

## CDD Financing Application for Affordable Rental Housing Development: Non-Tax Credit

This application form should be used for projects seeking funding from City of Madison Request for Proposals #2024-13033; Affordable Rental Housing Development: Non-Tax Credit. Applications must be submitted electronically to the City of Madison Community Development Division by **noon on May 31, 2024**. Please format for logical page breaks. Email to: [cddapplications@cityofmadison.com](mailto:cddapplications@cityofmadison.com)

### APPLICANT INFORMATION

Proposal Title:	Parker Place		
Site Address (if known):	2401 Parker Place, Madison, WI 53713		
Amount of Funds Requested:	\$2,895,912	Type of Project:	<input type="checkbox"/> New Construction <input checked="" type="checkbox"/> Acquisition/Rehab
Name of Applicant:	Hispanic Housing Development Corporation		
Mailing Address:	325 N Wells Street, 8 <sup>th</sup> Floor, Chicago, IL 60654		
Telephone:	312-602-6500		
Lead Project Contact:	Emmanuel Kinard	Email Address:	ekinard@hhdevcorp.com
Financial Contact:		Email Address:	
Website:	www.hispanichousingdevelopment.com		
Legal Status:	<input type="checkbox"/> For-profit <input checked="" type="checkbox"/> Non-profit <input type="checkbox"/> Non-profit (CHDO)		
Federal EIN:		SAM/UEI #:	* NFY6BWMDJMB1
Registered on SAM:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	* If seeking federal funds	
Community Housing Development Organization:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> CHDO Application Attached		
HOME-ARP Set-Aside:	<input type="checkbox"/> Yes <input type="checkbox"/> No		

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 an Individual Developer Affirmative Action Plan with the Department of Civil Rights. A Model Affirmative Action Plan and instructions are available at <https://www.cityofmadison.com/civil-rights/contract-compliance/affirmative-action-plan/individual-developers>.

### LOBBYING RESIGTRATION

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

### CITY OF MADISON CONTRACTS

If funded, applicant agrees to comply with all applicable local, state and federal provisions. A sample contract that includes standard provisions may be obtained on the Community Development Division Funding Opportunities Website for this RFP.

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:  Date: 05/31/2024

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.

### AFFORDABLE HOUSING GOALS & OBJECTIVES

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

- 1. Increase the supply of safe, quality, affordable rental housing 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

2. Please describe the anticipated demand for this specific affordable rental housing development in the City of Madison. Please be specific as to which populations will be targeted, if any.

The anticipated demand for Parker Place, an affordable rental housing development in South Madison, is expected to be substantial. Targeting low- to moderate-income families, the development offers 66 three-bedroom units and 4 four-bedroom units, providing much-needed space for larger households at an affordable cost. The rising rental prices in Madison, which outpace wage growth, make Parker Place an attractive option for working families and single-parent households who face significant financial challenges. The development's commitment to supporting the area's diverse population further enhances its appeal.

South Madison has experienced steady population growth, leading to increased demand for housing. With a well-documented shortage of affordable units in the area, Parker Place addresses a critical need by providing 70 family-sized, affordable units. The inclusion of amenities such as central air-conditioning, washer and dryer hookups, full basements, private patios, substantial green space, a children's playground, and proximity to public transportation ensures that residents will have access to a comfortable and convenient living environment.

Parker Place is expected to contribute positively to the South Madison community by offering housing stability and preventing the displacement of long-term residents. The development's strategic location and family-friendly features make it a desirable option for families seeking affordable and supportive housing. By meeting the demand for affordable housing, Parker Place will help maintain the social and economic diversity of South Madison, enhancing the overall well-being of the community.

**PROPOSAL OVERVIEW**

3. Please provide a brief overview of the proposal including key characteristics. Describe how the proposed development will help meet the needs of residents in this location and the impact of the proposed development on the community. *(Please limit response to 300 words including spaces).*

Parker Place is a 70-unit affordable townhouse development situated in Madison, Wisconsin, featuring a mix of 66 three-bedroom units and 4 four-bedroom units spread across 13 buildings. Constructed in 1974 and rehabilitated in 1997, Parker Place offers modern amenities such as central air-conditioning, washer and dryer hookups, full basements, and private patios, catering specifically to families.

The development provides ample green space, a children's playground, and convenient access to public transportation, making it an ideal living environment for families. Additionally, it includes an on-site management office and offers 24-hour emergency maintenance services, ensuring residents have continuous support and a well-maintained living space.

Our intent is to preserve the affordability of these units, ensuring that low- to moderate-income families can continue to benefit from high-quality housing. By maintaining affordable rental rates, we aim to provide long-term housing stability for residents, protecting them from the rising costs of living in Madison.

Parker Place meets the pressing need for affordable family housing in Madison by offering spacious units that accommodate larger households. The development promotes a family-friendly community with recreational areas and easy access to essential services. By providing a stable and supportive environment, Parker Place significantly enhances the quality of life for its residents and contributes positively to the broader community. Our commitment to affordability ensures that these benefits will be accessible to families for years to come, fostering a sustainable and inclusive community.

**SECTION A – ALL APPLICANTS MUST COMPLETE**

4. Type of Construction:  New Construction  Acquisition/Rehab  
Type of Project:  Multi-family  Senior (55+ or 62+ yr. old): \_\_\_\_\_  
 Rental Cooperative

Total number of units in proposed development: **70**

Total number affordable of units (≤60% CMI): **54** Total % affordable of units (≤60% CMI): **77%**

Total amount of CDD funds requested per affordable unit: **53,628**

Number of units supported by Section 8 project-based vouchers, if applicable: **0** PBV CMI level: \_\_\_\_\_

5. Please indicate acceptance of the standard loan terms for this proposal as described in Section 1.8 of the RFP.  
 Yes, I confirm.

6. Applicants requesting alternative loan terms and/or wishing to provide additional information regarding the financing structure or options, please indicate below.

N/A

7. Period of Affordability Commitment:  
 Permanent Affordability in exchange for a waiver of shared appreciation to the long-term deferred note  
 40 years – Minimum Commitment

**DEVELOPMENT TEAM OVERVIEW**

8. Describe briefly the Development Team's knowledge of and experience in addressing affordable housing needs of the City of Madison. Please be sure to address:
- Developer's housing development experience, including number, type and location of proposed and completed projects, affordability profile, etc. Years the organization has been in existence.
  - Leadership/key development team staff qualifications (briefly).
  - Financial capacity of the organization to secure financing and complete the proposed project.
  - For non-profit organizations, please describe the organization's Mission Statement and explain how the proposed development supports the Mission Statement.

Our Development Team's knowledge and experience in addressing the affordable housing needs of the City of Madison are underscored by our successful ownership and management of a 70-unit affordable housing development in Madison, Wisconsin. With 49 years of existence since its founding in 1975, Hispanic Housing Development Corporation (HHDC) has a proven track record in developing, acquiring, and managing affordable housing projects that meet the diverse needs of communities. Our extensive portfolio includes over 4,600 homes and apartments developed or rehabbed across various locations.

HHDC's leadership team, led by Hipolito Roldan, President and CEO, brings expertise and vision to our development endeavors. Mr. Roldan's career spans decades and includes the development of 4,600 affordable apartments and townhomes, along with retail spaces in multiple Chicago-based developments. Laura Selby, Executive Vice President, and Janay Hayes-Mohamed, Vice President of Property Management, complement our team with their extensive experience in financial management and property operations, respectively. Emmanuel Kinard, Vice President of Acquisitions and Asset Management, brings experience in underwriting affordable housing investments and overseeing portfolio planning.

With a focus on acquiring and preserving multifamily affordable housing communities, our team is dedicated to addressing the housing challenges faced by communities in Madison and beyond. We leverage our collective expertise and passion for community development to deliver sustainable and impactful housing solutions that enrich the lives of residents and contribute to the vibrancy of neighborhoods.

9. For non-profit applicants interested in federal HOME funds, please describe the development team's experience using federal HOME or CDBG funds in detail, including a list of past projects the team has developed using such funds.

The Development Team has extensive experience utilizing federal HOME funds to develop and preserve affordable housing properties. Over the years, we have successfully leveraged HOME funds to support the creation and preservation of six properties, totaling 485 units. These projects have been instrumental in addressing the affordable housing needs of communities and providing safe, quality housing for low- to moderate-income individuals and families.

Central Park Apts: Preserved with federal HOME funds, this property consists of 45 units and serves as an example of our commitment to utilizing government resources to address housing affordability challenges.

Cicero & George: Another successful project developed/preserved using federal HOME funds, this property comprises 70 units and showcases our expertise in navigating the complexities of funding requirements to maximize impact.

James Sneider: With federal HOME funds, we were able to develop/preserve this property, which includes 120 units, contributing significantly to the affordable housing stock in the community.

North & Talman Elderly: This property, developed/preserved with federal HOME funds, demonstrates our ability to efficiently utilize government resources to create sustainable and inclusive housing solutions.

The Shields: Leveraging federal HOME funds, we developed/preserved this property, comprising 16 units, to address the specific needs of low- to moderate-income individuals and families in the community.

Squire Village: Our development team's experience with federal HOME funds is further exemplified by this property, which contains 181 units and reflects our dedication to maximizing the impact of government funding on affordable housing initiatives. Experience using HOME to carry out their development efforts. Currently, it owns and operates six developments consisting of 485 units that were funded with HOME.

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

Contact Person	Company	Role in Development	E-mail	Phone
Emmanuel Kinard	Hispanic Housing Development Corp.	VP Acquisitions/Asset Management	ekinard@hhdevcorp.com	312-602-6523
Janay Hayes-Mohamed	Hispanic Housing Development Corp.	VP Property Management	jhmohamed@hhdevcorp.com	312-602-6500
Javier Constantino	Tropic Construction	Chief Operating Officer	jcconstantino@tropicconstruction.com	312-602-6538

11. Who will be responsible for monitoring compliance with federal regulations and requirements during development and construction phases of the project? Describe their experience and list any past projects they have completed.

HHDC's property management team will diligently monitor compliance with federal regulations. With extensive experience in managing properties funded by various state and federal programs, including CLIHTF, Section 42 LIHTC, Section-202, LIHPRA, and others, the team is well-equipped to ensure adherence to regulatory requirements. To support our Team's efforts and confirm our findings, we utilize US Housing Group to audit 100% of our files.

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

No.

13. Is your development team willing to offer a development partnership role, employment, or other role to a graduate or student of the Associates in Commercial Real Estate (ACRE) program on this project?

HHDC welcomes the opportunity to explore collaborative possibilities with the ACRE program and its graduates.

14. Please describe the development team's experience with contracting with Minority- and Women-Owned Business Enterprises (M/WBE). Beyond standard construction bidding practices, what efforts will be made to ensure that M/WBE businesses are given plentiful opportunities to be competitive when bidding on this proposal and awarded a percentage of contracts that meets or exceeds the City's goals.

As a minority-led organization ourselves, we understand the importance of fostering diversity and inclusion within our contracting practices. Over the years, we have actively engaged with MBE/WBE firms, recognizing their valuable contributions to our projects.

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

HHDC, in collaboration with its general contracting subsidiary, Tropic Construction, has successfully met or exceeded a 13% contract labor utilization rate for persons of color on previous projects. We are confident in our ability to achieve the same on this project.

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

Company	Role in Development	BIPOC		Women		Total Employees
		#	%	#	%	#
Hispanic Housing Development Corp.	Developer	233	85%	127	46%	275
Not applicable	Co-Developer					
Tropic Construction	General Contractor	4	57%	0	0%	7
Hispanic Housing Development Corp.	Property Manager	233	85%	127	46%	275
TBD	Architect					
TBD	Service Provider					

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

HHDC has an established track record of serving BIPOC communities, with a strong emphasis on supporting the Hispanic community. Our experience engaging this community spans various aspects of our operations, property management, design, and development. In operations, we engage in inclusive practices and recruit staff from diverse backgrounds to ensure our team reflects the communities we serve.

In terms of design and development, HHDC prioritizes culturally relevant and community-centered approaches. We engage with community members through various mediums to ensure our developments meet the needs of the residents. Our property management practices are tailored to support the well-being and stability of our residents.

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

At HHDC, we prioritize ongoing equity work both internally and within the communities we serve. Internally, we embed equity principles into our policies and procedures to ensure fairness and inclusivity in all aspects of our operations. This includes implementing inclusive hiring practices, providing ongoing diversity training for staff, and fostering a workplace culture that values and respects all individuals.

We recognize the importance of contributing to equity efforts in the broader community. Although we are not currently engaged in projects outside of our property in the Madison area, we remain committed to supporting equity initiatives through partnerships with local organizations, participation in community events, and supporting equitable policies that benefit all residents.

19. If any team member has acted as a development partner or has any ownership interest in any project currently underway or completed, please provide the following information for the team member or any related entity, as applicable:
- a. List any foreclosure, default, or bankruptcy within the past ten years.
  - b. List any litigation completed, pending, or underway in relation to any financing or construction project within the past five years.
  - c. List any Chronic Nuisance Abatement or Nuisance Case notifications issues by Madison Police Department and/or Building Inspection in the past five years.

None.

**PROPERTY MANAGEMENT: TENANT SELECTION & AFFIRMATIVE MARKETING**

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

Yes, I confirm.

21. Describe the affirmative marketing strategy and any other strategies to engage your intended population. How will the Property Manager affirmatively market to populations that are least likely to apply? Specifically outline how this development's marketing will be consistent with the City of Madison's Affirmative Marketing Plan Standards (Attachment B-2 of the RFP), especially for Asian and Latinx populations which are historically under-marketed in affordable housing opportunities.

We market Parker place both online with the company website, Apartments.com and also locally. We have sent information about the property to the Social service agency in the City of Madison, sent flyer to the local community centers and made information regarding available units to the housing assistance program in the neighborhood where the property is located. These have been great resources for these both in the Latin and Asian communities, seeking affordable housing

22. Please address experience in and/or plans to implement inclusive and culturally-inclusive property management and marketing practices. Detail specific partnerships that the development team, Property Manager, and/or other agencies in this proposal have had with community agencies and organizations that provide direct housing search and related assistance to households least likely to apply, **especially including undocumented residents and/or residents without social security numbers**. Please reference successful past practices, relationships with agencies and/or marketing materials used. Include a list of organizations that you have partnered with in the past for marketing activities.

We market Parker place both online with the company website, Apartments.com and also locally. We have sent information about the property to the Social service agency in the City of Madison, sent flyer to the local community centers and made information regarding available units to the housing assistance program in the neighborhood where the property is located. These have been great resources for these both in the Latin and Asian communities, seeking affordable housing.

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

We work with all residents to avoid eviction, we give notices of balances and offer payment plans. The staff is available to discuss concerns and mediate situations to avoid them escalating to eviction, as well as offering a list of community resources.

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

There have been changes in both the Manager and Maintenance roles at Parker place, over the last two years. Both previous employees retired, leaving small gaps to search for the right candidates to fill these roles. During the time where those roles were vacant, we utilized assistance from other managers and vendors to attend to the site needs. In the event where staffing assistance is needed, we would work with our local staffing agency to file the open needs of the site and until it is properly filled work with other managers as well as the property supervisor to staff the site.

25. What percent of staff turnover did the PM experience at Madison-area properties in 2023? 50%

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

Not applicable

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

Rosita Prado Property Manager: Fair housing compliance training, Tax credit training.  
 Tasha Janssen Property Supervisor: Fair housing compliance training, Tax Credit certification, Accredited Residential Manager certification.  
 The Property Management team will be responsible for monitoring compliance and ensuring all regulations are being met.

## SITE INFORMATION

28. Address(es) of Proposed Site, if known: 2401 Parker Place Apartments
29. In which of the following areas on the Affordable Housing Targeted Area Map (see Attachment A) is the proposed site located? Please check one plus Limited Eligibility, if applicable.
- Preferred TOD Area (New Construction Only)
- Eligible Core Transit Area (New Construction Only)
- Preservation & Rehab Area (Ineligible for New Construction; Some exceptions may apply))
- Limited Eligibility Area

30. Explain why this site was chosen and how it helps the City to expand affordable housing opportunities in areas of greatest impact. Describe the neighborhood and surrounding community.

This is an existing development owned and operated by HHDC. The neighborhood surrounding 2401 Parker Place in Madison, WI 53713 is a diverse and vibrant community known for its mix of residential, commercial, and recreational amenities. Situated in South Madison, the area serves a diverse range of residents, including families, young professionals, students, and retirees. Residential options include single-family homes, townhouses, and apartment complexes.

Local businesses, shops, and restaurants offer residents convenient access to everyday amenities and services. Additionally, the area has several parks, green spaces, and recreational facilities, providing opportunities for outdoor activities and community gatherings. Overall, the neighborhood surrounding 2401 Parker Place reflects a dynamic and inclusive community, characterized by its urban amenities, diverse population, and ample opportunities for leisure and recreation.

31. Identify the neighborhood in which the site is located: South Madison neighborhood.

32. Site Specific or Site-Undetermined Application:
- a. Date Site Control Secured (or anticipated): Currently owned.
- b. Site Specific application without Site Control (check if no site control)
- c. Check if Site is Yet-To-Be Identified (targeted area proposal)

**DEVELOPMENT TEAMS THAT SELECTED OPTION C IN QUESTION 32 (WITH AN UNDETERMINED SITE) CAN NOW SKIP TO APPLICATION SECTION B, AND DO NOT NEED TO COMPLETE QUESTIONS 33-65, AT THIS TIME**

33. Current zoning of the site: SR-V2 An interactive version of the Zoning Map can be found linked [here](#).
34. Will the proposed development need to seek a Zoning Map Amendment:
- Yes       No, it's permissively zoned       To be determined
35. Describe any necessary planning and zoning-related approvals (conditional use permit, demolition, etc.) that must be obtained for the proposal to move forward.

The primary planning and zoning-related approval required for the proposal to move forward would be securing a building permit.

36. 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 Plan(s), Special Area Plans, the Generalized Future Land Use Map (interactive version linked [here](#)), and any other relevant [plans](#).

The proposed renovation and preservation of the existing 70-unit affordable housing development in Madison, Wisconsin, aligns closely with the land use recommendations, goals, and objectives outlined in the City of Madison's Comprehensive Plan of 2018. The Comprehensive Plan emphasizes the importance of maintaining and enhancing affordable housing options to support diverse and inclusive communities, which directly corresponds to the project's objective of preserving affordable housing units.

Furthermore, the Comprehensive Plan prioritizes sustainable development practices and the revitalization of existing neighborhoods to promote environmental stewardship and community well-being. By renovating and preserving an existing affordable housing development, the proposed project contributes to sustainable land use by maximizing the use of existing infrastructure and minimizing environmental impact associated with new construction.

Additionally, the Comprehensive Plan emphasizes the need for equitable access to housing and amenities for all residents, regardless of income level or background. The renovation and preservation of the affordable housing development not only ensure the continued availability of affordable housing options but also contribute to creating a more equitable and inclusive community by providing stable housing for low- and moderate-income individuals and families.

Overall, the proposed project's focus on renovating and preserving an existing affordable housing development in alignment with the City of Madison's Comprehensive Plan reflects a commitment to sustainable, equitable, and community-oriented land use practices that support the long-term vitality and resilience of the city.

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

Not applicable.

38. Identify the distance the following amenities are from the proposed site. All distances should be entered as would be traveled by residents of the development (i.e. walking/driving distance, not straight-line distance). Limit to closest three and/or less than one mile per category. Please use the MMSD Find My School [link](#) as the closest school is not always assigned.

Type of Amenities & Services	Name of Facility	Distance from Site (in miles)
Full Service Grocery Store	Mercado Miramar	0.6
Public Elementary School	Lincoln Elementary School	0.3
Public Middle School	Wright Middle School	1.1
Public High School	West High School	4.1
Job-Training Facility, Community College, or Continuing Education Programs	Madison College - South	0.3
Childcare	Journey Together Child Care	3.9
Public Library	Madison Public Library - Central	3.2
Neighborhood or Community Center	Badger Rock Neighborhood Center	1.6
Full Service Medical Clinic or Hospital	SSM Health St. Mary's Hospital	1.9
Pharmacy	Walgreens	0.5
Public Park or Hiking/Biking Trail	Heifetz Park	0.6
Banking	Park Bank	0.4
Retail	Fitchburg Ridge Shopping Center	4.7
B-cycle Station	Sheraton Hotel	1.7
Other (list the amenities):		

39. What is the actual walking distance between the proposed site and the nearest seven-day per week transit stops (i.e. weekday and weekends)?

The Cypress Way & West Badger Road bus stop is 500 feet from our Parker Place development.

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

The walkability from our project at 2401 Parker Place, Madison, Wisconsin, to the elementary and middle schools is largely influenced by the proximity and accessibility of pedestrian infrastructure, including sidewalks, crosswalks, and pedestrian-friendly routes. Without the availability of MMSD Yellow Bus Service, residents would rely on walking routes to access nearby schools.

Fortunately, the area surrounding 2401 Parker Place benefits from well-developed pedestrian infrastructure, including sidewalks along major roadways and designated pedestrian crossings at intersections. This facilitates safe and convenient walking routes for residents, including children attending elementary and middle schools in the vicinity.

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

Residents of 2401 Parker Place in Madison, WI, benefit from a range of transit options provided by the Madison Metro Transit system, facilitating access to employment, childcare, grocery stores, libraries, and neighborhood centers. The comprehensive bus services connect residents to major employment centers, commercial areas, and essential amenities within the vicinity, ensuring convenient and affordable transportation options.

42. For non age-restricted developments over 40 units, describe the impact this housing development will have on the schools in this area. What percent are the 5-year projected capacities for the area schools? Ideal enrollment is considered 90%. Are the schools projected to be at, above, or below capacity? Approximately how many elementary and middle school children are projected to live at the proposed housing development based on the proposed unit mix and previous housing experience? See 5-year projected capacities from 2019 school capacity information found in this [Report](#) (.pdf pages 30-31). MMSD is in the process of updating this information post-pandemic. Please also e-mail Grady Brown ([kgbrown@madison.k12.wi.us](mailto:kgbrown@madison.k12.wi.us)) to obtain updated current and projected capacity for the relevant schools.

The proposed renovation and preservation of the existing development will not significantly impact the enrollment in the local schools. Since our project involves an already established community rather than new construction, the number of residents and school-aged children is expected to remain relatively stable. Lincoln Elementary's 5-year projection is 65.5%, and Wright Middle School's 5-year projection is 66.1%; both are considered below capacity.

## CITY AND COMMUNITY ENGAGEMENT PROCESSES

43. Briefly summarize the most notable staff comments made at the City's Development Assistance Team (DAT) regarding the proposed development and reference the date of the presentation, if you have already presented. If you've not yet presented to DAT, what is the anticipated date of the presentation?

Given that our project involves the renovation and preservation of an existing development rather than new construction, this requirement is not applicable.

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

Given that our project involves the renovation and preservation of an existing development rather than new construction, this requirement is not applicable.

45. Describe the response of the alder in which the proposal is located, as well as the adjacent Aldermanic District, if applicable. What issues or concerns with the project has been identified, if any? How will those be addressed?

As of the date of this submission, we are awaiting a response from Alder Isidore Knox Jr. for a meeting to discuss our project. Given its nature as a preservation of affordable housing, we anticipate receiving support from Alder Knox Jr. Nevertheless, we approach this discussion with an open mind and eagerness to address any concerns or issues the Alder may have. Our aim is to collaborate with Alder Knox Jr. to ensure the success of the project by incorporating any necessary requirements.

## SITE AMENITIES

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

The development provides ample green space, a children's playground, and convenient access to public transportation. Additionally, it includes an on-site management office and offers 24-hour emergency maintenance services, ensuring residents have continuous support and a well-maintained living space. Parking consists of 122 open spaces that are free of charge to the residents.

47. 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.

Parker Place features large units, which includes a mix of three- and four-bedroom units and amenities such as central air-conditioning, washer and dryer hookups, full basements, and private patios, catering specifically to families.

**PROPOSAL TIMELINE**

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

<b>Activity/Benchmark</b>	<b>Estimated Month/Year of Completion</b>
Draft Site Plan Ready to Submit to Dev. Assistance Team (DAT) [ <i>Target/Actual Month/Date</i> ]	
1 <sup>st</sup> Development Assistance Team Meeting [ <i>Target/Actual Month/Date</i> ]	
1 <sup>st</sup> Neighborhood Meeting [ <i>Target/Actual Month/Date</i> ] (if applicable)	
Submission of Land Use Application (if applicable)	
Plan Commission Consideration	
Urban Design Commission Consideration, if applicable [ <i>Target Month/Date</i> ]	
Complete Financing	4/1/2025
Acquisition/Real Estate Closing	4/1/2025
Rehab or New Construction Bid Publishing	TBD
New Construction/Rehab Start	4/2/2025
Begin Lease-Up/Marketing	NA
New Construction/Rehab Completion	11/1/2025
Certificates(s) of Occupancy Obtained	TBD
Complete Lease-Up	NA
Request Final Draw of CDD Funds	11/28/2025

## HOUSING INFORMATION &amp; UNIT MIX

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

<b>ADDRESS #1:</b>		<b>2401 Parker Place, Madison, WI</b>									
		<b># of Bedrooms</b>					<b>Projected Monthly Unit Rents, Including Utilities</b>				
<b>% of County Median Income (CMI)</b>	<b>Total # of units</b>	<b># of Studios</b>	<b># of 1 BRs</b>	<b># of 2 BRs</b>	<b># of 3 BRs</b>	<b># of 4+ BRs</b>	<b>\$ Rent for Studios</b>	<b>\$ Rent for 1 BRs</b>	<b>\$ Rent for 2 BRs</b>	<b>\$ Rent for 3 BRs</b>	<b>\$ Rent for 4+ BRs</b>
≤30%	1	0	0	0	1	0				688	
40%	1	0	0	0	1	0				1018	
50%	1	0	0	0	1	0				1183	
60%	54	0	0	0	51	3				1339	1669
<b>Affordable Sub-total</b>	<b>57</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>54</b>	<b>3</b>					
80%	12	0	0	0	11	1				1451	1749
<b>Market*</b>	1	0	0	0	1	0				1328	
<b>Total Units</b>	<b>70</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>66</b>	<b>4</b>	Notes:Market unit is the Management Office.				

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

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

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

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

51. Please list the source of calculating your utility allowance, and the total utility allowance per bedroom size:  
 Utilities Allowance Used:  CDA  DCHA  HUSM

Unit Size (Number of Bedrooms)	Total Monthly Utility Allowance (\$)
Efficiency	_____
1-Bedroom	_____
2-Bedroom	\$335 FOR 3-BEDROOM
3-Bedroom	\$390 FOR 4-BEDROOM

**REAL ESTATE PROJECT DATA SUMMARY**

52. 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:	2401 Parker Place, Madison, WI								
	70	70	68	0	0	0	4,860,000	4,860,000	Not applicable
Address:	Enter Address 2								
Address:	Enter Address 3								

53. Describe the historical use(s) 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 Property has been utilized for residential purposes since original development. Prior to the current residential development, the Property was farmland used for agricultural production. A Phase I Environmental Property Assessment from March 2012 revealed no evidence of recognized environmental conditions in connection with the subject property.

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

There are 13 townhouse style buildings on the site and none will be demolished as part of this project.

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

None of the existing residents will be temporarily nor permanently displaced as a part of this project.

56. 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 if available. If proposal includes

rehabilitation of occupied properties will be phased over more than a year, please describe the assessment and phasing plan in detail.

A capital needs assessment has not yet been completed.

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

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

HHDC has a growing commitment to integrating green building design techniques into our projects, ensuring environmental sustainability and energy efficiency. Our latest endeavor, a nine-story 64-unit new construction development, exemplifies this commitment. We anticipate achieving National Green Building Standard (NGBS) Bronze certification for this project. This certification underscores our dedication to environmentally responsible development practices and demonstrates our efforts to create healthier, more sustainable living spaces for our residents.

58. Describe the proposed project’s energy efficiency approach, design and equipment choices. For new construction proposals, please attach a copy of the confirmation page demonstrating that your organization has submitted an [Initial Application](#) for Focus on Energy’s Energy Design Assistance program once available. For rehabilitation proposals, please attach documentation confirming that your organization has reached out to Focus on Energy’s [multifamily program, once available](#).

Our approach to energy efficiency improvements at the property includes replacing existing appliances with Energy Star-rated refrigerators, dishwashers, and stoves to minimize energy consumption. As part of the renovation scope, windows will also be replaced. The new windows will be high-efficiency, Energy Star-rated double-pane windows designed to reduce energy consumption for heating and cooling.

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

Third-Party Certification	YES
Focus on Energy’s Energy Design Assistance program <i>(Initial Application submittal confirmation page is attached)</i>	<input type="checkbox"/>
Wisconsin Green Built- GOLD Standard	<input type="checkbox"/>
EPA AirPLUS	<input type="checkbox"/>
LEED®	<input type="checkbox"/>
WELL	<input type="checkbox"/>
ENERGY STAR Multifamily New Construction	<input type="checkbox"/>
Passive House	<input type="checkbox"/>
Other:	<input type="checkbox"/>
Other:	<input type="checkbox"/>

60. Please describe how this proposed development will contribute to the City’s goal of 100% renewable energy and net-zero carbon emissions community-wide by 2050. For more information, see [100% Renewable Madison Report](#). Please describe below any other renewable energy systems to be included in the development, such as solar thermal, solar hot water, geothermal, etc.

What size of solar array is anticipated (in Kw)? **0**

What percentage of on-site electricity use is the development aiming to provide via the solar array? **0**

The reduction in energy consumption as a result of installing new Energy Star-rated windows and appliances represents a small but significant step towards contributing to the City's goal.

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

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

62. New Construction Proposals Only: Please *briefly* describe the Sustainable Building Design Elements and Strategies that will be incorporated into the proposed project as referenced in the [AIA Framework for Design Excellence](#), especially the following:

a. Design for Equitable Communities

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

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

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

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

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

g. Design for Change – Optimize operational and maintenance practices

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

63. Describe this development’s approach to accessibility. Indicate the number and percent of ADA accessible units as well as the number and percent of proposed Type A accessible units and/or convertible to Type A units as needed. Will this development exceed the minimum requirements to the greatest extent feasible? For rehab, describe the accessibility modifications that will be incorporated into the existing development.

No accessibility modifications are currently planned as part of the scope of work.

64. 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 in common areas. What percentage or number of units in the proposed development will incorporate Universal Design principles? What percent of units will be visitable?

The proposed renovation does not include specific elements that adhere to the principles of Universal Design within its scope of work. While our immediate renovation efforts focus on essential capital improvements such as masonry repairs, Energy Star-rated appliance upgrades and window replacements, we are committed to exploring opportunities to incorporate Universal Design principles in future phases of development

**REFERENCES**

65. 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
Mark Kroencke	Banking	mkroencke@firsambank.com	847-586-2242
Bernard Bartilad	Banking	bbartilad@mbfinancial.com	312-633-0211
Paul Slade	Banking	pslade@oldplanktrailbank.com	815-462-5500

**DEVELOPMENT TEAMS WITH AN IDENTIFIED SITE (AND HAVE COMPLETED QUESTIONS 32-65) DO NOT NEED TO COMPLETE SECTION B.**



**SECTION B – TARGETED AREA ONLY (No Identified Site)**

**SITE INFORMATION**

1. General Area of Proposed Sites: \_\_\_\_\_

2. If applicable, please identify in which of the following areas on the Affordable Housing Targeted Area Map your proposal is generally located in, or that you anticipate you will target. If the area targeted for your proposal is larger or consists of multiple areas, please select one of the following that comprises the majority of your target area.

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

3. Explain why this area was chosen. How does it help the City to expand affordable housing opportunities in areas of greatest impact? How will this area assist in providing neighborhood-serving benefits?

4. Describe the type of housing project you propose to develop (i.e. new construction, preservation or acquisition and rehab)?

5. Number of units you anticipate developing in the targeted area: \_\_\_\_\_

6. Identify the following amenities that exist in the area which you have identified. If an amenity/service does not exist within the area, determine and list the next closest location.

Type of Amenities & Services	Name of Facility	In Targeted Area? (yes/no)
Full Service Grocery Store		
Public Elementary School		
Public Middle School		
Public High School		
Job-Training Facility, Community College, or Continuing Education Programs		
Childcare		
Public Library		
Neighborhood or Community Center		
Full Service Medical Clinic or Hospital		
Pharmacy		
Public Park or Hiking/Biking Trail		
Banking		
Retail		
Other (list the amenities):		

7. Are there seven-day per week transit stops (i.e. weekday and weekends) in or adjacent to your targeted area?

8. Describe your experience in gaining necessary planning and zoning-related approvals (rezoning, conditional use permit, demolition, etc.) that have been obtained for other developments. Are there adequate sites available in this targeted area that can feasibly identify and develop within the timeframe listed in the RFP? Please explain how you anticipate selecting a site(s).

9. Describe the your anticipated project and targeted area's consistency with adopted [plans](#), including the City of Madison Comprehensive Plan (adopted 2018), Neighborhood Plan(s), Special Area Plans, the Generalized Future Land Use Map (interactive version linked [here](#)), and any other relevant [plans](#).

**CITY AND COMMUNITY ENGAGEMENT PROCESSES**

10. Describe your familiarity with this neighborhood and community. Have you previously worked with this Neighborhood Association(s) or Alder? Describe the response of the alderperson in which the proposal is located, as well as the adjacent alderperson(s), if applicable. What issues or concerns with your anticipated project have been identified, if any? How will those be addressed? Please note new Aldermanic Districts that went into effect January 1, 2022.

**SITE AMENITIES**

Specific details of site amenities will be asked in a supplemental application submittal once a site(s) has been identified, as a component of City approvals before funding allocated.

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

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

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

13. Describe this development team's past approach to accessibility. Will any proposed development meet or exceed the minimum requirements? For rehab, describe the accessibility modifications that will be incorporated into existing developments.

14. Describe this your agency's commitment to the principles of Universal Design. Elaborate on how your agency has incorporated Universal Design components in residential units, any commercial space, and in common areas. Do you anticipate that your agency will exceed building code standards for Type A units? Once a site is identified, what percentage or number of units in any proposed developments will incorporate Universal Design principles?

**ONLY DEVELOPMENT TEAMS APPLYING FOR HOME-ARP FUNDS MUST COMPLETE SECTION C. ALL OTHER APPLICANTS MAY PROCEED TO PAGE 21.**

<b>SECTION C – HOME-ARP FUNDS – HOMELESSNESS &amp; HOUSING STABILITY</b>
--------------------------------------------------------------------------

Applicants seeking HOME-ARP funds, must also complete the following questions.

1. Please confirm that the development team, including property management and supportive service coordinator, have read and understand Attachment E which outlines the requirements of the HOME-ARP program.  
 Yes, I confirm.
2. Please describe the proposed development's integrated supportive housing approach to serve the target populations. Provide the number and percent of Integrated Supportive Housing Units proposed utilizing HOME-ARP and adhering to its requirements. Describe how the HOME-ARP units created in this project will serve the following HUD required Qualifying Populations:
  - a. Those who are homeless as defined under 24 CFR 91.5
  - b. Those who are at imminent risk of homelessness as defined in 24 CFR 91.5
  - c. Those who are fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking, as defined by HUD.
  - d. Other populations where assistance would prevent the family's homelessness or serve those with the greatest risk of housing instability.

3. Please identify the per-unit cost of the HOME-ARP units in your project: \_\_\_\_\_
4. 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.

5. 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?

6. Describe the planned approach that the development team will utilize to engage with and center the voices of the Qualifying Populations in the design of the proposed development using trauma-informed design?

7. Describe the development team's experience using a Housing First approach to supportive housing?

8. Please submit a Support Service Plan with your application. This plan should highlight the following elements:
- a. **Operations Plan**
    - i. Affirmative Marketing Plan (must meet Affirmative Marketing Plan Standards).
    - ii. Tenant Selection Plan (must meet Tenant Selection Plan Standards and HOME-ARP guidelines, including a Housing First approach).
    - iii. Staffing needs (i.e. %FTE and ratio of staff per household, etc.).
    - iv. Lease up Coordination – detail how property management will work with the support service provider and partner agencies to seek referrals for vacant units.
      1. Describe the process for using Coordinated Entry to seek referrals of the prioritized qualifying population (households experiencing homelessness).
      2. Describe how property management will ensure that households who are unserved by Coordinated Entry but otherwise meet the HUD definition of the Qualifying Population will have access to HOME-ARP units through a waitlist.
      3. Describe the process to lease non-HOME-ARP units, if applicable.
    - v. Outreach Strategies – how the property will engage its residents in the supportive services offered.
    - vi. Resident Assessment – how will case managers assess the supportive service needs of individual residents.
    - vii. Support Service Coordination
      1. Description of the type(s) and level of supportive services offered.
      2. Describe what services are provided on-site.
      3. Identify partnerships, if any, with supportive service agencies that have been or will be formed to serve the target population. How will external services be accessed.
  - b. **Budget and Spending Plan:**
    - i. 5-year budget projection on support service costs and sources.
    - ii. Resource Management:
      1. How will funding required for providing services outlined in the plan will remain available over time.
      2. Identify how HOME-ARP service funds will be budgeted over-time.
    - iii. Spending Plan: a detailed explanation of how the supportive services funds will be spent and how that fits into the property's Supportive Services Plan.
      1. Specifically identify how HOME-ARP service funds will be spent.

The following attachments are included with this application:

**PLEASE ATTACH THE FOLLOWING ADDITIONAL INFORMATION AND CHECK THE BOX WHEN ATTACHED:**

- 1. A completed Application Budget Workbook, showing the City's proposed financial contribution and all other proposed financing via Worksheets 1-4 (Agency Overview, Capital, and Expenses, Proforma).
- 2. A detailed map of the site, for development proposals with an identified site,
- 3. A map using the AHF Affordable Housing Targeted Area Map, indicating the site in the context of the City.
- 4. A preliminary site plan and one to two renderings, if available.
- 5. A Capital Needs Assessment report of the subject property, or similarly detailed rehab phasing and cost report, if the proposal is for a rehabilitation project and if the report is available at the time of application.
- 6. A recent market study or informal analysis, if available at the time of application.
- 7. For rental development proposals with more than one owner, a Project Organizational Chart, including ownership interest percentages.
- 8.a. Tenant Selection Plan consistent with the City's Standards outlined in Attachment B-1, if one is available at time of application.
- 8.b. Affirmative Marketing Plan consistent with the CDD's AMP Standards outlined in Attachment B-2, if one is available at time of application.

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

<b>Application Item</b>	<b>Due Date</b>
Preliminary Site Plan	A week prior to Development Assistance Team (DAT)
Capital Needs Assessment	Supplemental Application
Market study/Analysis <i>(Required for new construction proposals seeking HOME funds)</i>	Supplemental Application
Proposals with an Undetermined Site, Questions 33-65	Supplemental Application

**APPLICANT & PROJECT NAME:**

**Hispanic Housing Development Corporation - Parker Place**

**2. 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:						
Subordinate Loan-Lender Name:						
Subordinate Loan-Lender Name:						
Tax Exempt Loan-Bond Issuer:						
FHLB-AHP Loan						
City Loan Request (AHF/HOME)	\$ 2,895,912	N	0.00%	30	30	\$0
City-Loan HOME-ARP (Development Funds)						
City-Loan Request (TIF)						
Other-Specify Lender/Grantor:						
Other-Specify Lender/Grantor:						
Other-Specify Lender/Grantor:						
Historic Tax Credit Equity						
Deferred Developer Fees						
Owner Investment	\$ 965,304					
Other-Specify:						
<b>Total Sources</b>	<b>\$ 3,861,216</b>					

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

Remarks Concerning Project Funding Sources:

City Funds and owner investment are the only sources in this transaction that will fund the planned renovations.

APPLICANT:

**Hispanic Housing Development Corporation - Parker Place**

**3. PROJECT EXPENSES**

Enter the proposed project expenses

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

<b>Construction:</b>	
Construction/Rehab Costs	\$2,786,400
Construction Profit	\$167,184
Construction Overhead	\$55,728
General Requirements	\$167,184
Construction Supervision	\$0
FF&E/Personal Property	\$0
Demolition	\$0
Site Work	\$0
Landscaping	\$0
Letter of Credit/P&P Bond	\$55,728
Construction Contingency	\$417,960
Other (List)	
	\$0

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


Total Cost: **\$0**

<b>Architectural &amp; Engineering</b>	
Architect - Design	\$69,660
Architect - Supervision	\$13,932
Engineering	\$0
Other (List)	
	\$0

<b>Interim/Construction Costs</b>	
Builder's Risk/Property Insurance	\$0
Construction Loan Interest	\$0
Construction Loan Origination Fee	\$0
Real Estate Taxes	\$0
Park Impact Fees	\$0
Other Impact Fees	\$0
Other (List)	
	\$0

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

<b>Soft Costs</b>	
Appraisal	\$7,000
Market Study	\$8,700

Environmental Reports	\$10,000
Survey	\$8,000
Permits	\$15,000
Lease-Up Period Marketing	\$0
Accounting/Cost Certification	\$0
Title Insurance and Recording	\$0
Relocation	\$0
FF&E	\$0
Capital Needs Assessment (if rehab)	\$7,500
Legal	\$50,000
Other (List)	
Contingency	\$21,240
<b>Fees:</b>	
Bridge Loan Fees	\$0
Organizational Fees	\$0
Syndication Fees	\$0
Total Development Fee	\$0
Developer Overhead	\$0
Other Consultant Fees	\$0
Other (List)	
	\$0
<b>Reserves Funded from Capital:</b>	
Lease-Up Reserve	\$0
Operating Reserve	\$0
Replacement Reserve	\$0
Capital Needs Reserve	\$0
Debt Service Reserve	\$0
Escrows	\$0
<b>Other: (List)</b>	
	\$0
<b>TOTAL COSTS:</b>	<b>\$3,861,216</b>

APPLICANT: **Hispanic Housing Development Corporation - Parker Place**

4. PROJECT PROFORMA

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

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13	Year 14	Year 15	Year 16
Gross Income	1,106,879	1,129,017	1,151,597	1,174,629	1,198,121	1,222,084	1,246,526	1,271,456	1,296,885	1,322,823	1,349,279	1,376,265	1,403,790	1,431,866	1,460,503	1,489,713
Less Vacancy/Bad Debt	33,206	33,870	34,548	35,239	35,944	36,663	37,396	38,144	38,907	39,685	40,478	41,288	42,114	42,956	43,815	44,691
<b>Income from Non-Residential Use*</b>	42,933	43,792	44,667	45,561	46,472	47,402	48,350	49,317	50,303	51,309	52,335	53,382	54,449	55,538	56,649	57,782
<b>Total Revenue</b>	1,116,606	1,138,938	1,161,716	1,184,951	1,208,650	1,232,823	1,257,479	1,282,629	1,308,281	1,334,447	1,361,136	1,388,359	1,416,126	1,444,448	1,473,337	1,502,804
<b>Expenses:</b>																
Office Expenses and Phone	90,755	92,570	94,421	96,310	98,236	100,200	102,204	104,249	106,334	108,460	110,629	112,842	115,099	117,401	119,749	122,144
Real Estate Taxes	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Advertising, Accounting, Legal Fees	13,996	14,276	14,561	14,853	15,150	15,453	15,762	16,077	16,399	16,727	17,061	17,402	17,750	18,105	18,467	18,837
Payroll, Payroll Taxes and Benefits	67,236	68,581	69,952	71,351	72,778	74,234	75,719	77,233	78,778	80,353	81,960	83,600	85,272	86,977	88,716	90,491
Property Insurance	166,754	170,089	173,491	176,961	180,500	184,110	187,792	191,548	195,379	199,286	203,272	207,338	211,484	215,714	220,028	224,429
Mtc, Repairs and Mtc Contracts	194,214	198,098	202,060	206,101	210,223	214,428	218,717	223,091	227,553	232,104	236,746	241,481	246,310	251,237	256,261	261,386
Utilities (gas/electric/fuel/water/sewer)	81,107	82,729	84,384	86,071	87,793	89,549	91,340	93,166	95,030	96,930	98,869	100,846	102,863	104,921	107,019	109,159
Property Mgmt	64,420	65,709	67,023	68,363	69,731	71,125	72,548	73,999	75,479	76,988	78,528	80,099	81,701	83,335	85,001	86,701
Operating Reserve Pmt	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Replacement Reserve Pmt	42,000	42,840	43,697	44,571	45,462	46,371	47,299	48,245	49,210	50,194	51,198	52,222	53,266	54,331	55,418	56,526
Support Services	0	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
<b>Total Operating Expenses</b>	720,482	734,892	749,589	764,581	779,873	795,470	811,380	827,607	844,159	861,043	878,264	895,829	913,745	932,020	950,661	969,674
<b>Net Operating Income</b>	396,124	404,046	412,127	420,370	428,777	437,352	446,100	455,022	464,122	473,404	482,872	492,530	502,381	512,428	522,677	533,130
<b>Debt Service:</b>																
First Mortgage	366,972	366,972	366,972	366,972	366,972	366,972	366,972	366,972	366,972	366,972	366,972	366,972	366,972	366,972	366,972	366,972
Second Mortgage	0	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
<b>Total Debt Service</b>	366,972	366,972	366,972	366,972	366,972	366,972	366,972	366,972	366,972	366,972	366,972	366,972	366,972	366,972	366,972	366,972
<b>Total Annual Cash Expenses</b>	1,087,454	1,101,864	1,116,562	1,131,554	1,146,845	1,162,443	1,178,352	1,194,580	1,211,132	1,228,015	1,245,236	1,262,801	1,280,718	1,298,993	1,317,633	1,336,646
<b>Total Net Operating Income</b>	29,151	37,074	45,155	53,397	61,804	70,380	79,127	88,049	97,149	106,432	115,900	125,557	135,408	145,456	155,704	166,158
<b>Debt Service Reserve</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Deferred Developer Fee</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Cash Flow</b>	29,151	37,074	45,155	53,397	61,804	70,380	79,127	88,049	97,149	106,432	115,900	125,557	135,408	145,456	155,704	166,158
AHF City Interest Loan	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

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

<b>DCR Hard Debt</b>	1.08	1.10	1.12	1.15	1.17	1.19	1.22	1.24	1.26	1.29	1.32	1.34	1.37	1.40	1.42	1.45
<b>DCR Total Debt</b>	1.08	1.10	1.12	1.15	1.17	1.19	1.22	1.24	1.26	1.29	1.32	1.34	1.37	1.40	1.42	1.45

**Assumptions**

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

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

Vending: \$200; Late fees: \$3,600; interest income: \$397; Misc: \$4,200; Tenant water reimbursements: \$34,536

APPLICANT: Hispanic Housing Development Corporation - Parker Place

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	1,519,508	1,549,898	1,580,896	1,612,514	1,644,764	1,677,659	1,711,212	1,745,437	1,780,345	1,815,952	1,852,271	1,889,317	1,927,103	1,965,645
Less Vacancy/Bad Debt	45,585	46,497	47,427	48,375	49,343	50,330	51,336	52,363	53,410	54,479	55,568	56,680	57,813	58,969
<b>Income from Non-Residential Use*</b>	58,938	60,117	61,319	62,545	63,796	65,072	66,374	67,701	69,055	70,436	71,845	73,282	74,747	76,242
<b>Total Revenue</b>	1,532,860	1,563,517	1,594,788	1,626,684	1,659,217	1,692,402	1,726,250	1,760,775	1,795,990	1,831,910	1,868,548	1,905,919	1,944,037	1,982,918
<b>Expenses:</b>														
Office Expenses and Phone	124,587	127,078	129,620	132,212	134,857	137,554	140,305	143,111	145,973	148,893	151,870	154,908	158,006	161,166
Real Estate Taxes	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Advertising, Accounting, Legal Fees	19,214	19,598	19,990	20,390	20,797	21,213	21,638	22,070	22,512	22,962	23,421	23,890	24,367	24,855
Payroll, Payroll Taxes and Benefits	92,301	94,147	96,030	97,950	99,909	101,907	103,945	106,024	108,145	110,308	112,514	114,764	117,060	119,401
Property Insurance	228,918	233,496	238,166	242,929	247,788	252,743	257,798	262,954	268,213	273,578	279,049	284,630	290,323	296,129
Mtc, Repairs and Mtc Contracts	266,614	271,946	277,385	282,933	288,592	294,364	300,251	306,256	312,381	318,629	325,001	331,501	338,131	344,894
Utilities (gas/electric/fuel/water/sewer)	111,343	113,569	115,841	118,158	120,521	122,931	125,390	127,898	130,456	133,065	135,726	138,440	141,209	144,033
Property Mgmt	88,435	90,204	92,008	93,848	95,725	97,640	99,593	101,584	103,616	105,688	107,802	109,958	112,157	114,401
Operating Reserve Pmt	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Replacement Reserve Pmt	57,657	58,810	59,986	61,186	62,410	63,658	64,931	66,230	67,554	68,905	70,284	71,689	73,123	74,585
Support Services	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
<b>Total Expenses</b>	989,067	1,008,849	1,029,026	1,049,606	1,070,598	1,092,010	1,113,851	1,136,128	1,158,850	1,182,027	1,205,668	1,229,781	1,254,377	1,279,464
<b>Net Operating Income</b>	543,793	554,669	565,762	577,077	588,619	600,391	612,399	624,647	637,140	649,883	662,880	676,138	689,661	703,454
<b>Debt Service:</b>														
First Mortgage	366,972	366,972	366,972	366,972	366,972	366,972	366,972	366,972	366,972	366,972	366,972	366,972	366,972	366,972
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
<b>Total Debt Service</b>	366,972	366,972	366,972	366,972	366,972	366,972	366,972	366,972	366,972	366,972	366,972	366,972	366,972	366,972
<b>Total Annual Cash Expenses</b>	1,356,040	1,375,821	1,395,998	1,416,579	1,437,571	1,458,983	1,480,823	1,503,100	1,525,823	1,549,000	1,572,640	1,596,753	1,621,349	1,646,437
<b>Total Net Operating Income</b>	176,820	187,696	198,790	210,105	221,646	233,419	245,427	257,675	270,168	282,910	295,908	309,166	322,688	336,482
<b>Debt Service Reserve</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Deferred Developer Fee</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Cash Flow</b>	176,820	187,696	198,790	210,105	221,646	233,419	245,427	257,675	270,168	282,910	295,908	309,166	322,688	336,482
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.

<b>DCR Hard Debt</b>	1.48	1.51	1.54	1.57	1.60	1.64	1.67	1.70	1.74	1.77	1.81	1.84	1.88	1.92
<b>DCR Total Debt</b>	1.48	1.51	1.54	1.57	1.60	1.64	1.67	1.70	1.74	1.77	1.81	1.84	1.88	1.92

**Assumptions**

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

# 2024 Affordable Housing Non-Tax Credit RFP Supplemental Application Questions

Hispanic Housing Development Corporation

Parker Place Apartments

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Response Submission Due Date: July 22, 2024 NOON

## Instructions to Applicants:

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

## Questions:

1. What is the anticipated timeline for a full capital needs assessment. If available, please submit a CNA with these supplemental question responses.

We are commissioning a CNA with the goal of having it ready by the supplemental application deadline.

2. Describe the rehabilitation work and whether any residents will be temporarily displaced from their units. If any residents will be temporarily displaced, describe the relocation plan you intend to follow.

All existing windows will be replaced with new energy-efficient models to improve insulation, reduce energy costs, and address water intrusion in five units. Additionally, all units will receive new kitchen cabinets, countertops, and laminate vinyl plank flooring. We will replace all refrigerators, stoves, and dishwashers with Energy Star-rated appliances to enhance energy efficiency.

The improvements will be performed with the tenants in place. We will coordinate the work to minimize disruption and ensure the safety and comfort of all residents. Both HHDC and Tropic have experience with tenant-in-place renovations.

3. In addition to the unit rehab needs described, will any funding be utilized for exterior and/or grounds improvement?

No.

4. What considerations for renewable energy have been given to this proposal? Will you work with Focus on Energy, and explore potential for a photovoltaic solar array?

Our current scope of work does not include specific plans for energy improvements, such as the installation of a photovoltaic solar array. Our focus is primarily on addressing the

immediate needs and appliance upgrades to ensure the habitability and energy efficiency of the units through measures like window replacements and the installation of Energy Star-rated appliances.

5. It is a strategy of the South Madison Plan to preference current of former south Madison residents in affordable housing options in the area as they become available. Describe your approach to marketing units to the surrounding neighborhood, to ensure that as units become available South Madison residents will have access to remain in the neighborhood.

Parker Place uses local marketing sources, such as newspapers and marketplace on Facebook, to list any vacancy coming available to the South Madison area neighborhood. We do also network with the local community resources to notify of any opportunities for housing, to keep it local within the neighborhood.

6. Attach a copy of the proposed Tenant Selection Plan for this development, ensuring that it meets the TSP Standards outlined in Attachment B-1 of the RFP.

See attached.

7. Attach a copy of the proposed Affirmative Marketing Plan for this development, ensuring that it meets the AMP Standards as outlined in Attachment B-2 of the RFP.

See attached.