuring a strong sense of community and increasing programming for seniors." This development will increase housing as well as providing services for the seniors in the community which is consistent with plan goals.

The City of Madison Comprehensive plan promotes affordable housing opportunities throughout the city. The plan also prioritizes integrating lower priced or subsidized housing. The high rents and high demand for housing in the Madison area has made it increasingly difficult for low income residents to find housing. This development would increase access to affordable housing for the targeted population.

The future land use map references employment as a general future land use. Although this general area is typically used for office, research, medical, and other commercial uses, this site is in an ideal location for housing. The proposed development is on the south edge of this employment district adjacent to duplexes and single family housing. The site is also in close proximity to other residential developments within this same general commercial employment area. For example, driving along Schroeder Rd. between the beltline on the east to Gammon Rd. on the west, many of the properties are existing higher density residential developments. With lower density residential to the south and employment uses further north, the proposed use at this location fits within the context of the neighborhood and is an appropriate complementary use. Additionally, the proposed housing development will include a Community Service Facility and office space for supportive service provider(s), adding an employment/non-residential use element to the redevelopment.

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

Type of Amenities & Services	Name of Facility	Distance from Site (in miles)
Full Service Grocery Store	Woodman's Food Market	0.66 Mi.
Public Elementary School	Milele Chikasa Anana Elementary School	0.415 Mi.
Public Middle School	Akira R. Toki Middle School Thomas Jefferson Middle School	0.985 Mi.
Public High School	Vel Phillips Memorial High School	1.27 Mi.
Job-Training Facility, Community College, or Continuing Education Programs	Urban League Greater Madison Southwest Employment Center Madison College West (MATC)	0.975 Mi. 2.85 Mi.
Childcare	La Petite Academy on Shroeder Rd	0.375 Mi.
Public Library	Madison Public Library- Meadowridge	1.02 Mi.
Neighborhood or Community Center	Sharing Active Independent Lives (SAIL)	0.85 Mi.
Full Service Medical Clinic or Hospital	UW Health Odana Rd Clinic Family Medicine UW Health Science Dr Medical Center	0.455 Miles 0.915 Mi.
Pharmacy	Genoa Healthcare Walgreens Pharmacy	0.26 Mi. 0.675 Mi.
Public Park or Hiking/Biking Trail	Norman Clayton Park Sherwood Forest Park	0.325 Mi. 0.34 Mi.
Banking	Heartland Credit Union	0.455 Mi.
Retail	TJ Max West Town Mall	0.58 Mi. 1.1 Mi.
Other (list the amenities):	Kwik Trip Bus Stop Supreme Health and Fitness Mammoth Self Storage	0.03 Mi. 0.08 Mi. 0.52 Mi. 0.03 Mi.

29. What is the actual walking distance (in miles) between the proposed site and the nearest seven-day per week transit stops (i.e. weekday and weekends)? List the frequency of service at that bus stop during the weekday at noon. List the bus route(s), major transit stop street intersections and describe any other transit stops (include street intersections and schedule) located near the proposed site. Please do not include full bus schedules. Please refer to [Metro's Adopted Network Redesign](#) and answer based on the best available information at the time of application.

The walking distance to the nearest bus stop which is located on Schroeder & Forward is less than 0.1 miles and an approximately 2 minute walk from the property. The bus route that goes through this location is Route D and the frequency of service at the location is every 30 minutes. The major transit stop street intersections on this route include: Watts and Junction, Maple Grove and McKee, Schroeder and Gammon, Whitney Way and Odana, Fitchrona and Target, Chalet Gardens and Frontage, Monroe and Glenway, Johnson and Park, Johnson and Ingersoll, Sherman and Commercial, Sherman and Northport, Milwaukee and E. Washington, Milwaukee and

Dempsey, Dane County Airport, and New Sprecher and Cottage Grove. The closest transit stop nearby with connection to a different route is S Gammon and Schroeder. This stop is 0.9 miles away which is a 17 min walk or 5 min by bus or bike. This stop provides access to route H. This route provides easy access to West Town Mall and other amenities.

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

The property is in district for Milele Chikasa Anana Elementary School. This school is also the closest and is a 12 minute, 0.6 mile walk from the property.

The closest middle school is Akira R. Toki Middle School and the in-district middle school is Thomas Jefferson Middle School. Akira R. Toki is a 29 minute walk and is 1.5 Miles away. Thomas Jefferson Middle School is a 42 minute walk and is 2.2 Miles away.

31. Describe the [anticipated](#) transit options for people to access employment and amenities such as childcare, after school activities, grocery stores, the nearest library, neighborhood centers, and other amenities described above.

A seven-day-per-week transit stop - Route D - is located in very close proximity (~400 ft) away from the site location. This transit line will allow residents to access numerous amenities as listed above and have access to a very large geographic reach (From Verona to Cottage Grove to the Dane County Regional Airport). There are also various amenities within walking distance and the area is very friendly to transportation via bike.

32. Describe the impact this housing development will have on the schools in this area. What percent are the 5-year projected capacities for the area schools (from 2019)? Ideal enrollment is considered 90%. Are the schools projected to be at, above, or below capacity? Approximately how many elementary and middle school children are projected to live at the proposed housing development based on your proposed unit mix and previous housing experience? See 5-year projected capacities in 2019 school capacity information found in this [Report](#) (.pdf pages 30-31).

Milele Chikasa Anana Elementary School which was previously known as Falk Elementary is projected to be at 104.4%. Jefferson Middle School is projected to be at 77.1% capacity. Memorial High School is Projected to be at 95% capacity. Anana Elementary and Memorial high school are projected to be above ideal capacity and Jefferson Middle is expected to be below ideal capacity. Since the proposed development is primarily elderly housing we expect the impact of student enrollment to be minimal.

CITY AND COMMUNITY ENGAGEMENT PROCESSES

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

Horizon met with the City of Madison on July 21, 2023, which included representatives from the Zoning, Planning, and Community Development divisions. The City confirmed that the proposed project could be approved through a conditional use process under the current SE Suburban Employment zoning. This was described by the City as achievable, and the use would be considered under review of applicable zoning standards. Planning stated that there is a comprehensive plan consistency question having to do with employment, and we discussed that the development would include a Community Service Facility that is open to the public as well as a supportive service office that would be staffed on a regular basis.

34. 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?

We have not yet presented to the City's Development Assistance Team (DAT) but anticipate submitting a concept design for comment during the September 14, 2023 DAT meeting.

35. Describe the response of the alderperson in which the proposal is located, as well as the adjacent alderperson(s), if within 200 feet of an adjacent Aldermanic District. What issues or concerns with the project did they identify, if any? How will those be addressed? Please note new [Aldermanic Districts](#) went into effect January 1, 2022.

Our proposed development is in Aldermanic District 19 and within 200 feet of District 20. On Friday, August 11, 2023, Horizon met with Alder Kristen Slack (District 19) and Alder Barbara Harrington-McKinney (District 20). Both representatives were very supportive of affordable housing at this location. Alder Slack asked about existing trees,

and the development team plans to include the City forester in the DAT meeting for additional feedback. Alder Slack also shared that Schroeder Rd. is busy and has had recent accidents, so development planning should take this into consideration. We discussed that senior housing would create fewer daily vehicle trips, and likely during non-peak travel times. There was also mention of pedestrian and bike pathways linking to area amenities as a suggestion to alleviate car trips. Alder Harrington-McKinney expressed support for affordable housing as well and asked about the church that occupies space on the subject property and the implications of development on their organization. Alder Harrington-McKinney plans on contacting the church to gather feedback and offer it to the development team. Both Alder Slack and Alder Harrington-McKinney strongly encourage the City to consider this proposal equally with other proposals, as there are affordable housing needs in all City neighborhoods, regardless of geographic preference for preferred vs. eligible areas. This property is well served by transportation, has an appropriate offering of amenities, is suitable from a land use perspective, and is in need of affordable housing. There was a comment that the City's comprehensive plan identifies a need for 'complete neighborhoods' and a recommendation that the City allocate resources equitably to various neighborhoods in the City.

36. Describe the neighborhood and community input process to date, including notification to and input from the nearby Neighborhood Association(s). What issues or concerns with the project has been identified, if any? How will those be addressed? Describe the plan for continued neighborhood input on the development (e.g. steering committee, survey, informational meetings, project website, etc.).

Our proposed development is not located within a neighborhood but is within close proximity to the Greentree Neighborhood. On August 14, 2023 Horizon met with Jay Russell, President of the Greentree Neighborhood Association. Jay was supportive of affordable housing and particularly senior housing at this location. Additionally, Jay communicated with other association members prior to the meeting who also expressed support for affordable housing. One item that was discussed as a concern was additional vehicular traffic along Schroeder Road. We discussed that senior housing would have fewer daily trips and at non-peak travel times, resulting in lower impacts to peak traffic issues that are present. We plan on including Jay and others in the neighborhood with future planning/feedback sessions as design efforts progress.

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

Horizon is experienced in coordinating neighborhood meetings to facilitate stakeholder input to inform the design, approval, and operations of the proposed project. We intend on facilitating meetings with nearby property owners and other local groups as needed to solicit feedback on topics that are sensitive to neighbors, help address property-specific or operations-related questions, and just listen to what concerns others might have. This will help the development team determine if there are programmatic changes that should be considered, design-specific enhancements, or other information that might better inform the process. The goal is to be open and communicative, gather thoughts from others, and make honest attempts to adapt the project to the best interests of the community.

38. Describe how this development will promote both racial and social equity in the community and the greater Madison area. How does this proposal embrace the City's [Racial Equity and Social Justice Initiative](#)? What steps will be taken to ensure goals of this initiative are met on an ongoing basis?

Horizon plans to promote racial and social equity by 1) partnering with a minority co-developer associated with the ACRE real estate program and 2) working toward the stated targeted business, workforce/labor, Section 3, and affirmative action goals set forth by the City of Madison (and WHEDA). Additionally, we plan to advertise workforce opportunities in the Greentree Neighborhood in proximity to the project location.

39. 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?

The development team for Ellis Potter Apartments will provide a meaningful development partnership role with an emerging developer, as described in the WHEDA guidance. This partner will likely be a graduate of the ACRE program. By partnering with an emerging developer, Horizon is directly aligning with the city's Racial Equity and Social Justice Initiative (RESJI). Horizon has ample experience working collaboratively with BIPOC developers on numerous LIHTC projects, which paves the way for another successful partnership.

SITE AMENITIES

40. 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 project will include amenities that are appropriate for the population served. Typical exterior amenities for senior housing include patio with grill, sitting areas, and walking paths. There are 9 townhomes that will be rented to non-age-restricted households and additional amenities such as a play area will be considered with the concept design.

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

Common areas planned include a community room with kitchen, fitness center, leasing office, and supportive service office. The project will also include a Community Service Facility following WHEDA's 2023–24 guidelines.

42. 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?

The property will contain approximately 56 underground parking stalls and 29-34 surface parking stalls for a total of 85-90 parking stalls. This yields a parking ratio of approx. 1.3 to 1.4 stalls per residential unit which is similar to other projects that combine senior and family units. We anticipate further evaluation of this as design progresses and remains subject to change.

43. 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 project is partnering with the Community Action Coalition for South Central Wisconsin (CAC), which will hold regular office hours in a dedicated non-residential space. Additionally, the project will include a Community Service Facility that will be available to the public. This space is made available and targeted to households and individuals in the community at or below 60% of the county median and would function similarly to a clubroom or community space.

44. 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.

Interior unit amenities will likely include ENERGY STAR-rated appliances, high-efficiency lighting, air conditioning, setback thermostats, an in-unit washer and dryer, hard-wired high-speed internet service at no cost to residents, a built-in dishwasher and disposal, and individual storage areas for apartment units (townhomes are exempt).

A non-smoking indoor environment will be provided throughout the building.

PROPOSAL TIMELINE

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

Activity/Benchmark	Estimated Month/Year of Completion
Draft Site Plan Ready to Submit to Dev. Assistance Team (DAT) [<i>Target/Actual Month/Date</i>]	9/2023
1 st Development Assistance Team/ Meeting (Due by 9/14/23) [<i>Target/Actual Month/Date</i>]	9/2023
1 st Neighborhood Meeting (Due by 9/14/23) [<i>Target Month/Date</i>]	9/2023
Submission of Land Use Application (Zoning Map Amendments Due by 10/16/23)	10/2023
Submission of Land Use Application (Permissively Zoned Due by 11/27/23)	11/2023
Plan Commission Consideration (If Rezoning, 11/27/23 Meeting for 12/5/23 Common Council)	11/2023
Urban Design Commission Consideration, if applicable [<i>Target Month/Date</i>]	11/2023
Application to WHEDA	1/2024
Complete Equity & Debt Financing	7/2024
Acquisition/Real Estate Closing	8/2024
Rehab or New Construction Bid Publishing	8/2024
New Construction/Rehab Start	10/2024
Begin Lease-Up/Marketing	10/2025
New Construction/Rehab Completion	10/2025
Certificates(s) of Occupancy Obtained	10/2025
Complete Lease-Up	3/2026
Request Final AHF Draw	TBD

HOUSING INFORMATION & UNIT MIX

46. Provide the following information for your proposed project. List the property address along with the number of units you are proposing by size, income category, etc. If this is a scattered site proposal, list each address separately with the number of units you are proposing by income category, size, and rent for that particular address and/or phase. Attach additional pages if needed.

ADDRESS #1:		1 Ellis Potter Ct.					Projected Monthly Unit Rents, Including Utilities					
% of County Median Income (CMI)	Total # of units	# of Bedrooms					\$ Rent for Studios	\$ Rent for 1 BRs	\$ Rent for 2 BRs	\$ Rent for 3 BRs	\$ Rent for 4+ BRs	
		# of Studios	# of 1 BRs	# of 2 BRs	# of 3 BRs	# of 4+ BRs						
≤30%	20	0	8	9	3	0		575	700	700		
40%	0	0	0	0	0	0						
50%	16	0	4	6	6	0		1030	1225	1300		
60%	19	0	10	9	0	0		1200	1400			
Affordable Sub-total	55	0	22	24	9	0						
80%	0	0	0	0	0	0						
Market*	10	0	4	6	0	0		1350	1650			
Total Units	65	0	26	30	9	0	Notes/Utility Allowance Assumptions:					

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

ADDRESS #2:		# of Bedrooms					Projected Monthly Unit Rents, Including Utilities					
% of County Median Income (CMI)	Total # of units	# of Bedrooms					\$ Rent for Studios	\$ Rent for 1 BRs	\$ Rent for 2 BRs	\$ Rent for 3 BRs	\$ Rent for 4+ BRs	
		# of Studios	# of 1 BRs	# of 2 BRs	# of 3 BRs	# of 4+ BRs						
≤30%	0	0	0	0	0	0						
40%	0	0	0	0	0	0						
50%	0	0	0	0	0	0						
60%	0	0	0	0	0	0						
Affordable Sub-total	0	0	0	0	0	0						
80%	0	0	0	0	0	0						
Market*	0	0	0	0	0	0						
Total Units	0	0	0	0	0	0	Notes/Utility Allowance Assumptions:					

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

NOTE: For proposals contemplating project-based vouchers (PBVs), please list vouchered units under the same CMI designation that you will be representing to WHEDA (e.g. if the LIHTC application to WHEDA presents 8 PBV units as 50% CMI or 60% CMI units, please include those on the “50%” or “60%” row in the above table(s)). The City of Madison will enforce this income designation in the AHF Loan Agreement, if this proposal is awarded funds. Include a comment in the Notes, e.g., Eight (8) 50% CMI units will have PBVs.

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

Washer/Dryer Other: _____

48. 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	N/A
1-Bedroom	\$51
2-Bedroom	\$65
3-Bedroom	\$206

49. 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. For rehab, describe the accessibility modifications that will be incorporated into the existing development.

Per code requirement, 2% of the units are required to meet ADA accessibility standards (2 units).

Per WHEDA's Appendix M, 20% of the townhome units will be "visitable" (2 units); and 100% of the 56-unit elevator building will be visitable. Additionally, the project will request maximum points in WHEDA's Universal Design scoring category, which means the project will meet WHEDA accessibility design standards on 20% of the total units.

Given Horizon's goals for accessibility, we do not anticipate any challenges in meeting or exceeding code or funding program requirements.

50. 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?

Ellis Potter Apartments will incorporate Universal Design components to the greatest extent possible throughout the building. Additionally, the project will exceed WHEDA's Universal Design requirements by incorporating Universal Design features in 50% of the total units.

ENERGY EFFICIENCY, RENEWABLE ENERGY, DECARBONIZATION & SUSTAINABLE DESIGN

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

Horizon partnered with Bayview on the Bayview Townhouses redevelopment in Madison. This project included high levels of energy efficiency and decarbonization. The 11,500-square-foot community center, which is under construction and will be completed by November 2023, will achieve PHIUS certification. Additionally, eight other residential buildings in the project will achieve ENERGY STAR Multifamily New Construction certification. Horizon has worked on past projects that have also been ENERGY STAR Multifamily New Construction certified.

52. Describe how the proposed development will contribute to the City's goal of reaching 100% renewable energy and net-zero carbon emissions community-wide by 2050. What size/range of solar array is anticipated? If not yet known, what percentage of on-site electricity use is the development aiming to provide via the solar array. Please describe any other renewable energy systems to be included in the development, such as solar thermal, solar hot water, geothermal, etc.

Horizon and it's design team will work to achieve the highest level of energy efficiency possible that is financially feasible for the project. We plan to include solar photovoltaic of at least 30KW and work with Focus on Energy to evaluate additional renewable energy systems to be included with the development in an effort to contribute to the City's long term energy goals.

53. Describe the proposed development’s energy efficiency goals. Attach a copy of the confirmation page demonstrating that your organization has submitted an [Initial Application](#) for Focus on Energy’s Energy Design Assistance program. Identify any third party certification, such as LEED®, WELL, ENERGY STAR, Passive House or similar, that will be sought.

The proposed project will include a higher standard of energy efficiency and sustainability and commit to meeting 2020 Green Communities criteria, LEED Silver Certification, or an alternative certification that is approved by WHEDA. WHEDA has approved WEI’s proposed Wisconsin Green Built Gold Standard as eligible for additional sustainability scoring points for projects in 2023–2024. This gold standard program requires ENERGY STAR Multifamily New Construction and EPA Indoor Air PLUS certifications, as well as a higher threshold or minimum point score in the program.

54. Please describe all design and equipment choices to reduce fossil fuel consumption and help achieve decarbonization, such as air-source or ground-source heat pumps, electric or heat-pump water heaters, electric stoves, EV charging infrastructure, battery storage, etc.

Building, HVAC, and envelope efficiency strategies will be evaluated and implemented to reduce fossil fuel consumption and help achieve decarbonization. Building insulation, appliance and equipment selections, and HVAC selections will all be considered for the project. The project also plans to include solar photovoltaic and EV charging stations.

55. 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 on-site?

The project will include use of high efficiency plumbing fixtures throughout and include green building standards as discussed in question 53 above. Additionally, the design and development team will evaluate opportunities for the building to recapture and/or reuse water on-site, such as using rainwater to irrigate plants and other areas of the site.

REAL ESTATE PROJECT DATA SUMMARY

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

	# of Units Prior to Purchase	# of Units Post-Project	# Units Occupied at Time of Purchase	# Biz or Residential Tenants to be Displaced	# of Units Accessible Current?	Number of Units Post-Project Accessible?	Appraised Value Current (Or Estimated)	Appraised Value After Project Completion (Or Estimated)	Purchase Price
Address:	1, 15, 99 Ellis Potter Ct								
		65	0	0	0	50% Universal Design	\$1,143,400 (assessed value)	\$4,625,000 (est. assessed value)	\$1,900,000
Address:	Enter Address 2								
Address:	Enter Address 3								

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

N/A. The Project does not include rehabilitation.

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

Currently, there is a single commercial building on-site that is being leased on a monthly lease by a church. The property owner will be responsible for terminating the leases prior to closing. A comprehensive site planning effort is underway that will ultimately involve the demolition of the building. We are planning on filing a complete Land Use Application no later than November 27, 2023, in order to complete this demolition process.

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

There will be no business or residential tenants that will be displaced as part of this project, thus a relocation plan is not necessary for the Ellis Potter Apartments project. There are two tenants that lease space in the building currently but, per the property owner, these tenants will vacate the building prior to closing.

DEVELOPMENT TEAM

60. For applicants applying under the HOME-ARP set-aside, please describe the development team's experience using federal HOME funds in detail, including a list of projects the team has developed using such funds. Please enter N/A if this question does not apply.

N/A

61. 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.

A single purpose limited liability company (LLC) will be created for the overall ownership of this project. This entity will be comprised of two limited liability companies, one being for the limited partner (100% owned by tax credit investor) and one for the general partner (100% owned by the managing member). The limited partner LLC will own 99.99% of the project and the general partner LLC will own 0.01% of the project. Shareholders of Horizon will own 76% of the managing member entity and we are planning for an emerging developer that meets WHEDA requirements to be the owner of 24% of the managing member.

Please see attached ownership chart as an illustration of this organizational structure.

62. 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.

N/A. The project will not be co-developed with a non-profit partner.

63. 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.

Horizon Development Group will be partnering with a minority co-developer for the Ellis Potter Apartments. This co-developer will have 24% ownership of the managing member. The co-developer will have a 12% stake in the development fees. The minority co-developer will participate in meetings with municipal and community leaders (including required entitlements), financial modeling, and the LIHTC scoring process. They will also participate in writing and assembling the required LIHTC application materials. Post-award, they will assist in the search for equity providers, subsequent funding applications, OAC meetings and any required financial modeling updates. They will also participate in the closing process including loan and equity negotiations, resolving title and survey issues, and assisting Horizon Development Group in closing. They will aid with oversight of construction, change orders, approving draws, maintenance of the construction schedule, coordination of architectural considerations, participation in conferences, recommendations on materials selections, design improvements, and scheduling. Once operating they will assist in budgeting and asset management decisions, marketing strategies and optimization of property performance.

64. 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
Scott Kwiecinski	Horizon Development Group	Applicant/Developer	s.kwiecinski@horizondbm.com	(608) 354-0820
Curt Peerenboom	Horizon Development Group	Chief Financial Officer	c.peerenboom@horizondbm.com	(608) 354-0866
EJ Gering	Horizon Construction Group	General Contractor	e.gering@horizondbm.org	(608) 354-0835
Toni Prestigiacomo	Foley & Lardner	Attorney	aprestigiacomo@foley.com	(608) 258-4765
Chris Fearn	SVA Certified Public Accountants	Accountant	fearnc@sva.com	(608) 831-8181
Kevin Burow	Knothe & Bruce Architects	Architect	kburow@knothebruce.com	(608) 836-3690

65. 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	
		#	%	#	%
Horizon Development Group	Developer	0	0%	0	0%
	Co-Developer				
	Co-Developer				
Horizon Construction Group	General Contractor	4	7.3%	10	18.2%
Horizon Management Services	Property Manager	28	26.7%	70	66.7%
Knothe & Bruce Architects	Architect	2	6%	10	30%
Community Action Coalition for South Central Wisconsin	Service Provider	15	30%	30	60%

66. Will the development team commit to making annual payments on the AHF Cash Flow Note concurrently with repayment of the deferred developer fee? If yes, explain how this will be memorialized in organizational documents, including the final Amended and Restated Operating Agreement.

At this time, we do not plan on making these payments.

REFERENCES

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

Name	Relationship	Email Address	Phone
Alexis London	Co-Developer, Bayview	alexislondon@bayviewfoundation.org	608-256-7808
Paulette Enders	City of Wauwatosa Development Director	penders@wauwatosa.net	414-479-3531
Gale Price	Economic Development / Financing	gprice@blackhawkbank.com	608-295-0752

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 detailed map of the site and a second map using the AHF Affordable Housing Targeted Area Map showing the site in the context of the City.
- 3.c. A preliminary site plan and drawings, if available.
- 3.d. A Capital Needs Assessment report of the subject property, if the proposal is for a rehabilitation project and if the report is available at the time of application.
- 4. A confirmation page demonstrating that an Initial Application for Energy Design Assistance was submitted to Focus on Energy

NOTE: If a preliminary site plan is not available at the time of application, submittal will be required for DAT on September 14, 2023 with submittal with week prior. If the Capital Needs Assessment is not available at the time of application for a rehab project, submittal will be required by September 15, 2023.

APPLICANT & PROJECT NAME:

Horizon Development Group, Inc. - Ellis Potter Apartments

1. CAPITAL BUDGET

Enter ALL proposed project funding sources.

FUNDING SOURCES

Source	Amount	Non-Amortizing (Y/N)	Rate (%)	Term (Years)	Amort. Period (Years)	Annual Debt Service
Permanent Loan-Lender Name:						
Perm Loan	\$ 4,614,000	N	6.65%	15	35	\$340,231
Subordinate Loan 1-Lender Name:						
Subordinate Loan 2-Lender Name:						
Tax Exempt Loan-Bond Issuer:						
City Request (AHF, HOME, TIF)						
AHF	\$ 1,900,000	N	2.75%	16	30	\$0
Subordinate TIF Loan-Lender Name:						
AHP Loan (List FHLB):						
Dane County AHDF:						
Dane County AHDF:	\$ 1,225,000	N	2.00%	30	30	\$0
Other-Specify Lender/Grantor:						
Other-Specify Lender/Grantor:						
Tax Credit Equity	\$ 12,178,782					
Historic Tax Credit Equity (Fed and/or State)	\$ -					
Deferred Developer Fees	\$ 546,000					
Owner Investment	\$ 100					
Other-Specify:						
Total Sources	\$ 20,463,882					

Do you plan on submitting an application for TIF?

No

Construction Financing			
Source of Funds	Amount	Rate	Term (Months)
Construction Loan 1-Lender Name:			
	\$ 13,314,268	6.89%	24
Construction Loan 2-Lender Name:			
Construction Loan 3-Lender Name:			
Construction Loan 4-Lender Name:			
Bridge Loan-Lender Name:			
City AHF & Dane County AHDF	\$ 3,125,000		
Housing Tax Credit Equity:			
Investor Equity	\$ 3,090,956		
Historic Tax Credit Equity:			
Other-Specify:			

Deferred Developer Fees	\$	546,000		
Total	\$	16,405,224		

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

Estimated pricing on sale of State Tax Credits: \$ -

(if applicable)

Remarks Concerning Project Funding Sources:

Please note that construction financing sources typically exclude the operating reserve, which for this project is equal to \$385,000.

APPLICANT:

Horizon Development Group, Inc

2. PROJECT EXPENSES

Enter the proposed project expenses

Acquisition Costs	Amount
Land	\$1,900,000
Existing Buildings/Improvements	\$0
Other (List)	
Inspection fees	\$9,000
Construction:	
Construction/Rehab Costs	\$12,234,500
E - Equipment & Furnishings	\$0
F - Special Construction & Demolition	\$100,000
Accessory Buildings	\$0
Personal Property/FF&E	\$88,200
Site Work Costs (on-site & off-site)	\$325,000
Landscaping	\$50,000
Contractor Fees:	
General Requirements	\$630,000
Construction Overhead	\$264,000
Construction Profit	\$675,000
Construction Supervision	\$0
Contingency Funds:	
Construction Contingency	\$708,925
Other Contingency	\$63,408
Construction Period Expenses/Soft Costs:	
Construction Loan Origination Fee	\$99,857
Construction Loan Credit Enhancement/LOC	\$0
Cost of Bond Issuance	\$0
Bridge Loan Fees and Expenses	\$0
Construction Loan Interest	\$458,677
Construction Loan Origination Fee	\$0
Construction Period Real Estate Taxes	\$10,000
Title and Recording	\$0
Builder's Risk/Property Insurance	\$70,893
Temporary Relocation Assistance	\$0
Permanent Relocation Assistance	\$0
Other Interim/Construction Costs (list)	
Due Dilligance	\$70,500
Permanent Financing Expenses:	
Permanent Loan Origination Fee	\$34,605
Credit Enhancement	\$0
Other Permanent Loan Fees	\$0
Legal Fees - Real Estate	\$25,000
Architectural & Engineering:	
Architect - Design	\$167,500

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

Architect - Supervision	\$0
Engineering	\$40,000
Survey	\$7,500
Other Architect/Engineering (list)	
	\$0
Syndication Fees & Expenses:	
Organizational Fees	\$1,500
Other Syndication Costs (list)	
Syndication Fee	\$40,000
Capitalized Reserves:	
Operating Reserve	\$385,000
Replacement Reserve	\$0
Lease-Up Reserve	\$100,000
Debt Service Reserve	\$0
Capital Needs Reserve	\$0
Other Reserves	\$0
Escrows	\$0
Other Capitalized Reserves (list)	
	\$0
Reports, Studies & Related Work:	
Appraisal	\$6,300
Market Study	\$7,000
Environmental Reports	\$20,000
Capital Needs Assessment Report	\$0
Other (list)	
	\$0
Other Soft Costs:	
Tax Credit Fees - Application	\$2,000
Tax Credit Fees - Compliance	\$3,575
Tax Credit Fees - Allocation	\$140,000
Permits & impact fees - water, sewer, etc.	\$140,000
Cost Certification/Accounting fees	\$15,000
Lease-Up Period Marketing	\$50,000
Title Insurance and Recording	\$35,193
Capital Needs Assessment (rehab only)	\$0
Legal	\$65,000
Other (list)	
Leasing Agent	\$55,750
Developer Earned Fees & Expenses:	
Developer's Fee	\$1,365,000
Developer Overhead	\$0
Consultant Fees	\$0
Other fees (list)	
	\$0
Total Costs:	\$20,463,883

APPLICANT: **Horizon Development Group, Inc**

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	864,696	881,990	899,630	917,623	935,975	954,695	973,789	993,264	1,013,130	1,033,392	1,054,060	1,075,141	1,096,644	1,118,577	1,140,948	1,163,767
Less Vacancy/Bad Debt	60,529	61,739	62,974	64,234	65,518	66,829	68,165	69,529	70,919	72,337	73,784	75,260	76,765	78,300	79,866	81,464
Income from Non-Residential Use*	24,998	25,498	26,008	26,529	27,059	27,600	28,152	28,715	29,290	29,875	30,473	31,082	31,704	32,338	32,985	33,645
Total Revenue	829,166	845,749	862,664	879,918	897,516	915,466	933,776	952,451	971,500	990,930	1,010,749	1,030,964	1,051,583	1,072,615	1,094,067	1,115,948
Expenses:																
Office Expenses and Phone	22,387	23,059	23,750	24,463	25,197	25,953	26,731	27,533	28,359	29,210	30,086	30,989	31,919	32,876	33,862	34,878
Real Estate Taxes	87,774	90,407	93,119	95,913	98,790	101,754	104,807	107,951	111,189	114,525	117,961	121,500	125,145	128,899	132,766	136,749
Advertising, Accounting, Legal Fees	14,050	14,472	14,906	15,353	15,813	16,288	16,776	17,280	17,798	18,332	18,882	19,448	20,032	20,633	21,252	21,889
Payroll, Payroll Taxes and Benefits	30,888	31,815	32,769	33,752	34,765	35,808	36,882	37,988	39,128	40,302	41,511	42,756	44,039	45,360	46,721	48,122
Property Insurance	32,500	33,475	34,479	35,514	36,579	37,676	38,807	39,971	41,170	42,405	43,677	44,988	46,337	47,727	49,159	50,634
Mtc, Repairs and Mtc Contracts	94,025	96,846	99,751	102,744	105,826	109,001	112,271	115,639	119,108	122,681	126,362	130,153	134,057	138,079	142,221	146,488
Utilities (gas/electric/fuel/water/sewer)	50,375	51,886	53,443	55,046	56,698	58,398	60,150	61,955	63,814	65,728	67,700	69,731	71,823	73,977	76,197	78,483
Property Mgmt	48,325	49,775	51,268	52,806	54,390	56,022	57,703	59,434	61,217	63,053	64,945	66,893	68,900	70,967	73,096	75,289
Operating Reserve Pmt		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Replacement Reserve Pmt	16,770	17,273	17,791	18,325	18,875	19,441	20,024	20,625	21,244	21,881	22,537	23,214	23,910	24,627	25,366	26,127
Support Services	20,000	20,600	21,218	21,855	22,510	23,185	23,881	24,597	25,335	26,095	26,878	27,685	28,515	29,371	30,252	31,159
Other (List)																
Turnover	9,750	10,043	10,344	10,654	10,974	11,303	11,642	11,991	12,351	12,722	13,103	13,496	13,901	14,318	14,748	15,190
HFA Compliance Fee	2,925	3,013	3,103	3,196	3,292	3,391	3,493	3,597	3,705	3,816	3,931	4,049	4,170	4,295	4,424	4,557
Total Operating Expenses	429,769	442,662	455,942	469,620	483,709	498,220	513,167	528,562	544,419	560,751	577,574	594,901	612,748	631,130	650,064	669,566
Net Operating Income	399,397	403,087	406,722	410,297	413,807	417,246	420,609	423,889	427,082	430,179	433,175	436,063	438,835	441,484	444,003	446,382
Debt Service:																
First Mortgage	340,231	340,231	340,231	340,231	340,231	340,231	340,231	340,231	340,231	340,231	340,231	340,231	340,231	340,231	340,231	340,231
Second Mortgage		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other (List)																
	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Debt Service	340,231	340,231	340,231	340,231	340,231	340,231	340,231	340,231	340,231	340,231	340,231	340,231	340,231	340,231	340,231	340,231
Total Annual Cash Expenses	770,000	782,893	796,173	809,851	823,940	838,451	853,398	868,793	884,650	900,982	917,805	935,132	952,979	971,361	990,295	1,009,797
Total Net Operating Income	59,166	62,856	66,491	70,066	73,576	77,015	80,378	83,658	86,851	89,948	92,944	95,832	98,604	101,253	103,772	106,151
Debt Service Reserve	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Deferred Developer Fee	59,166	62,856	66,491	70,066	73,576	77,015	80,378	83,658	86,851	89,948	92,944	95,832	98,604	101,253	103,772	106,151
Cash Flow	0	0	0	0	0	0	0	27,208	86,851	89,948	92,944	95,832	98,604	101,253	103,772	106,151
AHF City Interest Loan		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

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

DCR Hard Debt	1.17	1.18	1.20	1.21	1.22	1.23	1.24	1.25	1.26	1.26	1.27	1.28	1.29	1.30	1.31	1.31
DCR Total Debt	1.17	1.18	1.20	1.21	1.22	1.23	1.24	1.25	1.26	1.26	1.27	1.28	1.29	1.30	1.31	1.31

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:

APPLICANT:

Horizon Development Group, Inc

3. PROJECT PROFORMA (cont.)

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

	Year 17	Year 18	Year 19	Year 20	Year 21	Year 22	Year 23	Year 24	Year 25	Year 26	Year 27	Year 28	Year 29	Year 30
Gross Income	1,187,043	1,210,784	1,234,999	1,259,699	1,284,893	1,310,591	1,336,803	1,363,539	1,390,810	1,418,626	1,446,999	1,475,938	1,505,457	1,535,566
Less Vacancy/Bad Debt	83,093	84,755	86,450	88,179	89,943	91,741	93,576	95,448	97,357	99,304	101,290	103,316	105,382	107,490
Income from Non-Residential Use*	34,317	35,004	35,704	36,418	37,146	37,889	38,647	39,420	40,208	41,013	41,833	42,669	43,523	44,393
Total Revenue	1,138,267	1,161,033	1,184,253	1,207,938	1,232,097	1,256,739	1,281,874	1,307,511	1,333,661	1,360,335	1,387,541	1,415,292	1,443,598	1,472,470
Expenses:														
Office Expenses and Phone	35,925	37,002	38,112	39,256	40,433	41,646	42,896	44,183	45,508	46,873	48,280	49,728	51,220	52,756
Real Estate Taxes	140,852	145,077	149,429	153,912	158,530	163,285	168,184	173,230	178,426	183,779	189,293	194,971	200,821	206,845
Advertising, Accounting, Legal Fees	22,546	23,223	23,919	24,637	25,376	26,137	26,921	27,729	28,561	29,418	30,300	31,209	32,145	33,110
Payroll, Payroll Taxes and Benefits	49,566	51,053	52,585	54,162	55,787	57,461	59,185	60,960	62,789	64,673	66,613	68,611	70,670	72,790
Property Insurance	52,153	53,718	55,329	56,989	58,699	60,460	62,273	64,142	66,066	68,048	70,089	72,192	74,358	76,588
Mtc, Repairs and Mtc Contracts	150,883	155,409	160,071	164,873	169,820	174,914	180,162	185,566	191,133	196,867	202,773	208,857	215,122	221,576
Utilities (gas/electric/fuel/water/sewer)	80,837	83,262	85,760	88,333	90,983	93,712	96,524	99,419	102,402	105,474	108,638	111,897	115,254	118,712
Property Mgmt	77,547	79,874	82,270	84,738	87,280	89,899	92,596	95,374	98,235	101,182	104,217	107,344	110,564	113,881
Operating Reserve Pmt	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Replacement Reserve Pmt	26,911	27,718	28,550	29,406	30,288	31,197	32,133	33,097	34,090	35,113	36,166	37,251	38,369	39,520
Support Services	32,094	33,057	34,049	35,070	36,122	37,206	38,322	39,472	40,656	41,876	43,132	44,426	45,759	47,131
Other (List)														
Turnover	15,646	16,115	16,599	17,097	17,610	18,138	18,682	19,242	19,820	20,414	21,027	21,658	22,307	22,977
HFA Compliance Fee	4,694	4,835	4,980	5,129	5,283	5,441	5,605	5,773	5,946	6,124	6,308	6,497	6,692	6,893
Total Expenses	689,653	710,343	731,653	753,603	776,211	799,497	823,482	848,186	873,632	899,841	926,836	954,641	983,280	1,012,779
Net Operating Income	448,614	450,690	452,600	454,336	455,886	457,242	458,392	459,325	460,030	460,494	460,705	460,651	460,318	459,691
Debt Service:														
First Mortgage	340,231	340,231	340,231	340,231	340,231	340,231	340,231	340,231	340,231	340,231	340,231	340,231	340,231	340,231
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
	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Debt Service	340,231	340,231	340,231	340,231	340,231	340,231	340,231	340,231	340,231	340,231	340,231	340,231	340,231	340,231
Total Annual Cash Expenses	1,029,884	1,050,574	1,071,884	1,093,834	1,116,442	1,139,728	1,163,713	1,188,417	1,213,863	1,240,072	1,267,067	1,294,872	1,323,511	1,353,010
Total Net Operating Income	108,383	110,459	112,369	114,105	115,655	117,011	118,161	119,094	119,799	120,263	120,474	120,420	120,087	119,460
Debt Service Reserve	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Deferred Developer Fee	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Cash Flow	108,383	110,459	112,369	114,105	115,655	117,011	118,161	119,094	119,799	120,263	120,474	120,420	120,087	119,460
AHF City Interest Loan	0	0	0	0	0	0	0	0	0	0	0	0	0	0

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

DCR Hard Debt	1.32	1.32	1.33	1.34	1.34	1.34	1.35	1.35	1.35	1.35	1.35	1.35	1.35	1.35
DCR Total Debt	1.32	1.32	1.33	1.34	1.34	1.34	1.35	1.35	1.35	1.35	1.35	1.35	1.35	1.35

Assumptions

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

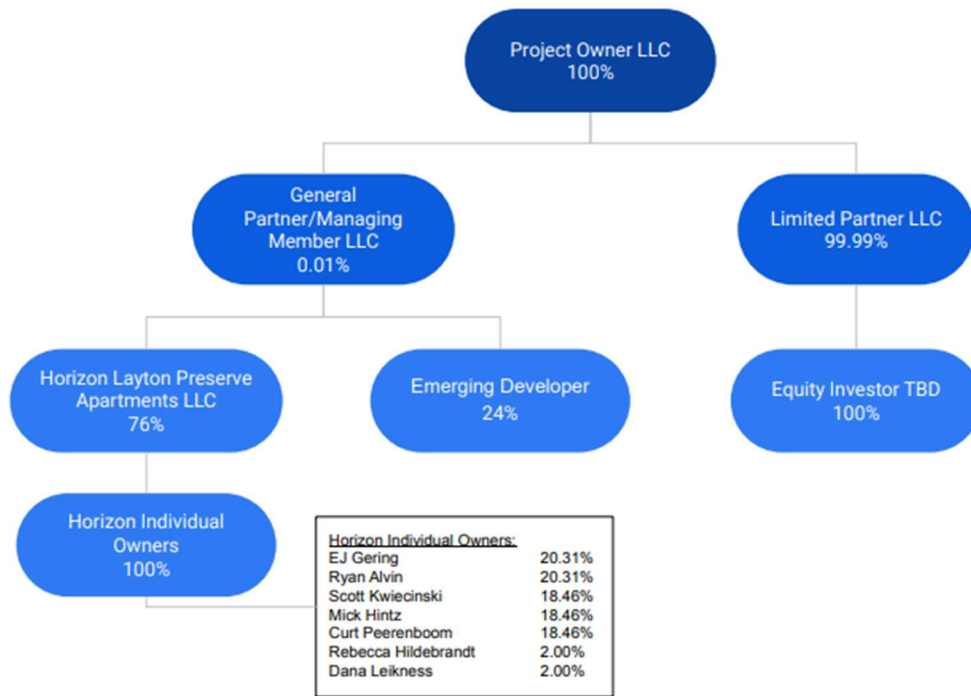


Awards and Certifications

Horizon has been involved with numerous projects that have been certified to different levels of energy efficiency and green building standards.

Organizational Chart

Ellis Potter Apartments- Project Ownership Chart



August 10, 2023

To Whom It May Concern,

Community Action Coalition for South Central Wisconsin (CAC) is partnering with Horizon Development Group, Inc. (HDG) as the service provider for the proposed housing community for 1 Ellis Potter Court in Madison.

CAC is a nonprofit organization with a mission to transform its communities by fostering conditions where everyone can achieve social and economic security. The organization serves low-income individuals through Dane, Jefferson, and Waukesha Counties. CAC focuses on three key areas: food security, housing security, and essential resources. The organization takes a holistic approach to poverty and aims to give clients wrap around services so they can have the opportunity to become self-sufficient.

CAC intends to provide supportive services to the residents of the proposed housing community. This will be accomplished via on-site, intensive case management for residents including services such as budget implementation, advocacy, and mediation. Supportive services will provide referrals to other agencies as needed such as domestic abuse intervention services, mental health services, and employment services. The housing development will include a dedicated office for meetings and case management relating specifically to permanent supportive housing units. CAC will provide 30% FTE, with an estimated ratio of 1 staff to 8 households. Case managers will be on site 1-2 days per week, based on need, and can assist in creating a housing stability plan for residents. This plan may include addressing any barrier to sustainable housing as the Caseworker and participant work together to determine the best way to support the participant. One standard feature of all housing stability plans is the implementation of a household budget. The household budget has two components: Expense Management and Income Stability. With Expense Management, participants are coached to become efficient in managing regular, recurring household expenses and to contingency-plan for unexpected expenses. Income Stability often includes an Employment Plan aimed at obtaining new employment or obtaining higher-paying employment, but often also includes facilitating access to non-employment sources of income, such as Social Security benefits, or access to non-financial benefits, such as Food Share, that can offset other household expenses.

CAC understands that HDG has budgeted \$20,000 per year in operating costs for CAC supportive services. CAC believes that this funding amount will support the level of services that will be made available at the property and adequately support the targeted population. Additionally, CAC intends on utilizing office space that will be included with the development.



4101 East Towne Blvd. Madison, WI 53704
608-237-1255 | cacscw.org



If you have any questions about our proposed involvement in the project, please feel free to contact me at 608-230-7058. Thank you for your consideration of the project and support of affordable housing.

Sincerely,









Meghan Mietchen
Acting Executive Director



4101 East Towne Blvd. Madison, WI 53704
608-237-1255 | cacscw.org

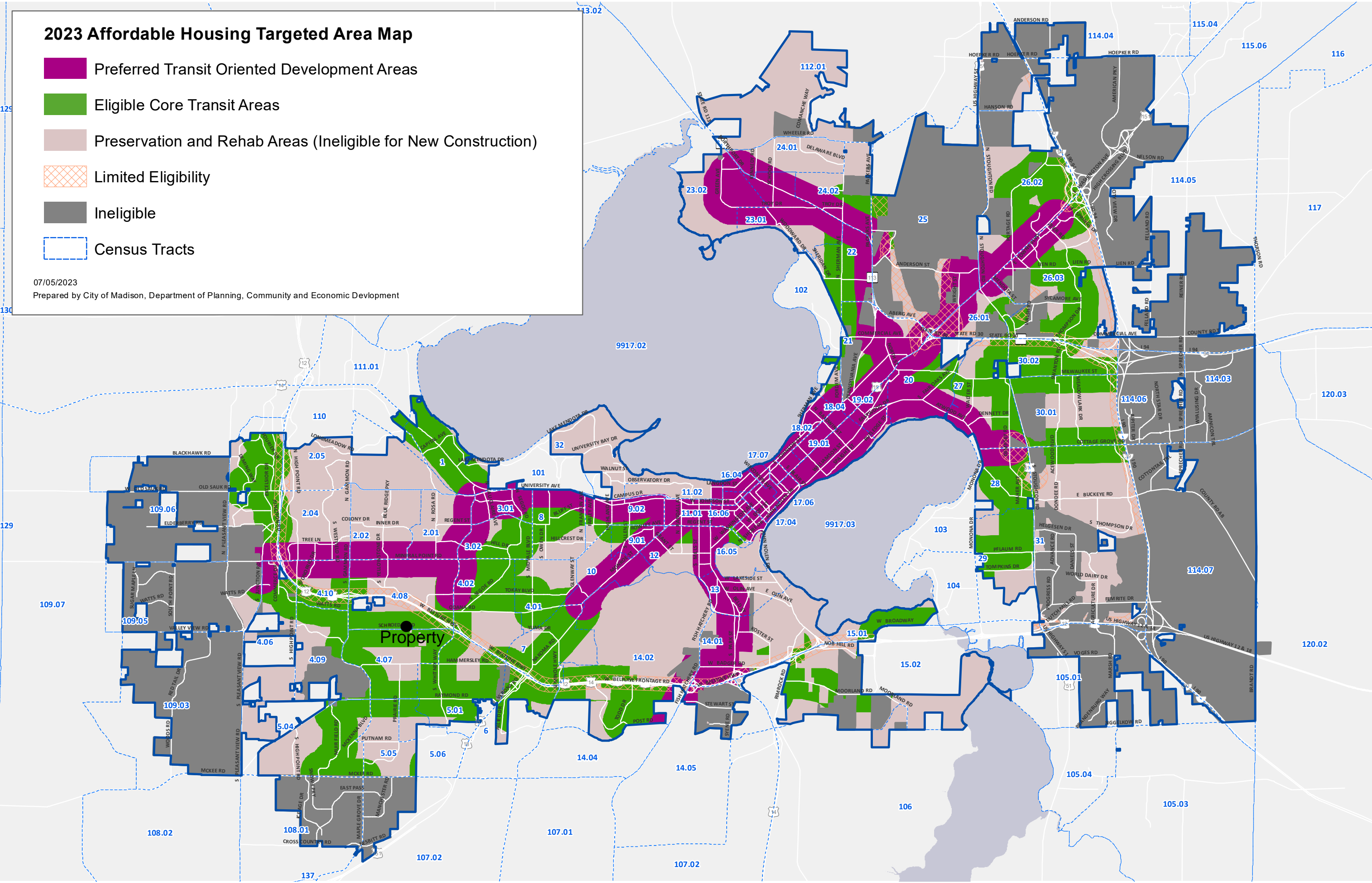


2023 Affordable Housing Targeted Area Map

-  Preferred Transit Oriented Development Areas
-  Eligible Core Transit Areas
-  Preservation and Rehab Areas (Ineligible for New Construction)
-  Limited Eligibility
-  Ineligible
-  Census Tracts

07/05/2023

Prepared by City of Madison, Department of Planning, Community and Economic Development





Forward Dr

Ellis Potter Ct

Property

Schroeder Rd

Schroeder Rd

Schroeder Rd

Schroeder Rd

Hathawa

Strathmore Ln

White

[Skip to main content](#)



New Construction - Multifamily

Thank You

Your application has been saved. You will receive an email notification that includes a link to make subsequent changes to this application.

Application Number: **FOEMF-3C5B3-28425**

Program: **New Construction - Multifamily**

Sponsor: **Focus on Energy**

Your unique application number is listed below:

FOEMF-3C5B3-28425

You can make additional updates to your application at any time by clicking the above application number. You will also receive a confirmation email that contains this link to allow you to make further modifications.

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2023 Affordable Housing Fund-Tax Credit RFP

Supplemental Application Questions

Horizon

Ellis Potter Apartments

Response Submission Due Date: September 15, 2023 NOON

Instructions to Applicants:

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

Questions:

A. Land Use and Community Engagement

- 1. Please provide an update on the status of obtaining full site control that would align with the proposed timeline including closing in 2024.**

Site control has been completed for the proposed property. A copy of the purchase contract may be viewed upon request. There was an error in the application regarding the closing date, please accept the updated timeline below.

Activity/Benchmark	Estimated Completion
Draft Site Plan Ready to Submit to Dev. Assistance Team (DAT) [Target/Actual Month/Date]	9/2023
1st Development Assistance Team/ Meeting (Due by 9/14/23) [Target/Actual Month/Date]	9/2023
1st Neighborhood Meeting (Due by 9/14/23) [Target Month/Date]	10/2023
Submission of Land Use Application (Zoning Map Amendments Due by 10/16/23)	N/A
Submission of Land Use Application (Permissively Zoned Due by 11/27/23)	11/2023
Plan Commission Consideration (If Rezoning, 11/27/23 Meeting 12/5/23 Common Council)	1/2024
Urban Design Commission Consideration, if applicable [Target Month/Date]	1/2024
Application to WHEDA	1/2024
Complete Equity & Debt Financing	3/2025
Acquisition/Real Estate Closing	3/2025
Rehab or New Construction Bid Publishing	3/2025
New Construction/Rehab Start	3/2025
Begin Lease-Up/Marketing	2/2026
New Construction/Rehab Completion	5/2026
Certificate(s) of Occupancy Obtained	5/2026
Complete Lease-Up	12/2026
Request Final AHF Draw	TBD

- 2. Will any type of tenant with a lease contract, including non-profit organizations, churches, storage use, etc. be displaced as part of the project. If so, please describe the relocation plan including any required relocation assistance that will be provided.**

There are two tenants with a lease contract that occupy space at the property. One tenant, TranSmart (a for profit entity), is closely affiliated with the current property owner. The property owner informed Horizon that TranSmart will terminate its lease early which may actually benefit TranSmart. The second tenant is End Time Ministries International (ETM). ETM and Horizon have been in discussions to include space in the new development for ETM's outreach ministries and office/admin support. The project intent is to include ETM in the project and not displace.

- 3. Please describe the feedback that you received from the Development Assistance Team (DAT) presentation.**

With site control recently completed, the architect was released to work on a concept site plan. The site plan document was submitted to DAT on 9/14/2023 and we are hoping to present it at the next available meeting date. We expect to have initial DAT feedback prior to the CDBG meeting scheduled for 10/5/2023.

- 4. Provide an overview of the feedback that received from at the neighborhood meeting. If the neighborhood meeting will occur after 9/15/23, please explain the context for postponement.**

The neighborhood meeting will occur on 10/2/2023; context for postponement as follows. A meeting was held on 9/7/2023 with the property owner, church, Horizon, and Alders Slack and Harrington-McKinney to provide information on the proposed project, current lease arrangements, and communicate each party's intent. The discussions were very positive and included Horizon and End Time Ministries each expressing interest in having the church be included in the proposed project. Horizon toured the church facility and Bishop Stubbs indicated desired program elements. On 9/14/2023, Horizon followed up with phone calls to both Bishop Stubbs and Alder Slack confirming that the design includes the ETM spaces. Both were pleased with this update and support proceeding with a formal neighborhood meeting. Horizon also connected with Alder Harrington-McKinney on 9/15/2023 who expressed excitement for the project, especially given the collaboration efforts demonstrated. The neighborhood meeting is scheduled for 10/2/2023 at 6:30pm and will be located at the church (15 Ellis Potter Ct.).

B. Energy Efficiency

- 1. The City requires awardees to continue working with Focus on Energy's New Construction Energy Design Assistance throughout the building design process. The City will incorporate commitments into the term sheet.**

- a. **Please attach the preliminary Whole Building Analysis and Results Report. If the Report is not yet available, please provide an update on the status and send ASAP no later than NOON on October 4, 2023.**

The preliminary building analysis and results report is not yet completed. Horizon has provided design and specification information to Focus on Energy and anticipate having this information available by 10/4/2023.

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

The percentage of projected Energy Use Intensity has not yet been calculated. We note that a minimum of 20% is required and have communicated this information to the project architect and Focus on Energy. Further updates will be communicated as they are available.

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

Following the Whole Building Analysis by Focus on Energy, we anticipate additional information on energy Bundle Levels. We will evaluate the energy efficiency strategies and requirements and commit to the highest feasible option. Further updates will be communicated as they are available.

C. Sustainable Building Design Elements & Community Service Facility

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

- a. **Design for equitable communities**

Ellis Potter Apartments will include space available to a diversity of individuals. Housing units are being developed to accommodate a wide variety of age groups and unit preferences, including seniors and families with choices of 1-, 2-, and 3-bedroom unit types. Additionally, a range of income targets are proposed to expand housing to as many household income ranges as possible. Community feedback will be gathered to aid in building design, and we are proposing on-site amenities and welcoming public spaces that will allow residents and community members to interact.

- b. **Optimize energy use**

The project will achieve the Wisconsin Green Built Gold Standard that includes an Integrative Design Process / Focus on Energy Design Assistance Program. The program provides a customized, integrated design analysis of energy saving options for the project to incorporate. The project will also meet ENERGY STAR Multifamily New Construction standards.

c. Protect and conserve water

The project will score a minimum of 5 points from the Plumbing & Water Conservation section of the Green Built Gold Standard Checklist, including WaterSense labeled or low flow fixtures plus a minimum of 8 points from the Landscape Conservation & Stormwater Management section of the Checklist to protect water and minimize stormwater runoff.

d. Optimize building space and material use

The project will score a minimum of 12 points from the Materials section of the Green Built Gold Standard Checklist, including materials and products selected and designed to reduce environmental impacts while enhancing building performance.

e. Enhance indoor environmental quality (IEQ)

The project will achieve EPA indoor airPLUS Certification or score a minimum of 10 points from the Indoor Air Quality section of the Green Built Gold Standard Checklist.

f. Optimize operational and maintenance practices

The project will score a minimum of 3 points from the Builder Operations section of the Green Built Gold Standard Checklist including measurement and verification of building energy use over time.

2. This project will be providing a community service facility. Describe the intended use of this facility and service organizations, or at a minimum types of organizations, with whom Horizon has engaged in preliminary discussions.

Horizon is in discussions with End Time Ministries International for use of the community service facility. The building design will likely include two offices, an activity/media room, and community room that will be used for outreach ministries and function as the community service facility. The non-residential/mixed use space will be available to the general public and have regular hours.

3. Parking – Surface parking seems high at the expense of greenspace and/or outdoor play space. If the selected Community Facility Space operator requires less parking than currently planned, would it be possible to decrease and maintain greenspace &/or add a small play area?

The current concept plan includes 56 structured/underground stalls, 30 surface, and 10 detached garage parking stalls for a total of 96 parking stalls. We are envisioning some parking being used to facilitate use of the community service facility and support service functions. As we refine building space allocations and expected parking demands, we may be able to adjust the parking totals to accommodate other amenities. We have discussed the possibility of a small play area near the townhome buildings as design progresses. Additionally, there is an outdoor courtyard area adjacent to the larger building that will provide an opportunity for patio, seating, and possible amenity.

D. Unit Mix

- 1. Further describe any preliminary conversations you have had with CDA or DCHA regarding application and issuance of PBVs to support this project. If PBVs are not available, how would the unit mix and budget be impacted?**

Preliminary conversations with the DCHA and the City of Madison CDA indicate that PBVs are not likely available. Project underwriting did not include PBV rents to remain conservative. Therefore, we do not anticipate unit mix or budget impacts as a result of not including PBVs.

E. Supportive Housing Units/Supportive Housing Partnerships

- 1. Housing Case Management and readiness during the three months prior to Certificate of Occupancy has been critical to ensuring that people experiencing homelessness have the support needed to complete the lease up process. Please describe plans detailed in the MOU with the Supportive Service Provider that will accommodate that critical lease up period?**

Horizon reached out to Community Action Coalition for South Central Wisconsin (CAC) who indicated that they would plan for a case manager to assist the property manager in locating eligible households, as well as assist households in completing applications for housing. We envision CAC working closely with the property manager to ensure that the lease up process for targeted households is as supportive and well-coordinated as possible.

Additionally, Horizon holds 90-, 60-, and 30-day out meetings as part of its own internal coordination between development, construction, and property management. Given the importance of the lease up process, we would plan to include supportive housing agenda topics and involve the case manager to ensure successful outcomes.

- 2. The application describes case management services provided through CAC as being delivered onsite in a dedicated space, depending on need. Does the support service compensation plan provide for onsite staff availability during off-site hours, or only with scheduled appointments on the day(s) CAC staff are present?**

CAC manages an intake line that is in operation from 7:30am to 4:00pm, all community members are welcome to call this line at any time to receive referrals for resources. This is in addition to scheduled appointments and regular office hours where CAC staff are present.

F. BIPOC Co-developer

- 1. Please provide an update on Horizon's BIPOC Co-developer partnership. It is the City's expectation that co-developers are in place at the time of application &/or at a minimum, presentation to the staff team and CDBG Committee meeting. If not by 9/15/23, will that partnership be in place by 9/25/23?**

The BIPOC co-development partnership remains in progress as we are evaluating options that would be the best fit for the project. We anticipate having additional updates available during the 9/26/2023 presentation to City staff and partnership finalized on or before the 10/5/2023 CDBG meeting.

G. Property Management

- 1. Elaborate on the description of your marketing strategies and partnerships with organizations that primarily serve Hispanic/Latino, Asian, and Black residents in order to effectively affirmatively market to these populations (Questions 14 and 15).**

Horizon Management Service, Inc. (HMS) intends on building a relationship with Central Hispano of Dane County to help market and target Asian and Latino populations. This relationship will help HMS build resources to reach targeted populations within the ADRC as well. Horizon has many years of experience in affirmatively marketing units and will plan communications well in advance of property opening to ensure these and all populations are aware of the housing opportunity.