



CommunityDevelopmentAuthority

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February 12, 2015

Kristin Rucinski
Executive Director
The Road Home Dane County
128 E. Olin Avenue, Suite 202
Madison, WI 53713

RE: Monona Shores

Dear Kristin:

The purpose of this Letter of Intent (“LOI”) is to outline the terms and conditions for an agreement between the Community Development Authority of the City of Madison (the “CDA”) and The Road Home Dane County (“The Road Home”).

The CDA is the sole owner of a 104-unit apartment complex located at 2 Waunona Woods Court, Madison, WI (“Monona Shores”). Monona Shores is funded through Section 42 tax credits and is an income-restricted property.

The CDA is contemplating reserving approximately 3 units at Monona Shores for applicants referred by The Road Home. Referrals would be subject to tenant screening by Monona Shores staff. A modified set of screening criteria will be developed for referrals from The Road Home including leniency for poor rental history or other minor factors that may otherwise disqualify an applicant from tenancy. Admitted applicants would be required to demonstrate the ability to pay a rent of \$500 per month through their income or a specified subsidy.

The Road Home will be responsible for providing ongoing case management services to admitted applicants as well as serve as a point of contact for any lease violations by admitted tenants.

The parties have indicated their desire to work together on housing families with significant barriers to housing at Monona Shores. This letter of intent is meant to set forth the parties' understanding of the following terms and conditions:

The Road Home shall provide services or obtain and coordinate the following:

- Referral of potential tenants
- Ongoing case management of referred tenants for the duration of their tenancy under this program
 - Case management will include weekly meetings with residents and a minimum of 1 monthly site visits by The Road Home
- Serve as a point of contact for lease violations involving referrals

The CDA shall be responsible for:

- Reserving approximately 3 units for referrals from the Road Home
- Developing a modified set of tenant screening criteria to reflect the population being served and services provided by the Road Home
- Offering reserved units at a monthly rent of \$500 for referrals

The agreement will terminate on December 31, 2015 unless renewed in writing by the CDA. Failure to refer sufficient qualified tenants by December 31, 2015 will be grounds for termination of the agreement. Failure to deliver any of these services will be grounds for termination of the agreement. The CDA in its sole discretion may revoke unrented reserved units to rent to another tenant or terminate the agreement with 90 days notice to The Road Home.

By signing in the space provided below, the parties indicate their desire to work together on housing families with significant barriers to housing at Monona Shores. No binding agreement will exist between the CDA and The Road Home unless and until an agreement is approved and executed by the CDA and the Road Home.

Sincerely,

Natalie Erdman, Executive Director
Community Development Authority of the City of Madison

The terms set forth in this letter of intent are acceptable to The Road Home Dane County.

Kristin Rucinski, Executive Director
The Road Home Dane County