

## 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](mailto:cddapplications@cityofmadison.com)

### APPLICANT INFORMATION

Proposal Title:	University Park Commons II		
Amount of Funds Requested:	\$2,120,000	Type of Project:	<input checked="" type="checkbox"/> New Construction <input type="checkbox"/> Acquisition/Rehab
Name of Applicant:	JT Klein		
Mailing Address:	818 S. Park Street Madison, WI 53715		
Telephone:	608-661-2345	Fax:	
Admin Contact:	Jacob Klein	Email Address:	jacob@jtklein.com
Project Contact:	Kevin O'Donnell	Email Address:	Kevin@jtklein.com
Financial Contact:		Email Address:	
Website:	www.jtklein.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 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:	47-4551112	SAM/ UEI #:	JXC5N41WQ5W4

\* 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 RESIGTRATION

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

### CITY OF MADISON CONTRACTS

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

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

**SIGNATURE OF APPLICANT**

Enter Name: Jacob Klein

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: 8/11/2023

**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.

University Park Commons II is an affordable housing development located within the larger University Park redevelopment project. University Park Commons II will be non-age restricted affordable workforce multi-family housing. The entire University Park redevelopment is located at the former Westgate Mall, just off the Beltline at the corner of Whitney Way and Tokay Boulevard. JTK demolished the Westgate Mall and completed the first phase of the development in late 2022. The entire site is set to be completed in multiple phases which upon completion will include 324 market rate, 136 affordable family, and 161 affordable senior apartments.

This application is for the second affordable phase of the redevelopment. University Park Commons II with 68 workforce units. University Park Commons will be a mixture of 1, 2, and 3 bedroom apartments containing a mixture of affordable (30-60% AMI) units and market rate units. Of these 68 units, 22 will be set aside at the 30% AMI, which is considered extremely low income. These 22 units will be targeted to residents who utilize supportive services targeting a mixed population including persons with disabilities, veterans, and persons who are formerly homeless or housing insecure. There will be no difference in unit size or quality between the affordable units and the market rate units. Future residents can expect a sustainable, highly energy efficient building with finish levels and amenities on par with market rate comparable properties.

Lutheran Social Services (LSS), one of the oldest and most successful non-profits within Wisconsin. Additionally, LSS will be providing supportive services and coordinating the HSC list for the development and will likely own a 51% interest in the General Partnership. JT Klein Company, Inc. is a the co-developer on both phases along with DA Development LLC, a City of Madison and State of Illinois certified Minority Business Enterprise. This diverse development team will give an array of perspectives, giving the project highest chance of success.

If funded, UPC II will have a minimum affordability period of 40 years. Additionally, both phases of University Park will provide a substantial amount of first floor 3 bedroom units designed for families with children. A full breakdown of unit types and AMI set asides is provided in section "H". Both phases will contain units targeting a mixture of vulnerable populations including persons with disabilities, veterans, and persons who are formerly homeless or housing insecure. Onsite supportive services will be provided by LSS, Way Forward (Formerly MOM) and Dane County Veterans Service Office (CVSO). A full breakdown of units and targeted demographics is provided in section "E"

JTK believes that University Park Commons II will be a positive impact on the community and aligns perfectly with both the City of Madison's and Dane County's affordable housing goals. This development helps meet the goals of the Midvale Neighborhood Plan and will transform a blighted site into a vibrant mixed-use community serving a variety of needs and demographics. Given it's proximity to the West Transfer Point, the future BRT, Research Park, the Beltline, as well as being adjacent to HyVee and the Odana School Park, this is an ideal location for an affordable housing development.

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): \_\_\_\_\_

Total number of units: 68  
 Total number affordable of units (<60% CMI): 53 Total % affordable of units (<60% CMI): 78%  
 Total amount of AHF requested per affordable unit: 40,000  
 Number of units supported by Section 8 project-based vouchers, if known: \_\_\_\_\_ PBV CMI level: \_\_\_\_\_  
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?

No
----

**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.

In November 2014, Jacob T. Klein formed JT Klein Company, Inc. with the ambition to develop senior apartments, assisted living and memory care. Jacob's role includes site identification, market analysis, securing entitlements, sourcing debt and equity financing and construction project management. Between his experience with his former firm and with JT Klein Company, Jacob has developed over 1,650 units with project costs totaling over \$250,000,000. He has also served as construction project manager for over 600 of those units with construction contracts of exceeding \$60,000,000.

#### Jacob T. Klein- President/Founder

Mr. Klein is responsible for project development, leading all facets of the development process, including site identification and acquisition, city approvals, financial layering, tax credit approval, construction and lease-up, financing -- identifying various forms of soft cost subsidies, TIF analysis, construction and long-term debt financing as well as Tax Credit Equity. Mr. Klein is experienced in developing and performing construction management duties for independent senior apartments, assisted living and memory care as well as market rate and affordable general occupancy apartments.

Prior to forming JT Klein Company, Inc. in 2014, Mr. Klein served as Vice President and Project Partner at MSP Development and Heritage Assisted Living. During his tenure at MSP Jacob developed over 1,000 units with project costs exceeding \$150,000,000. Since 2014, JT Klein Company has been awarded 12 LIHTC awards from WHEDA to support the development of 735 new apartment units in Dane County. JT Klein Company was recognized as one of 2016's Top 50 affordable housing developers in the nation by Affordable Housing Finance Magazine.

#### Kevin O'Donnell- Director of Development

Kevin's primary responsibilities with JT Klein include sourcing new projects and managing all aspects of the development cycle. He manages relationships with city officials, landowners, financial partners, attorneys, contractors, and community partners to help grow the affordable footprint in Wisconsin. Prior to JT Klein, Kevin developed his experience as an Asset Manager for a portfolio of properties in the Midwest. His prior experiences in asset management and property management provide him with a complete understanding of the functions that each development needs to ensure it is successful. Kevin has developed & managed over 2,800 LIHTC & Market units through new construction and the renovation process.

Lutheran Social Services of Wisconsin and Upper Michigan (LSS) Since 1989, LSS's service coordination program has facilitated a variety of supportive services within multi-family residential communities. LSS's program is designed to promote and support self-sufficiency and independence for older adults, individuals living with disabilities, and others by connecting them with necessary resources and services. In 2019 alone, LSS offered onsite Service Coordination in safe, affordable and accessible homes for 2,697 residents. Over 93% of those residents stated they remained or became connected to their community. LSS offers a variety of Housing programs to fulfill the vision of healthy communities for all ages, needs, and incomes. - HUD Subsidized Housing: LSS owns and manages more than 30 subsidized communities, totalling more that 425 units. - Market Rate Housing:

LSS manages Eastridge Estates, a 64 units independent living community for adults 55 and older. - Services to Persons experiencing Homelessness: LSS is involved in a variety of services to bring individuals and families out of homelessness and into permanency in housing through Tenant Based Rental Assistance, Housing First, and Case Management Services - Affordable Housing/Tax Credit Empowerment Services: The LIHTC Program highlights LSS's commitment to remove barriers by providing quality, affordable rental housing. LSS's development partners bring the experience and resources necessary to rejuvenate existing buildings as well as develop new apartments and mixed use spaces. LSS brings development and supportive service experience as well as the ability to secure soft funds to better ensure award and ultimate success of the development. -Service Coordination: LSS service coordinators embody the core value; believe in the infinite worth of every person. Based on resident interests and needs, we offer information and referral in the following empowerment areas: -- Child and Adult Education -- Financial Literacy -- Employment Services -- Health and Government Benefits

DA Development LLC. DA Development is certified Minority Business Enterprise development company specializing in low income house tax credit projects. Since formation in 2020, DA Development has been the co-developer on 4 affordable housing developments that successfully WHEDA tax credit awards. Founder and president Danny Afable has been working in real estate, specifically multi-family rental housing, since his first internship in the Summer of 2010. While completing his degree in business economics & finance at Marquette University, he began working as an assistant property manager with Oakbrook Corporation. During his time at Oakbrook, Mr. Afable managed a variety of housing types ranging from market rate projects, to section 42 affordable family and senior housing. He eventually would be promoted to a multi-site property manager before pivoting into the development and construction of real estate. Prior to forming DA Development, Mr. Afable was an

integral part of several successful Madison development firms, in which his responsibilities included site acquisition, entitlements, construction management, and grant funding procurement. His diverse background and experience give him unique insight on what a project needs to be successful.

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

The demand for affordable housing in Madison has been a significant and ongoing issue, as is the case in many growing cities across the United States. Madison has experienced population growth over the past 10 years which has led to a shortage of safe quality affordable housing. JT Klein has seen this demand first hand with its other previous affordable developments located within the city, 8Twenty I & II, University Park Commons I, and Oak Ridge at University Park I.

University Park Commons I is the best comparable for future demand. This development is directly South of UPC II and was completed in January of 2022. UPC I contains affordable units range from 30-80% AMI, and experienced a quicker than expected lease up period. UPC I also focused on veterans, persons with disabilities, and persons on the HSC, similar to the goals of UPC II. UPC I was pre-leased at approximately 80%, with a higher demand on units at the 30% and 50% AMI. UPC I was 100% leased within 4 months of occupancy. We are expecting UPC II to have similar demand.

## 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.

1 Bedrooms 30%: 11 = 16.17%  
 2 Bedrooms 30%: 6= 8.82%  
 3 Bedrooms 30%: 5= 7.35%

Our collaborative efforts with organizations like Dane County Veterans Service, Way Forward, and Lutheran Social Services demonstrate our commitment to making a positive impact. By partnering with these esteemed organizations, we aim to leverage their expertise in serving veterans, providing outreach to underserved communities, and offering valuable social services. This collaboration will enable us to reach a wider audience, address specific needs, and create a supportive environment for those seeking housing.

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.

University Commons II will implement a collaborative lease up and marketing strategy that will ensure targeted populations have the greatest change of successfully moving into the development. UPC II will be working with LSS, HUD VASH, and WayForward Resources, to target veterans, persons with disabilities, and persons on the HSC list. UPC II will be implementing a similar lease up strategy as it's sister property UPC I. This will involve a higher level of communication and longer lease up period than required by WHEDA.

The lease up period will start approximately 180 days prior to occupancy, to allow the supportive service providers more time to perform outreach and become familiar with the project. Starting at the 180 day mark, monthly leasing meetings will be established between Oakbrook, the development team, and the SSPs. As the development moves closer to completion, each meeting will involve a status update of potential tenant's and the status of the application. The development team has found that regular meetings and open communication results in a higher placement rate of the targeted populations. The targeted population units will be set aside exclusively for SSP placement for 30 days after occupancy. This means that the SSPs will not have to compete to place their tenants, allowing for a greater placement rate.

After construction completion, UPC II will continue to have a higher level of resident support than required by WHEDA. This includes an onsite LSS campus manager who has been provided an office across the street at Oak Ridge at University Park I. The leasing team will be educated on each SSP's strengths and will be providing tenant's information material within the move in packet. The goal is to schedule month check in meetings between Oakbrook's leasing team and the SSPs to evaluate the tenant population. More meetings can be scheduled as necessary. SSPs are also encouraged to utilize the onsite community room for their empowerment services.

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.

JT Klein Company is planning to work with several supportive service providers at Commons II to provide tenants with a variety of supportive services. The current goal is to work with Lutheran Social Services, HUD VASH/CVSO, and WayForward Resources. All SSPs will establish a communication plan with the UPC II property management teams prior to the start of marketing, which implements a partnership approach to supporting the tenants at both developments. It is important for the tenants of UPC II to view the SSPs and property management as a team, working together to provide a safe and thriving community. The goal is for the SSPs and the property management team will implement monthly check in calls or in person meetings to work discuss property updates, unit turnover, eviction prevention, and overall tenant or property needs. Additionally, facilitation of an annual meeting where tenants, management and the service provider can meet to discuss any issues or concerns.

1. LSS is one of the oldest and most experienced service providers in the Midwest. All residents, including those in the supportive housing units, will have access to a Lutheran Social Services Service Coordinator, who will help to address their challenges and arrange services to they may learn the skills necessary to develop and maintain a healthy, stable lifestyle. LSS will provide a variety of supportive services to the targeted residents of both properties.

- Completion of an intake assessment by the Service Coordinator.
- Development of a case management plan.
- Addition management and counseling
- Financial Literacy
- Benefits assistance
- Employment placement and training services

A full time designated Service Coordinator will have a dedicated office across the street within the Oak Ridge at University Park I building. The Service Coordinator will be responsible for linking the target population at the site with supportive, medical or advocacy services in the general community for which they are entitled, with a desired outcome of keeping them independent in their units. LSS will be on-site and will work with residents to identify funding sources and develop an on-going Supportive Services Plan, based on the needs of the tenants, to ensure supportive services are made available to tenants at the Project. LSS will establish a regular schedule of on or off-site plans to meet with tenants to ensure introduction to, on-going management of, and completion of supportive services programs. Residents will be made aware of array of services available to them during their new resident orientation. Residents will also be reminded of service opportunities through resident newsletters, calendars, and flyers posted at mailboxes and near entry doors. Services offered by the LSS Service Coordinator are voluntary to all residents at University Park.

## 2. Dane County Veterans Service Office /HUD VASH (Referrals)

The Dane County Veterans Service Office (CVSO) works directly with local veterans to help them access state/federal benefits and providing them with referrals to resources such as affordable housing. The management teams will work directly with CVSO during the lease up period to place veterans into supportive service units or other affordable units the veterans would qualify for. After lease up, a waiting list will be established to help place future veterans. Both UPC II will display the CVSO contact information as well as materials and brochures of the Dane County Aging and Disability Resource Center.

## 3. WayForward Resources

Additionally, JTK is in discussions with WayForward Resources to provide some support and emergency services to tenants. WayForward programs offer access to a Case Manager to help tenants remain successful in their housing, through referrals as well as financial housing assistance when needed, and additional seasonal supports. Tenants will also have full access to WayForward Food Pantry, which they can visit as often as they need. The current plan is that WayForward will provide intensive on site supportive services to one or two units in each development.

For every additional family, it costs WayForward an additional \$3,750 in direct Case Management expenses. JTK & Way Forward are still in the process of finalizing the terms & compensation to Way Forward, however JTK is committed to paying a portion of the costs listed below from properties currently operating in Dane County. The costs below are based on 40 units at or below 50% of the AMI that Way Forward has supported over the past two years:

- \$10,000 total financial assistance per year (In housing, utility and other types of financial support).
- \$10,000 for costs of food pantry and Clothing Center usage.
- In addition, Way Forward incurs additional staffing costs and overhead costs related with operating our organization.

At Commons II Way Forward staff and the property management team will have consistent two way communication on a monthly basis. Tenants will receive referrals to Way Forward Case Management staff and be provided opportunities to engage Way Forward on site. In addition Way Forward would need a dedicated office space for use during the time they are on site which will be provided at Commons II.

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.).

See Attached

JT Klein Company, Inc. and Lutheran Social Services will enter into a supportive services agreement, in a form mutually agreeable to JTK and LSS. This agreement will include the creation of a "Service Payment Account" which will be used to fund all supportive services and referrals throughout the JTK portfolio. The Service Payment Account will be funded by a portion of Developer Fee and Cash Flow Fees from a tax credit project co-developed by LSS and JTK

## 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?

As described in sections 9 & 10, UPC II will have a strong experienced team leasing the development. The entities recently completed the lease up for the sister property, University Park Commons I. UPC II will be utilizing the same leasing team consisting of Oakbrook Corporation, Lutheran Social Services, CVSO/HUD VASH, and WayForward.

The leasing team will start approximately 180 days prior to occupancy, to allow the supportive service providers more time to perform outreach and become familiar with the project. Starting at the 180 day mark, monthly leasing meetings will be established between Oakbrook, the development team, and the SSPs. As the development moves closer to completion, each meeting will involve a status update of potential tenant's and the status of the application. The development team has found that regular meetings and open communication results in a higher placement rate of the targeted populations. The targeted population units will be set aside exclusively for SSP placement for 30 days after occupancy. This means that the SSPs will not have to compete to place their tenants, allowing for a greater placement rate.

After construction completion, UPC II will continue to have a higher level of resident support than required by WHEDA. This includes an onsite LSS campus manager who has been provided an office across the street at Oak Ridge at University Park I. The leasing team will be educated on each SSP's strengths and will be providing tenant's information material within the move in packet. The goal is to schedule month check in meetings between Oakbrook's leasing team and the SSPs to evaluate the tenant population. More meetings can be scheduled as necessary. SSPs are also encouraged to utilize the onsite community room for their empowerment services

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.

LSS will establish a communication plan with the University Park property management team prior to the start of marketing, which implements a partnership approach to supporting the tenants at both developments. It is important for the tenants at University Park to view LSS and property management as a team, working together to provide a safe and thriving community. LSS and the property management team will implement bi-weekly check in calls or in person meetings to work discuss property updates, unit turnover, eviction prevention, and overall tenant or property needs. Additionally, facilitation of an annual meeting where tenants, management and the service provider can meet to discuss any issues or concerns

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.

We will be working closely with valuable community partners to ensure that our rental housing is accessible to all, including populations that may be least likely to apply. Our collaborative efforts with organizations like Dane County Veterans Service, Middleton Outreach Ministries, and Lutheran Social Services demonstrate our commitment to making a positive impact. By partnering with these esteemed organizations, we aim to leverage their expertise in serving veterans, providing outreach to underserved communities, and offering valuable social services. This collaboration will enable us to reach a wider audience, address specific needs, and create a supportive environment for those seeking housing.

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.

Low Income units at or above 50% of CMI will not exceed 95% of the HTC gross rent limit, and will not exceed 90% of estimated market rents. Rent charged to existing tenants will not increase by more than 5% annually, including due to changes in utility allowance calculations.

In response to the changing economic landscape, we recognize the importance of maintaining a fair and sustainable rent structure. To achieve this, we are actively evaluating rent amounts within the market to ensure that our rates remain competitive, reasonable, and reflective of the current economic conditions. It's in our best interest to have long term residents and is a something we evaluate multiple times a year to ensure we are able to keep as many of our residents as possible while effectively managing the building. It's essential that our actions reflect our commitment to fair housing principles and uphold the rights of our residents. When a decision is made not to renew a lease, we follow a carefully structured process that prioritizes transparency, communication, and compliance.

## **PUBLIC BENEFIT AND RISK**

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

Affordable housing initiatives can indeed have significant positive impacts, but it's important to consider both the advantages and potential risks.

Benefits of a New Affordable Housing Development:

Affordable housing encourages socioeconomic diversity, bringing together people from various income levels. Another great benefit is the amount of construction jobs created during the building phase, and ongoing maintenance and management of the properties generate long-term employment opportunities. Affordable housing provides stable housing for low- and moderate-income families, improving their overall well-being, health, and educational outcomes. Stable housing also reduces the risk of homelessness. New housing developments can spark community revitalization, attracting investment in local businesses and infrastructure.

Potential Risks and Challenges:

If not carefully managed, affordable housing development can inadvertently contribute to gentrification, causing property values in the surrounding area to rise and displacing long-term residents. A sudden influx of new residents can strain local infrastructure, leading to increased demand for services such as schools, healthcare facilities, and public transportation. Some community members may resist affordable housing projects due to concerns about property values, increased density, or perceived safety issues. Community engagement and education are essential to address these concerns. The developer taking on this project faces a significant financial risk. The feasibility of providing affordable housing while ensuring their own financial viability was a delicate balance. External factors such as changes in market conditions, construction costs, and the demand for affordable housing could impact the developer's bottom line.

## SITE INFORMATION

18. Address of Proposed Site: 625 Sand Pearl Ln 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: 4.02

21. Date Site Control Secured: 3/17/2021

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 selected site for our affordable housing project is truly exceptional, with a perfect balance of essential features. Firstly, it's strategically situated along a major bus route, ensuring effortless access to public transportation, which is vital for residents' daily needs and reducing their overall transportation expenses.

Additionally, the site's close proximity to grocery stores further enhances its appeal. Residents will have convenient access to fresh food and daily necessities, fostering a healthy and sustainable lifestyle. This essential amenity, coupled with nearby shopping, restaurants, and other community services, truly makes the location a vibrant and supportive community for our residents.

Furthermore, the site's location near major employers enriches its value. It opens up potential job opportunities within a short commute, which not only benefits our residents but also contributes to the economic growth and vitality of the area.

Considering these remarkable attributes, our chosen site provides an exceptional foundation for affordable housing, offering accessibility, a thriving community, economic empowerment, and the essential convenience of nearby essentials.

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.

Phase I of this project is now completed and stabilized and consists of 156 units of market rate, 68 units affordable family and 81 units of affordable senior. The first phase of the affordable projects mentioned above, each received City of Madison TIF financing, WHEDA 4% State & Federal Tax Credits, AHP, and Dane County Funds.

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 entire University Park redevelopment is located at the former Westgate Mall, just off the Beltline at the corner of Whitney Way and Tokay Boulevard. JTK demolished the Westgate Mall and completed the first phase of the development in late 2022. The entire site is set to be completed in multiple phases which upon completion will include 324 market rate, 136 affordable family, and 161 affordable senior apartments. A Phase I was completed for the proposed site.

Based on a review of historical sources, the Subject Property was developed for agricultural use prior to 1937. Between 1959 and 1960, the Subject Property was developed with three commercial-use buildings and associated paved parking. The buildings were connected in the late 1960s/ early 1970s to form one large shopping center. The southern portion of this shopping center is not located on the Subject Property. In 2013, the structure was separated into two buildings; Lots 4 and 6 are largely occupied by the northern building and the other building is located on the property adjacent to the south of the Subject Property (Lot 1). Surrounding properties were originally developed for agricultural use, with a few residential structures developed along main roadways. Between the 1950s and 1970s, increased development was observed to the areas east, west, and south of the Subject Property, to include residential, commercial, and educational structures, along with highways and access roads. In the 2000s, surrounding properties north of the Subject Property were developed for commercial/industrial use. Previous investigations, environmental cleanups, and/or Phase II ESAs were performed on the former Klinke Cleaners and Mobile Station sites, located to the south of the Subject Property. Due to distance, relative gradients, investigation data, and/or regulatory status, these are not considered a REC to the Subject Property. An Activity Use Limitation (AUL) is applied to the parcel, associated with residual contamination left in place during the Klinke Cleaners environmental cleanup. The cleanup and residual contamination are not located on the Subject Property, and the Wisconsin Department of Natural Resources has issued a Liability Clarification Letter which states that the liability for investigation and cleanup is limited to the party responsible for the contamination and the AUL is restricted to the area of contamination. Therefore, this is not considered a REC to the Subject Property. Based on the findings presented herein, additional investigation is not recommended at this time.

25. Current zoning of the site: PD. 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 current lot is ready to be built on and does not need any re-zoning.

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 site is currently zoned PD - Planned Development. Number of Stories: 2 - 12. This development was rezoned to PD in 2020 and the proposed UPC II is consistent with the City of Madison Comprehensive Plan and Neighborhood Plans.

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	Hy-Vee	.01
Public Elementary School	Van Hise Elementary School	1.08
Public Middle School	Hamilton Middle School	1.08
Public High School	West High School	2.5
Job-Training Facility, Community College, or Continuing Education Programs	Madison College West Madison College South	3.26 / 9.4
Childcare	YMCA West	.29
Public Library	Sequoia Public Library	1.09
Neighborhood or Community Center	Madison School & Community Recreation Odana	.40
Full Service Medical Clinic or Hospital	UW Health Research Park Clinic	.18
Pharmacy	Hy-Vee Pharmacy	.01
Public Park or Hiking/Biking Trail	Odana School park	.01
Banking	First Business Bank/Summit CU	.57/.8
Retail	Odana & Whitney Way Retail Center	.05
Other (list the amenities):	Onsite Lutheran Social Services	In Oak Ridge Building

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 University Park redevelopment is located .3 miles from the West Transfer Point bus station which connects to all routes in Madison. Additionally, the current plan for the future Bus Rapid Transit (BRT) system will create a nearby BRT on Mineral Point Road.

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

The walking route from our site to the nearby schools is convenient, and conducive to promoting a healthy lifestyle for our residents, especially families with school-age children.  
 With schools within a 2 miles radius, residents will find several schools that are easily accessible on foot. The route takes advantage of pedestrian-friendly pathways, well-maintained sidewalks, and designated crossings to ensure the safety of those walking to and from the schools.

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.

In the direct walking distance 10 minutes and under are hundreds of employers that provide a wide range of trades and jobs for lower income workers. In the immediate neighborhood we are in walking distance to the HyVee grocery store, neighborhood shops, restaurants, and many other everyday amenities. Our chosen site location offers an abundance of access to essential services, making it an ideal community for residents seeking convenience and a well-rounded lifestyle. Here, you'll find a wealth of opportunities that enhance daily living.

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).

The addition of 68 multi-family units to our community will play a significant role in addressing the need for increased student enrollment in the local schools. Currently operating at 80% capacity, the schools have the potential to accommodate more students, with a target capacity of 90% for an optimal learning environment. Based on phase I, we anticipate that our building will have 20+ elementary age children and another 15 middle school age.

## 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.

The initial pre-application meeting was held for the entire University Park Development, in 2019. A follow up meeting specific to UPC was held in July of 2023.

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?

The initial DAT meeting was held for the entire University Park Development, in 2019. DAT comments were related to traffic, density, and stormwater management. These comments have all been addressed during phase I of the University Park redevelopment.

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.

Alderman Tishler of district 11 expresses full support for the endeavor to introduce additional new affordable housing in our district. Recognizing the crucial role of affordable housing in fostering inclusivity, diversity, and economic stability. Alderman Tishler understands the positive impact of affordable housing on our local economy. It provides housing options for workers, young professionals, and families, all of whom contribute to the growth and vitality of our district. The addition of affordable housing units will undoubtedly strengthen our community's diversity and collective resilience.

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.).

Prior to demolition and construction of phase I, an extensive community engagement process took place. In early 2020, a campaign to advertise the project and future neighborhood meetings began. This campaign involved billboards at the vacant mall, mailers to the surrounding neighbors, communications to the neighborhood associations, and social media engagement. Prior to submitting any rezoning documents to the City, 3 separate neighborhood meetings were had to explain the redevelopment and solicit neighborhood input. Feedback was overwhelmingly positive with minimal opposition. There were minor concerns about increased traffic and direction of traffic. Almost all residents believed that the old Westgate Mall needed to go and were happy to see an influx of new development in their neighbor.

Rezoning was Unanimously approved

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.

As described in section 36, the development team underwent extensive community engagement to ensure residents were aware of all development. Neighborhood engagement was done through multiple media and print outreach strategies to ensure all demographics were informed. Each meeting lasted a few hours and always ended with a thorough question and answer session in which all neighbors were encouraged to approach the development and architect teams regarding concerns and suggestions. Neighborhood meetings had the ability to join virtually to remain conscious of the pandemic and any health concerns.

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?

Racial and social equity is of the utmost importance to the UPC II development team. The marketing teams go through extensive training to understand fair housing laws and possible inherent bias that they may need to overcome. The development team purposely engages multiple SSPs of different backgrounds to ensure that the marketing meetings contain an array of different perspectives. Multiple SSPs and leasing staff allows UPC II's reach to go farther than a single company, and allows the team to engage under-represented demographics. As outlined in the affirmative marketing plan, the leasing team has different strategies to engage under-represented groups to ensure they are aware of UPC II.

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 is open to hiring an intern or a recent graduate to join our team, as we recognize the value of fresh perspectives and the mutual benefits it brings. We have prioritized interns in the past and feel confident that we have a good structure to allow that intern to benefit from the different experiences.

Additionally one of the co-developers, DA Development LLC., is a minority owned business and a 24% owner of UPC II.

## 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.).

Our multi-family apartment building is designed to offer a range of exceptional outdoor amenities that cater to residents' active lifestyles and foster a strong sense of community. Residents have access to beautifully landscaped greenspace as well as a butterfly garden. These spaces provide opportunities for relaxation, outdoor activities, and a connection with nature. The outdoor patio serves as a communal space for residents to enjoy. It's a designated area for gatherings, relaxation, and enjoying the fresh air. We provide convenient grill stations for outdoor cooking. Residents can host barbecues, prepare meals, and enjoy outdoor dining with family and friends. Our property will feature a designated fire pit area. It's a place where residents can gather, socialize, and enjoy the warmth and ambiance of a controlled outdoor fire. For residents who enjoy cycling, the property offers easy access to a nearby bike path. We are also within walking distance to the dog park as well as a newly renovated Slater Park. This is an excellent option for those who want to explore the area.

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?

University Park Commons II will offer an array of outstanding amenities designed to enhance the living experience for all residents. Commons II will feature a fully equipped exercise room, providing residents with an on-site opportunity to stay active and maintain a healthy lifestyle. Phase I incorporated a family play center dedicated space for kids to engage in activities, fostering creativity and social interaction. Our community room will be a versatile space suitable for gatherings, events, or community interactions. We will also have an outdoor area where residents can relax, enjoy fresh air, and connect with neighbors by using the outdoor cooking facilities, fire pit, and greenspace.

These amenities are carefully designed to enhance the overall living experience and create a sense of community among residents. Our commitment is to provide a modern, well-equipped, and inclusive environment where everyone can thrive.

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?

Underground Parking Stalls: 68 at \$45 per month  
Underground Bike Stalls: Per City of Madison Requirement. Included in rent.

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.

No Commercial 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.

Commons II will offer the same high-quality finishes and amenities offered at every affordable development within the JT Klein Company portfolio. JT Klein's finish level rivals, if not exceeds the finish level found in most market rate developments. All residents at University Park Commons I & II will have free WiFi provided at no cost to the tenant. The interior of each unit is carefully designed to provide the best product for the tenant. In doing so, tenant satisfaction is maximized, and turnover/maintenance cost is minimized. Each individual unit features luxury vinyl plank flooring, energy star stainless steel appliances, ample cabinet space, granite counter tops, and full-size washer/dryer in unit. There is no difference between the finish level of the market rate and workforce units.

Commons II will have similar amenities designed specifically for families and children. This development will have a smaller community room but will have a separate year-round indoor children's playroom. Commons II outdoor patio with grills will contain a pathway that leads directly to the community butterfly garden. The garden area will be sheltered from the wind and designed with native plantings that attract butterflies. The community butterfly garden will be available to the public to visit. Other amenities for Commons II will include an exercise facility, on-site leasing office, individual resident storage units, & heated underground parking.

Another highlight for the entire University Park redevelopment is the community greenspace located directly South of Commons I. This area is an engineering feat that conceals the redevelopment's underground storm water detention with a community greenspace. The greenspace contains an open green area with a variety of seating arrangements, native plantings, and a monument. From this area there is a pathway that leads up to the Odana School Park immediately to the East of the site. As was done in Phase I, each building will incorporate sustainable design features including EV Charging stations and photovoltaic solar arrays.

**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.

<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> ]	September - 2023
1 <sup>st</sup> Development Assistance Team/ Meeting (Due by 9/14/23) [ <i>Target/Actual Month/Date</i> ]	December - 2023
1 <sup>st</sup> Neighborhood Meeting (Due by 9/14/23) [ <i>Target Month/Date</i> ]	September - 2023
Submission of Land Use Application (Zoning Map Amendments Due by 10/16/23)	October - 2023
Submission of Land Use Application (Permissively Zoned Due by 11/27/23)	November - 2023
Plan Commission Consideration (If Rezoning, 11/27/23 Meeting for 12/5/23 Common Council)	November - 2023
Urban Design Commission Consideration, if applicable [ <i>Target Month/Date</i> ]	February - 2023
Application to WHEDA	October - 2023
Complete Equity & Debt Financing	December - 2023
Acquisition/Real Estate Closing	January - 2023
Rehab or New Construction Bid Publishing	March - 2024
New Construction/Rehab Start	March - 2024
Begin Lease-Up/Marketing	March - 2024
New Construction/Rehab Completion	May - 2024
Certificates(s) of Occupancy Obtained	May - 2025
Complete Lease-Up	December - 2025
Request Final AHF Draw	December - 2025

**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.

<b>ADDRESS #1:</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%	22	0	11	6	5	0		687	824	952	
40%	0	0	0	0	0	0					
50%	15	0	11	0	4	0		1088	0	1507	
60%	16	0	6	10	0	0		1236	1483		
<b>Affordable Sub-total</b>	<b>53</b>	<b>0</b>	<b>28</b>	<b>16</b>	<b>9</b>	<b>0</b>					
80%	0	0	0	0	0	0					
<b>Market*</b>	15	0	8	2	5	0		1420	1800	2038	
<b>Total Units</b>	<b>53</b>	<b>0</b>	<b>28</b>	<b>16</b>	<b>9</b>	<b>0</b>	Notes/Utility Allowance Assumptions: 4 ADA Units & Sensory Impaired Units				

\*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/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	79

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.

4 Type A Accessible Units (5% of total units)

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?

Our focus on universal design will promote inclusivity and offer a truly welcoming environment for all residents which ensures that our multi-family building will be accessible and accommodating for individuals of all ages and abilities. We are dedicated to crafting living spaces that prioritize comfort and functionality without compromising aesthetic appeal. Our focus on universal design will promote inclusivity and offer a truly welcoming environment for all residents. In our WHEDA application, we selected that we are going to incorporate the Green Enterprise Standards for our construction. This certification not only reflects our dedication to sustainable construction practices but also serves as a testament to our commitment to reducing our ecological footprint. By adhering to these standards, we aim to enhance energy efficiency, water conservation, indoor air quality, and overall environmental performance.

Solar Energy Advancement: In our pursuit of sustainability, we are excited to incorporate a 40-kilowatt solar array into the design of our multi-family building. This solar array will harness the power of renewable energy sources, significantly reducing our reliance on conventional energy grids and lowering the building's carbon emissions. By generating clean energy on-site, we aim to contribute to a more sustainable future and provide cost-efficient energy solutions to our residents.

**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.

Meadow Ridge Middleton: Certified WI Green Built Development, energy star rated appliances, and included a 30kw solar array to offset the common area uses.

Oak Ridge Middleton: Certified WI Green Built Development, energy star rated appliances, and a 30kw solar array.

8Twenty Park: Certified WI Green Built Development, energy star rated appliances, and dedicated green roof space.

Stagecoach Trail: Energy star rated appliances, 30kw solar array, & EV charging stations.

Limestone Ridge: Certified WI Green Built Development, energy star rated appliances, 30kw solar panel array, and EV charging stations.

University Park Commons I: Certified WI Green Built Development, energy star rated appliances, 40kw solar panel array, and EV charging stations.

Oak Ridge at University Park I: Certified WI Green Built Development, energy star rated appliances, 30kw solar panel array, and EV charging stations.  
 601 University Park: Certified WI Green Built Development, energy star rated appliances, and EV charging stations.  
 Autumn Ridge I & II: Certified WI Green Built Development, energy star rated appliances, and EV charging stations.

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.

This development is committed to achieving net-zero carbon emissions based on what is available to the project today. We're incorporating solar panels and other renewable energy sources to generate clean electricity, significantly reducing our carbon footprint. The current plan is a 40-kilowatt solar array. High-performance insulation, LED lighting, and energy-efficient appliances are standard features, minimizing energy consumption while maintaining comfort.

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.

Each of these units were carefully designed to meet the highest standards and include in-unit washer/dryer, granite countertops, and stainless steel Energy Star appliances. In the 2023 WHEDA application, we have also selected to meet the Enterprise Green Community standards.

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.

As was done in Phase I, each building will incorporate sustainable design features including electric stoves, EV Charging stations and photovoltaic solar arrays.

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?

We're committed to sustainability and responsible resource management. Installing high-efficiency plumbing fixtures to minimize water consumption without compromising performance, contributing to overall reduction. Selecting native and drought-tolerant plants for landscaping to reduce watering requirements, conserving water while enhancing the development's aesthetics. Promoting water conservation practices among residents through educational campaigns, encouraging responsible water use within the community. Our goal is to create a sustainable, environmentally-conscious living space while contributing to the greater community's water conservation efforts.

**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:	625 Sand Pearl Ln Madison WI 53711								
	0	68	0	0	0	4	375,000	7,800,000	
Address:	Enter Address 2								

	# 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:	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.

No Rehab

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.

None

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.

None

**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.

Attached

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.

Lutheran Social Services (LSS), one of the oldest and most successful non-profits within Wisconsin. Additionally, LSS will be providing supportive services and coordinating the HSC list for the development and will likely own a 51% interest in the General Partnership. JT Klein Company, Inc. is a the co-developer on both phases along with DA Development LLC, a City of Madison and State of Illinois certified Minority Business Enterprise. If funded, UPC II will have a minimum affordability period of 40 years.

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.

DA Development, a minority development company will be a 24% owner in UPC II. JT Klein and DA Development have a successful history of tax credit success, jointly developing previous 4 LIHTC projects.

DA Development has been and will continue to be involved with all aspects the development of UPC II.

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
Jacob Klein	JT Klein Company	Development Team	jacob@jtklein.com	612-202-1577
Kevin O'Donnell	JT Klein Company	Development Team	kevin@jtklein.com	608-575-8118
Danny Afable	DA Development	Development Team	danny.afable@gmail.com	608-235-3130
William Cummings	Reinhart	Legal	WCummings@reinhartlaw.com	608-229-2200
Chris Fearn	SVA	Accounting	fearnc@sva.com	719-413-5620
Michael Morey	Oakbrook Corporation	Management Team	mcmorey@oakbrookcorp.com	608-443-1053
Aaron Kostichka	McGann Construction	General Contractor	Aaron.Kostichka@mcgannconstruction.com	608-209-3008
Dennis Hanson	Lutheran Social Services	Supportive Service Provider	dennis.hanson@lsswis.org	920-465-9977

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	
		#	%	#	%
JT Klein	Developer	1	0%	0	0%
DA Development	Co-Developer	1	100%	0	0%
	Co-Developer				
	General Contractor				
	Property Manager				
	Architect				



	Service Provider				
--	------------------	--	--	--	--

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.

No

**REFERENCES**

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

<b>Name</b>	<b>Relationship</b>	<b>Email Address</b>	<b>Phone</b>
Daniel Kierce	Lender	daniel.kierce@rbc.com	216-875-6043
John Johannes	Lender	jjohannes@wintrust.com	262-369-4223
Brian Hagen	LIHTC Lender	bhagen@firstbusiness.bank	608-238-8008

**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
- 5. Written confirmation from the Zoning Administrator of permissive zoning or a letter confirming the proposed site's zoning status and process.

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.

Lutheran Social Services (LSS) has a strong history of providing wraparound service coordination and case management services to residents of housing complexes in numerous locations throughout Wisconsin and Upper Michigan, and is recognized as a provider of choice in the state for partnering with development companies to develop supportive services within affordable housing.

Lutheran Social Services will utilize wraparound a service coordination model where individuals residing at Oak Ridge and University Park Commons, will be given a single point of entry to accessing community and supportive services. An on-site coordinator will meet with individuals and families to complete an intake assessment and develop a strength-based, goal oriented plan of care. The service coordinator will work with the tenant and their surrounding existing natural supports, to build a comprehensive team, to explore areas of need, and fill gaps in supports where identified.

**Scope of Services:**

LSS will provide wraparound service provision and coordination, linking residents to supportive community services with a desired outcome of keeping the tenant and family members in stable housing. Specific services offered by LSS include:

- Completion of an intake assessment to identify strengths as well as areas of need for individuals and families. The Service Coordinator will make reasonable effort to engage residents in this process. It is understood and agreed that the resident has to voluntarily agree to participate in the process.
- Development of a case management plan for residents completing the intake assessment. This plan may include referral to other resources, including services and resources specific to their needs. This will include linking residents with programs that support independence and self-sufficiency, access to benefits, employment opportunities and financial assistance and management.
- The LSS Wraparound Service Coordinator will facilitate programming and supportive services for families. This will be done through:
  - An onsite presence by the Service Coordinator. LSS Staff will have a confidential space at the apartment community where tenants and families can schedule appointments or drop in for support and services. The Service Coordinator is also available by phone and email when offsite, to provide additional supports as needed, during business hours.
  - Facilitation of educational presentations and workshops. These will be based on the needs of the residents and can focus on resident identified issues such as positive parenting, budgeting, employment, educational resources, and benefit eligibility.
  - Connection to existing services in the Madison area, including but not limited to, mental health counseling, employment and educational services, benefit and entitlement programming and financial services.

The onsite wraparound service coordinator will refer residents to other community resources based on their individual plan of care. Currently LSS is in the process of developing community partnerships with the following:

- State of Wisconsin Department of Workforce Development, in coordination with the Job Centers of Wisconsin, to provide subsidized part-time work experience to obtain the skills necessary for obtaining permanent employment.
- UW Extension Dane County will provide onsite trainings and educational events of no cost to families. Training topics could include:
  - Financial coaching and one to one consultations
  - Nutritional education programs on topics such as choosing healthy diets on a limited budget and shopping strategies for spending wisely at the grocery store
- Dane County Veteran Services who can assist veterans and their families with obtaining local, state and federal benefits. Veterans Services also could assist tenants with the application process.
- Wisconsin Women's Business Initiative Corporation (WWBIC) has partnered with LSS to provide group training and events that focus on assisting tenants with managing household finances and increasing financial capabilities.

JT Klein Company has committed an onsite LSS Service Coordinator to work with the tenants residing at the properties with the goal of enhancing the success of the individuals and families residing at the projects. An emphasis of services will be given to the set aside units and the targeted population for both projects. The services identified above will enhance independent living success and promote dignity of residents by addressing needs through a person specific approach.

LSS is a member and attends the Dane County Continuum of Care meetings, and currently operates several Rapid Rehousing programs in Dane County. In addition, LSS's currently operates three Veterans Housing and Recovery Programs within the state of Wisconsin, for homeless veterans to receive the job training, education, counseling and rehabilitative services they need to obtain steady employment, affordable housing and the skills to sustain a productive lifestyle. LSS provides wrap around Service Coordination at other sites in the Madison area, and are familiar with the supports in the community to serve older adults, individuals and families experiencing homelessness and individuals with disabilities.

LSS is a member and attends the Dane County Continuum of Care meetings, and currently operates several Rapid Rehousing programs in Dane County. In addition, LSS provides wrap around Service Coordination at other sites in the Madison area, and are familiar with the supports in the community to serve older adults in Dane County.

In addition to services outlined above LSS will assist property management in outreach efforts with community partners to raise awareness of this unique opportunity for seniors. LSS will work with the management company to market the low-income units to families in need.

We strongly believe that through provision of the wrap around service model, older adults at Oak Ridge and University Park Commons will have the tools necessary to strengthen family relations, identify necessary and beneficial resources, and positively impact their length of tenancy in this community. We look forward to continuing our partnership with JT Klein Company on this exciting development.

Sincerely,



Dennis Hanson  
Vice President: Residential/Housing Services/Facility & Asset Management



Department of Planning & Community & Economic Development

## Building Inspection Division

---

Madison Municipal Building, Suite 017  
215 Martin Luther King Jr. Blvd.  
P.O. Box 2984  
Madison, Wisconsin 53701-2984  
Phone: (608) 266-4551  
Fax (608) 266-6377  
[www.cityofmadison.com](http://www.cityofmadison.com)

December 4, 2020

Jacob Klein  
JT Klein Company, Inc.  
818 South Park  
Madison, WI 53715

RE: Westgate Redevelopment

Dear Mr. Klein,

I understand that you are proposing to construct a development of rental housing on the subject property which is the subject of your WHEDA tax credit application. The project will consist of generally as follows:

- Up to 464 Apartment Units in 5 detached Residential Buildings. (PD-GDP/SIP)
- An office building of up to 8 stories and 256,000 square feet. (PD-GDP)

The subject property is zoned Planned Development, within which a multi-family residential building is a *Permitted Use*. The present zoning for the subject property is PD Planned Development with an approved General Development Plan and Specific Implementation Plan for the residential component of the project. At its September 1, 2020 meeting, the Madison Common Council approved an amendment to this PD Zoning District, to accommodate your project. The approval of the PD zoning establishes this basic right of use for the subject property, and this project.

No additional variances, special or conditional use permits, or any other items requiring a public hearing are needed for this use.

If you have any questions in regard to this letter, please feel free to contact me at (608)266-4551.

Sincerely,

A handwritten signature in black ink, appearing to read "Matt Tucker".

Matt Tucker  
Zoning Administrator

APPLICANT & PROJECT NAME:

JT Klein Company Inc. - University Park Commons II

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:						
First Business Bank	\$ 4,400,000	Y	7.50%	15	35	\$356,004
Subordinate Loan 1-Lender Name:						
Subordinate Loan 2-Lender Name:						
Tax Exempt Loan-Bond Issuer:						
City Request (AHF, HOME, TIF)						
TIF \$1,530,000 AHF\$2,120,000	\$ 3,650,000	N		30	30	
Subordinate TIF Loan-Lender Name:						
AHP Loan (List FHLB):						
	\$ 1,000,000	N	0.00%	30	30	
Dane County AHDF:						
	\$ 1,220,000	N	2.00%	30	30	
Other-Specify Lender/Grantor:						
Other-Specify Lender/Grantor:						
Tax Credit Equity	\$ 11,758,824					
Historic Tax Credit Equity (Fed and/or State)						
Deferred Developer Fees	\$ 671,176					
Owner Investment						
Other-Specify:						
<b>Total Sources</b>	<b>\$ 22,700,000</b>					

Do you plan on submitting an application for TIF?  Yes

Construction Financing			
Source of Funds	Amount	Rate	Term (Months)
Construction Loan 1-Lender Name:			
First Business Bank	\$ 15,000,000	9.00%	30
Construction Loan 2-Lender Name:			
Madison AHF	\$ 2,120,000		
Construction Loan 3-Lender Name:			
Madison TIF	\$ 1,530,000		
Construction Loan 4-Lender Name:			
Dane County AHDF	\$ 1,220,000		
Bridge Loan-Lender Name:			0
Housing Tax Credit Equity:			
Reviewing Equity Proposals Currently	\$ 2,350,000		
Historic Tax Credit Equity:			
Other-Specify:			
AHP	\$ 1,000,000		0
<b>Total</b>	<b>\$ 17,350,000</b>		

Estimated pricing on sale of Federal Tax Credits: \$ 0.84

Estimated pricing on sale of State Tax Credits:

(if applicable)

Remarks Concerning Project Funding Sources:

This project currently has a 9% Award from WHEDA and has submitted a TIF Application to the City, an AHP Application to FHLB Chicago and an application to Dane County for AHDF. We are currently reviewing Equity proposals for this project. \*\*\* Please note that there is an error in the formula above for the Total Construction Sources

APPLICANT:

JT Klein Company, Inc.

**2. PROJECT EXPENSES**

Enter the proposed project expenses

Acquisition Costs	Amount
Land	\$1,830,000
Existing Buildings/Improvements	\$0
Other (List)	
	\$0
<b>Construction:</b>	
Construction/Rehab Costs	\$15,730,000
E - Equipment & Furnishings	\$0
F - Special Construction & Demolition	\$0
Accessory Buildings	\$0
Personal Property/FF&E	
Site Work Costs (on-site & off-site)	\$190,000
Landscaping	\$75,000
<b>Contractor Fees:</b>	
General Requirements	\$0
Construction Overhead	\$0
Construction Profit	\$0
Construction Supervision	\$0
<b>Contingency Funds:</b>	
Construction Contingency	\$810,000
Other Contingency	\$0
<b>Construction Period Expenses/Soft Costs:</b>	
Construction Loan Origination Fee	\$75,000
Construction Loan Credit Enhancement/LOC	\$0
Cost of Bond Issuance	\$0
Bridge Loan Fees and Expenses	\$0
Construction Loan Interest	\$1,215,000
Construction Loan Origination Fee	\$0
Construction Period Real Estate Taxes	\$25,000
Title and Recording	\$28,300
Builder's Risk/Property Insurance	\$75,000
Temporary Relocation Assistance	\$0
Permanent Relocation Assistance	\$0
Other Interim/Construction Costs (list)	
	\$0
<b>Permanent Financing Expenses:</b>	
Permanent Loan Origination Fee	\$0
Credit Enhancement	\$0
Other Permanent Loan Fees	\$0
Legal Fees - Real Estate	\$50,000
<b>Architectural &amp; Engineering:</b>	
Architect - Design	\$160,000
Architect - Supervision	\$40,000
Engineering	\$25,000
Survey	\$5,000
Other Architect/Engineering (list)	
	\$0
<b>Syndication Fees &amp; Expenses:</b>	
Organizational Fees	\$0
Other Syndication Costs (list)	
	\$0
<b>Capitalized Reserves:</b>	
Operating Reserve	\$430,000
Replacement Reserve	\$0
Lease-Up Reserve	\$20,500
Debt Service Reserve	\$0
Capital Needs Reserve	\$0
Other Reserves	\$0
Escrows	\$0
Other Capitalized Reserves (list)	
	\$0
<b>Reports, Studies &amp; Related Work:</b>	
Appraisal	\$5,000
Market Study	\$6,000
Environmental Reports	\$4,000
Capital Needs Assessment Report	\$0
Other (list)	
	\$0
<b>Other Soft Costs:</b>	
Tax Credit Fees - Application	\$2,000
Tax Credit Fees - Compliance	\$0
Tax Credit Fees - Allocation	\$140,000
Permits & impact fees - water, sewer, etc.	\$95,000
Cost Certification/Accounting fees	\$20,000
Lease-Up Period Marketing	\$121,200
Title Insurance and Recording	\$0
Capital Needs Assessment (rehab only)	\$0
Legal	\$95,000
Other (list)	
	\$0
<b>Developer Earned Fees &amp; Expenses:</b>	
Developer's Fee	\$1,428,000
Developer Overhead	\$0
Consultant Fees	\$0
Other fees (list)	
	\$0
<b>Total Costs:</b>	<b>\$22,700,000</b>

<---

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

Insulated Concrete Plank
Insulated Wall Panels
40 KW Solar

Total Cost:

\$660,000

APPLICANT: JT Klein Company, 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	966,600	985,932	1,005,651	1,025,764	1,046,279	1,067,205	1,088,549	1,110,320	1,132,526	1,155,176	1,178,280	1,201,846	1,225,883	1,250,400	1,275,408	1,300,916
Less Vacancy/Bad Debt	67,662	69,015	70,396	71,803	73,240	74,704	76,198	77,722	79,277	80,862	82,480	84,129	85,812	87,528	89,279	91,064
<b>Income from Non-Residential Use*</b>	15,000	15,300	15,606	15,918	16,236	16,561	16,892	17,230	17,575	17,926	18,285	18,651	19,024	19,404	19,792	20,188
<b>Total Revenue</b>	<b>913,938</b>	<b>932,217</b>	<b>950,861</b>	<b>969,878</b>	<b>989,276</b>	<b>1,009,061</b>	<b>1,029,243</b>	<b>1,049,827</b>	<b>1,070,824</b>	<b>1,092,241</b>	<b>1,114,085</b>	<b>1,136,367</b>	<b>1,159,094</b>	<b>1,182,276</b>	<b>1,205,922</b>	<b>1,230,040</b>
<b>Expenses:</b>																
Office Expenses and Phone	8,000	8,240	8,487	8,742	9,004	9,274	9,552	9,839	10,134	10,438	10,751	11,074	11,406	11,748	12,101	12,464
Real Estate Taxes	122,400	126,072	129,854	133,750	137,762	141,895	146,152	150,537	155,053	159,704	164,495	169,430	174,513	179,749	185,141	190,695
Advertising, Accounting, Legal Fees	8,000	8,240	8,487	8,742	9,004	9,274	9,552	9,839	10,134	10,438	10,751	11,074	11,406	11,748	12,101	12,464
Payroll, Payroll Taxes and Benefits	120,000	123,600	127,308	131,127	135,061	139,113	143,286	147,585	152,012	156,573	161,270	166,108	171,091	176,224	181,511	186,956
Property Insurance	25,000	25,750	26,523	27,318	28,138	28,982	29,851	30,747	31,669	32,619	33,598	34,606	35,644	36,713	37,815	38,949
Mtc, Repairs and Mtc Contracts	45,000	46,350	47,741	49,173	50,648	52,167	53,732	55,344	57,005	58,715	60,476	62,291	64,159	66,084	68,067	70,109
Utilities (gas/electric/fuel/water/sewer)	80,000	82,400	84,872	87,418	90,041	92,742	95,524	98,390	101,342	104,382	107,513	110,739	114,061	117,483	121,007	124,637
Property Mgmt	45,697	47,068	48,480	49,934	51,432	52,975	54,564	56,201	57,887	59,624	61,413	63,255	65,153	67,107	69,121	71,194
Operating Reserve Pmt		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Replacement Reserve Pmt	20,400	21,012	21,642	22,292	22,960	23,649	24,359	25,089	25,842	26,617	27,416	28,238	29,086	29,958	30,857	31,783
Support Services	3,500	3,605	3,713	3,825	3,939	4,057	4,179	4,305	4,434	4,567	4,704	4,845	4,990	5,140	5,294	5,453
Other (List)																
		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total Operating Expenses</b>	<b>477,997</b>	<b>492,337</b>	<b>507,107</b>	<b>522,320</b>	<b>537,990</b>	<b>554,129</b>	<b>570,753</b>	<b>587,876</b>	<b>605,512</b>	<b>623,678</b>	<b>642,388</b>	<b>661,659</b>	<b>681,509</b>	<b>701,955</b>	<b>723,013</b>	<b>744,704</b>
<b>Net Operating Income</b>	<b>435,941</b>	<b>439,880</b>	<b>443,754</b>	<b>447,558</b>	<b>451,286</b>	<b>454,932</b>	<b>458,489</b>	<b>461,952</b>	<b>465,312</b>	<b>468,563</b>	<b>471,697</b>	<b>474,708</b>	<b>477,585</b>	<b>480,322</b>	<b>482,909</b>	<b>485,337</b>
<b>Debt Service:</b>																
First Mortgage	356,004	356,004	356,004	356,004	356,004	356,004	356,004	356,004	356,004	356,004	356,004	356,004	356,004	356,004	356,004	356,004
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
<b>Total Debt Service</b>	<b>356,004</b>	<b>356,004</b>	<b>356,004</b>	<b>356,004</b>	<b>356,004</b>	<b>356,004</b>	<b>356,004</b>	<b>356,004</b>	<b>356,004</b>	<b>356,004</b>	<b>356,004</b>	<b>356,004</b>	<b>356,004</b>	<b>356,004</b>	<b>356,004</b>	<b>356,004</b>
<b>Total Annual Cash Expenses</b>	<b>834,001</b>	<b>848,341</b>	<b>863,111</b>	<b>878,324</b>	<b>893,994</b>	<b>910,133</b>	<b>926,757</b>	<b>943,880</b>	<b>961,516</b>	<b>979,682</b>	<b>998,392</b>	<b>1,017,663</b>	<b>1,037,513</b>	<b>1,057,959</b>	<b>1,079,017</b>	<b>1,100,708</b>
<b>Total Net Operating Income</b>	<b>79,937</b>	<b>83,876</b>	<b>87,750</b>	<b>91,554</b>	<b>95,282</b>	<b>98,928</b>	<b>102,485</b>	<b>105,948</b>	<b>109,308</b>	<b>112,559</b>	<b>115,693</b>	<b>118,704</b>	<b>121,581</b>	<b>124,318</b>	<b>126,905</b>	<b>129,333</b>
<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>	79,937	83,876	87,750	91,554	95,282	98,928	102,485	105,948	109,308	112,559	115,693	118,704	121,581	124,318	126,905	129,333
<b>Cash Flow</b>	0	0	0	0	0	0	0	74,586	109,308	112,559	115,693	118,704	121,581	124,318	126,905	129,333
AHF City Interest Loan	0	0	0	0	0	0	0	49,968	49,968	49,968	49,968	49,968	49,968	49,968	49,968	49,968

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

<b>DCR Hard Debt</b>	1.22	1.24	1.25	1.26	1.27	1.28	1.29	1.30	1.31	1.32	1.32	1.33	1.34	1.35	1.36	1.36
<b>DCR Total Debt</b>	1.22	1.24	1.25	1.26	1.27	1.28	1.29	1.14	1.15	1.15	1.16	1.17	1.18	1.18	1.19	1.20

**Assumptions**

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

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

Pet Fees, Parking Fees
------------------------



APPLICANT:

JT Klein Company, Inc.

3. PROJECT PROFORMA (cont.)

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

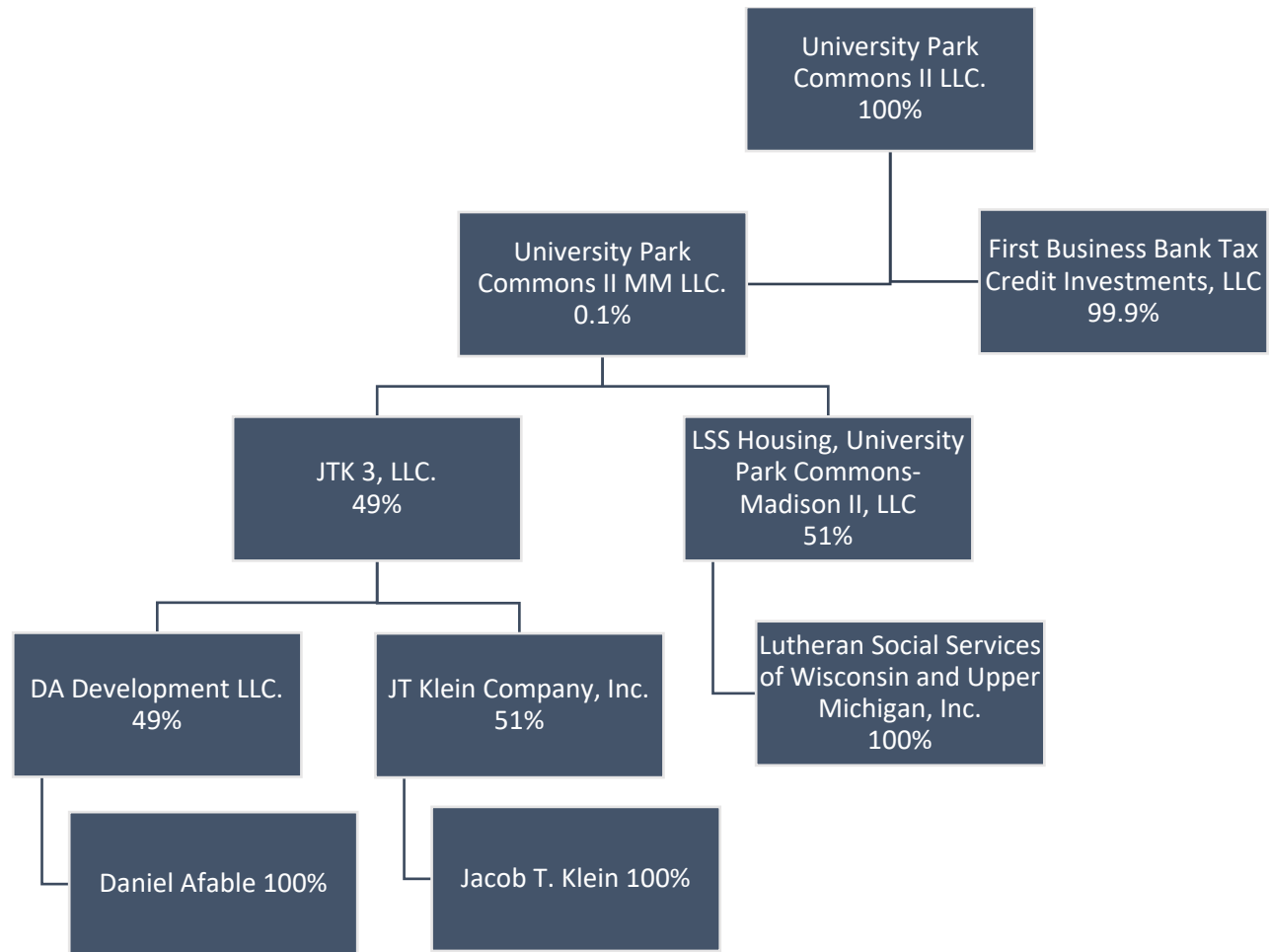
	Year 17	Year 18	Year 19	Year 20	Year 21	Year 22	Year 23	Year 24	Year 25	Year 26	Year 27	Year 28	Year 29	Year 30
Gross Income	1,326,935	1,353,473	1,380,543	1,408,154	1,436,317	1,465,043	1,494,344	1,524,231	1,554,715	1,585,810	1,617,526	1,649,876	1,682,874	1,716,531
Less Vacancy/Bad Debt	92,885	94,743	96,638	98,571	100,542	102,553	104,604	106,696	108,830	111,007	113,227	115,491	117,801	120,157
<b>Income from Non-Residential Use*</b>	20,592	21,004	21,424	21,852	22,289	22,735	23,190	23,653	24,127	24,609	25,101	25,603	26,115	26,638
<b>Total Revenue</b>	1,254,641	1,279,734	1,305,329	1,331,435	1,358,064	1,385,225	1,412,930	1,441,188	1,470,012	1,499,412	1,529,400	1,559,988	1,591,188	1,623,012
<b>Expenses:</b>														
Office Expenses and Phone	12,838	13,223	13,619	14,028	14,449	14,882	15,329	15,789	16,262	16,750	17,253	17,770	18,303	18,853
Real Estate Taxes	196,416	202,309	208,378	214,629	221,068	227,700	234,531	241,567	248,814	256,278	263,967	271,886	280,042	288,444
Advertising, Accounting, Legal Fees	12,838	13,223	13,619	14,028	14,449	14,882	15,329	15,789	16,262	16,750	17,253	17,770	18,303	18,853
Payroll, Payroll Taxes and Benefits	192,565	198,342	204,292	210,421	216,733	223,235	229,932	236,830	243,935	251,253	258,791	266,555	274,551	282,788
Property Insurance	40,118	41,321	42,561	43,838	45,153	46,507	47,903	49,340	50,820	52,344	53,915	55,532	57,198	58,914
Mtc, Repairs and Mtc Contracts	72,212	74,378	76,609	78,908	81,275	83,713	86,225	88,811	91,476	94,220	97,047	99,958	102,957	106,045
Utilities (gas/electric/fuel/water/sewer)	128,377	132,228	136,195	140,280	144,489	148,824	153,288	157,887	162,624	167,502	172,527	177,703	183,034	188,525
Property Mgmt	73,330	75,530	77,796	80,130	82,534	85,010	87,560	90,187	92,892	95,679	98,550	101,506	104,551	107,688
Operating Reserve Pmt	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Replacement Reserve Pmt	32,736	33,718	34,730	35,772	36,845	37,950	39,089	40,261	41,469	42,713	43,994	45,314	46,674	48,074
Support Services	5,616	5,785	5,959	6,137	6,321	6,511	6,706	6,908	7,115	7,328	7,548	7,775	8,008	8,248
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>	767,045	790,056	813,758	838,170	863,316	889,215	915,891	943,368	971,669	1,000,819	1,030,844	1,061,769	1,093,622	1,126,431
<b>Net Operating Income</b>	487,596	489,678	491,571	493,265	494,748	496,010	497,038	497,820	498,343	498,593	498,556	498,219	497,566	496,581
<b>Debt Service:</b>														
First Mortgage	356,004	356,004	356,004	356,004	356,004	356,004	356,004	356,004	356,004	356,004	356,004	356,004	356,004	356,004
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>	356,004	356,004	356,004	356,004	356,004	356,004	356,004	356,004	356,004	356,004	356,004	356,004	356,004	356,004
<b>Total Annual Cash Expenses</b>	1,123,049	1,146,060	1,169,762	1,194,174	1,219,320	1,245,219	1,271,895	1,299,372	1,327,673	1,356,823	1,386,848	1,417,773	1,449,626	1,482,435
<b>Total Net Operating Income</b>	131,592	133,674	135,567	137,261	138,744	140,006	141,034	141,816	142,339	142,589	142,552	142,215	141,562	140,577
<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>	131,592	133,674	135,567	137,261	138,744	140,006	141,034	141,816	142,339	142,589	142,552	142,215	141,562	140,577
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>	1.37	1.38	1.38	1.39	1.39	1.39	1.40	1.40	1.40	1.40	1.40	1.40	1.40	1.39
<b>DCR Total Debt</b>	1.37	1.38	1.38	1.39	1.39	1.39	1.40	1.40	1.40	1.40	1.40	1.40	1.40	1.39

**Assumptions**

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



# Tenant Selection Plan

---

University Park Commons II

July 21, 2023

## TABLE OF CONTENTS

- I. Introduction
  - a. Development Description
  - b. Tenant Type
  - c. Unit Distribution
  - d. Rent Structure
  - e. Nondiscrimination Policies
- II. Preferences
  - a. Establishing Preferences
  - b. Verification of Preferences
  - c. Selection of Households for Participation
  - d. When a Preference is Denied
  - e. Exceptions to the Preference Rule
- III. Pre-Application Processing
  - a. Distribution of Information
- IV. Waiting List Procedures
  - a. Creation of Waiting List
  - b. Changes in Income or Household Composition
- V. The Screening (Interview) Process
  - a. Application Requirements
  - b. Completion of Application Process
- VI. Eligibility Requirements
  - a. Income
  - b. Sole Residence
  - c. Social Security Numbers for Adult Household Members
  - d. Date of Birth
  - e. Student Eligibility Requirements – HOME
  - f. Student Eligibility Requirements – LIHTC
- VII. Occupancy Standards
- VIII. Rejection Criteria
  - a. Insufficient/Inaccurate Information on Application
  - b. Credit and Financial Standing
  - c. Criminal Convictions/Current Drug Use
  - d. History of Residence
  - e. Household Characteristics
- IX. Rejection Procedures
- X. Special Occupancy Categories
  - a. Persons with Disabilities

I. **Introduction**

a. **Development Description** University Park Commons II, located in Madison, WI (“Development”) is a proposed 68-unit apartment community serving low-to-moderate income individuals that will be owned by JT Klein Company (“Owner”) and managed by Oakbrook Corporation (“Management”). The Owner and Management, on behalf of the Owner, subscribe to the following procedures in qualifying applicants for occupancy in this Development, which includes 53 units subject to the statutory and regulatory requirements of the Federal Low Income Housing Tax Credit program (“LIHTC”).

i. The LIHTC Requirements mean collectively, LIHTC of the Internal Revenue Code of 1986, as amended, 26 U.S.C. LIHTC, its implementing federal tax regulations set forth in 26 CFR Part 1.42, the Low Income Housing Tax Credit Extended Use Agreement between the Owner and the Wisconsin Housing & Economic Development Authority (“WHEDA”) for the Development, and all applicable IRS revenue rulings, revenue procedures, tax assistance memoranda, and related written guidance and notices.

b. **Tenant Type**

i. The Development is designated as housing for individuals and families

1. Supportive Service Units – Twenty-two (22) units at the Development are designated for Veterans, persons with disabilities, and those at risk of homelessness.

c. **Unit Distribution**

- i. 22 units at up to 30% of the median income in Dane County, WI
- ii. 15 units at up to 50% of the median income in Dane County, WI
- iii. 16 units at up to 60% of the median income in Dane County, WI
- iv. 15 market rate units

d. **Rent Structure** – Note that the tenant rent payment will not exceed the HUD annual published limits for the LIHTC program.

e. **Nondiscrimination Policies**

i. General: Federal civil rights laws addressing fair housing prohibit discrimination against applicants or tenants on the basis of race, color, national origin, sex, gender, age, disability, religion, and familial status. **Wisconsin** fair housing regulations prohibit discrimination against applicants or tenants for federally protected classes plus the following: sexual orientation, marital status, ancestry, lawful source of income, and victims of domestic abuse or other crimes. **Dane County fair housing regulations prohibit discrimination on the basis of federal and state protected classes plus the following: physical condition, mental illness, and handicap (including the right to service and companion animals), type of military discharge, physical appearance, gender identity and gender expression (including transgendered people), domestic partnership status, political beliefs, student status, and receipt of rental assistance.**

HUD’s Office of General Counsel issued a memo dated April 4, 2016, which is guidance concerning how the Fair Housing Act applies to the use of criminal history by providers or operators of housing and real-estate related transactions.

The Development is in compliance with this and other key federal civil rights laws regarding fair housing and accessibility as described below.

- ii. Fair Housing Act – The Development complies with Fair Housing Act Amendments of 1988 (“Fair Housing Act”) which prohibits discrimination in housing on the basis of race, color, religion, sex, disability, familial status, and national origin regardless of any federal financial assistance. Fair Housing Act obligations include:
  - 1. Management will not refuse, either directly or indirectly, to rent or negotiate for rental of a dwelling based on race, color, religion, sex, disability, familial status, and national origin.
  - 2. Management will not (i) engage in activities that steer potential tenants away from or toward particular units by words or actions, (ii) make housing units and related services unavailable to any potential tenants, (iii) purposely provide false information to applicants about the availability of units that limits the living options of prospective tenants, and (iv) deny or limit services based on race, color, religion, sex, disability, familial status, and national origin.
  - 3. Management will market available units in a nondiscriminatory manner.
  - 4. Management will make reasonable accommodations in rules, policies, practices, or services as may be necessary to afford handicapped persons equal opportunity to use and enjoy a dwelling.
- iii. Section 504 of the Rehabilitation Act of 1973 (Section 504) prohibits discrimination based upon disability in all programs or activities operated by recipients of federal financial assistance. Section 504 obligations include the following:
  - 1. Allowing for reasonable structural modifications (with prior approval and, in certain circumstances, at tenant’s expense) to units and/or common areas that are needed by applicants and tenants with disabilities, unless these modifications would change the fundamental nature of the project or result in undue financial and administrative burdens.
  - 2. Operating housing that is not segregated based upon disability or type of disability, unless authorized by federal statute or executive order.
  - 3. Providing auxiliary aids and services necessary for effective communication with persons with disabilities.
  - 4. Performing a self-evaluation of Management’s programs and policies to ensure that they do not discriminate based on disability.
  - 5. Developing a transition plan to ensure that structural changes are properly implemented to meet program accessibility requirements.
  - 6. Section 504 also establishes accessibility requirements for newly constructed or rehabilitated housing, including providing a minimum percentage of accessible units.
  - 7. In accordance with Section 504 of the Rehabilitation Act of 1973, accessible units are allocated using a special priority approach. When accessible units become available, the housing provider must offer the units in this order:
    - a. To current residents that would benefit from the available unit’s accessibility features, but whose current unit does not have such features
    - b. To eligible and qualified households on the Waiting List with disabilities who would benefit from the available unit’s accessibility features
    - c. To other eligible and qualified households on the Waiting List (i.e., without disabilities) which may require the household to agree, in

writing, to transfer to a non-accessible unit at the owner's request (the request will only be made if an accessible unit is not available to a person who requires the features of an accessible unit)

8. The Section 504 Coordinator for this property is:

Jennifer Moran  
Oakbrook Corporation  
2 Science Court  
Madison, WI 53701  
608-238-2600  
800-947-3529 TTY Relay

iv. Equal Access to Housing in HUD Programs Regardless of Sexual Orientation or Gender Identity:

1. Effective March 5, 2012, HUD implemented new regulations intended to ensure that HUD's core housing programs are open to all eligible persons regardless of actual or perceived sexual orientation, gender identity or marital status (HUD Notice 2015-01).
2. Owners and operators of HUD-assisted housing, or housing whose financing is insured by HUD, must make housing available without regard to sexual orientation, gender identity, or marital status.
3. All otherwise eligible households, regardless of marital status, sexual orientation, or gender identity, will have the opportunity to participate in HUD programs.
4. Owners and operators of HUD-assisted housing or housing insured by HUD are prohibited from asking about an applicant or occupant's sexual orientation and gender identity for the purpose of determining eligibility or otherwise making housing available.

v. Title VI of the Civil Rights Act of 1964: Prohibits all recipients of federal financial assistance from discriminating based on race, color, or national origin.

vi. Age Discrimination Act of 1975: Prohibits discrimination based upon age in federally assisted and funded programs, except in limited circumstances. It is not a violation of the Age Discrimination Act to use age as screening criteria in a particular program if age distinctions are permitted by statute for that program or if age distinctions are a factor necessary for the normal operation of the program or the achievement of a statutory objective of the program or activity.

vii. Executive Order 13166 – Limited English Proficiency: This Order requires Owner/Management to take reasonable steps to ensure meaningful access to the information and services they provide for persons with limited English proficiency. This may include interpreter services and/or written materials translated into other languages.

viii. Violence Against Women and Justice Department Reauthorization Act of 2005 & 2013 & Final Rule of 2016 ("VAWA"): VAWA protects victims of domestic violence, dating violence, sexual assault, or stalking, as well as their immediate family members generally, from being evicted or being denied housing assistance if an incident of violence is reported and confirmed.

1. Owner/Management responding to an incident of actual or threatened domestic violence, dating violence, sexual assault, or stalking that could potentially have an impact on a tenant's participation in the housing program  
Owner/Management:
  - a. May request in writing that an individual complete, sign and submit within 14 business days of the request, the HUD-approved certification form (HUD-91066).
  - b. In lieu of the certification form or in addition to it, Owner/Management may accept (i) a federal, state, tribal, territorial, or local police record or court record or (ii) documentation signed and attested to by a professional (employee, agent or volunteer of a victim service provider, an attorney, medical personnel, etc.) from whom the victim has sought assistance.
2. Owner/Management will keep all information related to incident(s) of domestic violence, dating violence, sexual assault, or stalking in a separate secure location from other tenant files, and will not be shared unless:
  - a. Individual's written consent is obtained;
  - b. Information is required for use in an eviction proceeding or termination or assistance; or
  - c. Otherwise required by law.
3. If a victim commits separate criminal activity, they may be evicted for engaging in crime. In addition, if a victim poses an actual and imminent threat to other tenants or those employed at, or providing service to, the property, they could be evicted. Management may evict residents submitting a false certification of domestic violence, dating violence, sexual assault, or stalking.
4. Management will remove, evict, and/or terminate assistance to an individual determined to be causing the abuse.

## II. Preferences

- a. **Establishing Preferences** – Preferences are not permitted if they in any way negate affirmative marketing efforts or fair housing obligations. The following preferences apply to the Development:
  - i. Existing Tenant Preference: The following actions are always given priority if applicable, and if not, State Mandated Preferences take precedence.
    1. A unit transfer for household seeking protections under VAWA
    2. A unit transfer based on the need for an accessible unit
    3. A unit transfer for a medical reason certified by a doctor
    4. A unit transfer of a non-handicapped individual living in a handicapped accessible unit to accommodate a handicapped applicant on the Waiting List
    5. A unit transfer for other reasons approved by Management
  - ii. Supportive Housing Preference: Preference will be given to veterans, persons with disabilities, and/or individuals at risk for homelessness for the 22 (twenty-two) units set aside as supportive housing units.
  - iii. State/Federal Mandated Preferences: The Development must comply with any state or federal mandated preferences as described below:
    1. Displaced from an urban renewal area



- 2. Displaced as a result of a government action
- 3. Displaced as a result of a major disaster

iv. Optional Preferences: The Development does not have any optional preferences.

b. **Verification of Preferences** – The State/Federal Mandated Preferences will be verified by third party verification.

c. **Selection of Households for Participation**

- i. An eligible applicant who qualifies for a preference will receive housing before any other applicant who is not so qualified. These preferences take precedence over other applicants' place on the Waiting List, or date of submission of application.
- ii. Applicants will be informed of the availability of preferences and will be given an opportunity to certify that they qualify for a preference. Applicants may claim a preference at any time during the application process.

d. **When a Preference is Denied**

- i. If it is determined that an applicant does not meet the criteria for receiving a preference, the applicant will promptly receive a written notice of this determination from Management. The notice will contain a brief statement of the reasons for the determination, and state that the applicant has the right to meet with the Management's designee to review this decision. If the applicant requests a meeting, it will be conducted by a person or persons designated by Management.
- ii. Denial of a preference does not prevent the applicant from exercising any legal rights the applicant may have against Management and/or Owner.

e. **Exceptions to the Preference Rule**

- i. Relocation and/or Unit Transfers: Management must give priority to current households (i) when their units are designated for rehabilitation and/or (ii) for current households residing in a unit within the Development that has been designated as uninhabitable by federal, state, local municipalities or Management due to fire, flood, or other natural disaster.

III. **Pre-Application Processing** – Development will not use Preliminary Applications.

a. **Distribution of Information** – Information will be given to households who respond to the marketing efforts about the Development's preferences and will indicate that all applicants will be given an opportunity to show that they qualify for a preference.

- i. The information will state that those persons qualifying for a preference will receive housing before any other applicant who is not so qualified.

IV. **Waiting List Procedures**

a. **Creation of Waiting List** – If an applicant is eligible for tenancy but no appropriately sized unit is available (as referred to in Section VII Occupancy Standards), Management will place the applicant on the Waiting List for the Development. The Waiting List will be maintained electronically and in hard copy. Placement on the Waiting List does not guarantee occupancy; it merely means that these persons will be contacted in the future with detailed instructions on how to formally apply for residence at the Development. When names are placed on the Waiting List, persons will be informed that it is their responsibility to inform the Development's Management office of changes in mailing address, telephone number, email address, or TTY/TDD

number (if applicable). **A separate Waiting List will be maintained for the eleven (11) units set aside as supportive housing units.**

**b. Changes in Income or Household Composition**

- i. When placed on the Waiting List, applicants will be informed to notify Management in writing if any changes to the following occur:
  - 1. Address and/or phone number
  - 2. Household composition
  - 3. Preference status
  - 4. Income

**V. The Screening (Interview) Process**

**a. Application Requirements**

The following information will be used to determine program eligibility for anyone who is seeking housing at the Development.

Live in aides, new household members, and police officers, security personnel or managers residing in units will be subject to same screening for drug abuse and other criminal activity applied to other applicants.

- i. Application – All adult household members must complete an application and sign the Authorization for Release of Information Form. Management shall accommodate persons with disabilities who, as a result of their disabilities, cannot utilize the Management’s preferred application process by providing alternative methods of taking applications.
  - ii. A credit report will be ordered and an application fee may be charged to cover the actual cost of this report.
  - iii. A criminal background search will be obtained including a search of a State and National sex offender registry. **On-site management personnel do not search or review Wisconsin Circuit Court Access records.**
  - iv. Verification of employment, income, bank accounts, and other assets is required as applicable for each applicant.
  - v. Current and previous housing for past two years is required. **A lack of housing history will not be used as the basis for denial of an application.**
- b. Completion of Application Process** – All applications will be processed within thirty days after the date of the applicant’s initial interview or within five business days of receipt of all required documentation, whichever is later (excluding weekends and designated federal holidays). Applications will be processed on a first come first served basis.
- c. Security Deposit Requirements** – a security deposit will be required at move-in and will be based on screening results, but in any event shall not be more than one (1) month’s rent.

**VI. Eligibility Requirements**

**a. Income** – The annual gross income of the applicant(s) must:

- i. Be equal to or less than the income limit established by the applicable program’s administrative rules for the appropriate household size; and
- ii. Meet the 40% rent to income threshold
  - 1. Adjustments to this policy may be made by Management depending upon a household’s total assets and access to public assistance (e.g., food stamps, energy assistance, etc.)

**2. If applicant cannot meet the minimum income requirement but can demonstrate the ability to comply with the rent obligation based on a rental history of paying an equivalent rent to income ratio for the prior 24 months, that condition shall be waived as a requirement for approval.**

- b. Sole Residence** – The unit must be the applicant’s sole residence in order for the applicant to be eligible for housing.
- c. Social Security Numbers** – Social security numbers for all U.S. citizens must be disclosed for all adult household members.
- d. Date of Birth** – Date of birth must be disclosed for all household members.
- e. Student Eligibility Requirements HOME (if applicable)** – HOME assisted units shall not be provided to any individual who:
  - i.** Is enrolled as either a part-time or full-time student at an institution of higher education, for the purposes of obtaining a degree, certificate, or other program leading to a recognized educational credential; and
  - ii.** Is under 24 years of age; and
  - iii.** Is not married; and
  - iv.** Is not a veteran of the United States Military; and
  - v.** Does not have a dependent child; and
  - vi.** Is not a person with disabilities and was not receiving section 8 assistance as of November 30, 2005; and
  - vii.** Is not living with his or her parents who are receiving Section 8 assistance; and
  - viii.** Is not individually eligible to receive Section 8 assistance or has parents (individually or jointly) who are not income eligible to receive Section 8 assistance. (Unless the student can demonstrate his or her independence from parents, the student must be eligible to receive Section 8 assistance and the parents (individually or jointly) must be eligible to receive Section 8 assistance in order for the tenant to be eligible.
- f. Student Eligibility Requirements LIHTC** – Households consisting entirely of full-time students (either currently or have been for five months of the current calendar year) do not qualify unless the household meets one of the following exceptions:
  - i.** All members of the household are married and are entitled to file a joint tax return.
  - ii.** The household consists of single parent(s) and their child (or children) and no one in the household is dependent of third party.
  - iii.** At least one member of the household receives assistance under Title IV of the Social Security Act (i.e. TANF).
  - iv.** At least one member of the household is participating in an officially sanctioned job training program.
  - v.** At least one member of the household was formerly in foster care.

**VII. Occupancy Standards**

- a.** The standards used at this development are:
  - i.** Maximum number of persons allowed in a 1BR unit is two (2) persons. The minimum number of persons required for a 1BR unit is one (1) person.
  - ii.** Maximum number of persons allowed in a 2BR unit is four (4) persons. The minimum number of persons required for a 2BR unit is one (1) person.
  - iii.** Maximum number of persons allowed in a 3BR unit is six (6) persons. The minimum number of persons required for a 3BR unit is two (2) persons.

NOTE: Exceptions may be made on non-senior properties for minors under the age of two years old.

- b. The unit applied for must have enough space to accommodate the applicant's household.
- c. Management's occupancy standards comply with federal, state, and local fair housing and civil rights laws, landlord-tenant laws, and zoning restrictions.

**VIII. Rejection Criteria** – The ability of the applicant to fulfill lease obligations will be considered. In addition to verifying whether a household is income qualified and program eligible, Management will use various criteria in determining the acceptability of all applicants. An applicant may be rejected for one or more of the following reasons:

- a. **Insufficient/Inaccurate Information on Application** – refusing to cooperate fully in all aspects of the application process or supplying false information will be grounds for rejection.
- b. **Credit and Financial Standing**
  - i. Unsatisfactory history of meeting financial obligations (including, but not limited to timely payment of rent, outstanding judgments, or a history of late payment of bills) will be considered. If an applicant is rejected based on the credit report, they will be provided the name of the credit bureau that performed the credit. Management will not disclose the specifics of any information reported by the credit bureau. Applicants will be given the opportunity to correct or clear the adverse credit.
  - ii. The inability to verify credit references is a factor for rejection of an application. Consideration will be given for special circumstances in which credit has not been established.
- c. **Criminal Convictions/Current Drug Use**
  - i. Applicants who fall into the following categories will be rejected:
    1. Any household in which any member whose use of marijuana, or current addiction to or engagement in the illegal use of a controlled substance interferes with the health, safety, or right to peaceful enjoyment of the premises by other residents will be denied admission and, if an occupant, will be subject to termination of tenancy.
    2. Any household in which any member was evicted in the last three years from federally assisted housing for drug-related criminal activity. Exception: if the evicted household member has successfully completed an approved supervised drug rehabilitation or the circumstances leading to the eviction no longer exist (e.g., the household member no longer resides with the applicant household).
    3. Any household member that is subject to a state sex offender lifetime requirement.
    4. Any household member for whom there is reasonable cause to believe that the member's behavior, from abuse or pattern of abuse of alcohol, may interfere with the health, safety, and right to peaceful enjoyment by other residents. The screening standards must be based on behavior, not the condition of alcoholism or alcohol abuse.
    5. Any household member who has been convicted of the following felonies:
      - a. Homicide
      - b. Kidnapping/abduction
      - c. Forcible Sex
      - d. Arson
  - ii. Additional criminal history will be considered and may be the cause of rejection:
    1. Assault

2. Domestic abuse resulting in assault or battery charges unless applicant is a victim of domestic violence, dating violence, sexual assault, or stalking as defined by the Violence Against Women Act (VAWA)
  3. Weapons violations
  4. Other violent felonies not listed above
  5. Fugitive felon status or parole violations
  6. Theft, burglary, breaking and entering, fraud or larceny
  7. Vandalism exceeding \$1,000
  8. Disturbing the peace (repeat offender)
  9. Criminal trespass
  10. Other criminal behavior that would threaten the health, safety, or right to peaceful enjoyment of the premises by other residents or people who live in the immediate vicinity of the site or the health and safety of the owner, employees, contractors, subcontractors or agents of the owner.
- iii. Management will consider the criminal activity that occurred during the following periods:
1. Misdemeanors during the past seven-year period
  2. Gross misdemeanors during the past fifteen-year period
  3. Felonies (not listed as automatic rejections) during the past ten-year to thirty-year period
- d. **History of Residence**
- i. Management will consider whether the applicant or any other person who will be living in the unit, has a history of physical violence to persons or property, or has exhibited living habits at prior residences that could adversely affect the health, safety, and quiet enjoyment of other residents at the rental community. Management will consider all circumstance regarding this type of activity as well as the period during which it occurred.
- e. **Household Characteristics** – Household size or household characteristics were not appropriate for the specific type of unit available at the time of application.

**IX. Rejection Procedures**

- a. If Management rejects an application, a formal letter of rejection will be sent to the applicant at the address shown on the application unless otherwise notified. If the cause for rejection is due to an unfavorable credit history, the applicant will be notified of the credit reporting service, their address and telephone number for direct contact with the service. If it can be verified that the credit report is in error, the application will be re-processed, and, if accepted, the application will be prioritized according to the original application date. Management may not discuss credit-reporting information with the applicant.

**X. Special Occupancy Categories** – Applicants will be interviewed and processed as authorized in Sections V through VIII, with exceptions made as follows:

**a. Persons with Disabilities**

- i. An applicant with disabilities will be given priority for an accessible unit if such applicant deems that this type of unit is appropriate for their household.

- ii. If the household determines that the accessible unit is not appropriate for the household's needs, the household's name will be returned to its place on the Waiting List.



July 20, 2023

Mr. Jacob T. Klein  
President  
JT Klein Company  
818 S. Park Street  
Madison, WI 53715

RE: University Park Commons - Phase II | Madison, WI

Dear Jacob,

This letter serves as evidence of Oakbrook Corporation's commitment to serve as the Property Management agent for University Park Commons (Phase II), an affordable housing community located in Madison, WI. Oakbrook has significant experience in managing high-quality affordable housing projects throughout Wisconsin and has previously partnered with JT Klein on other successful housing developments.

Oakbrook's role in this development will be to serve as the third-party Property Manager. Oakbrook is involved throughout the development process, providing valuable input to the design and development team on such issues as market-oriented amenities, desirable unit layouts and compliance-oriented design issues. Oakbrook will market the property during construction and will manage all aspects of property management and programmatic compliance in the long term. This includes but is not limited to: establishing a tenant selection plan, waiting list, completing all aspects of the resident application process and resident screening, communicating with service providers assisting in supportive housing units, and maintaining the building.

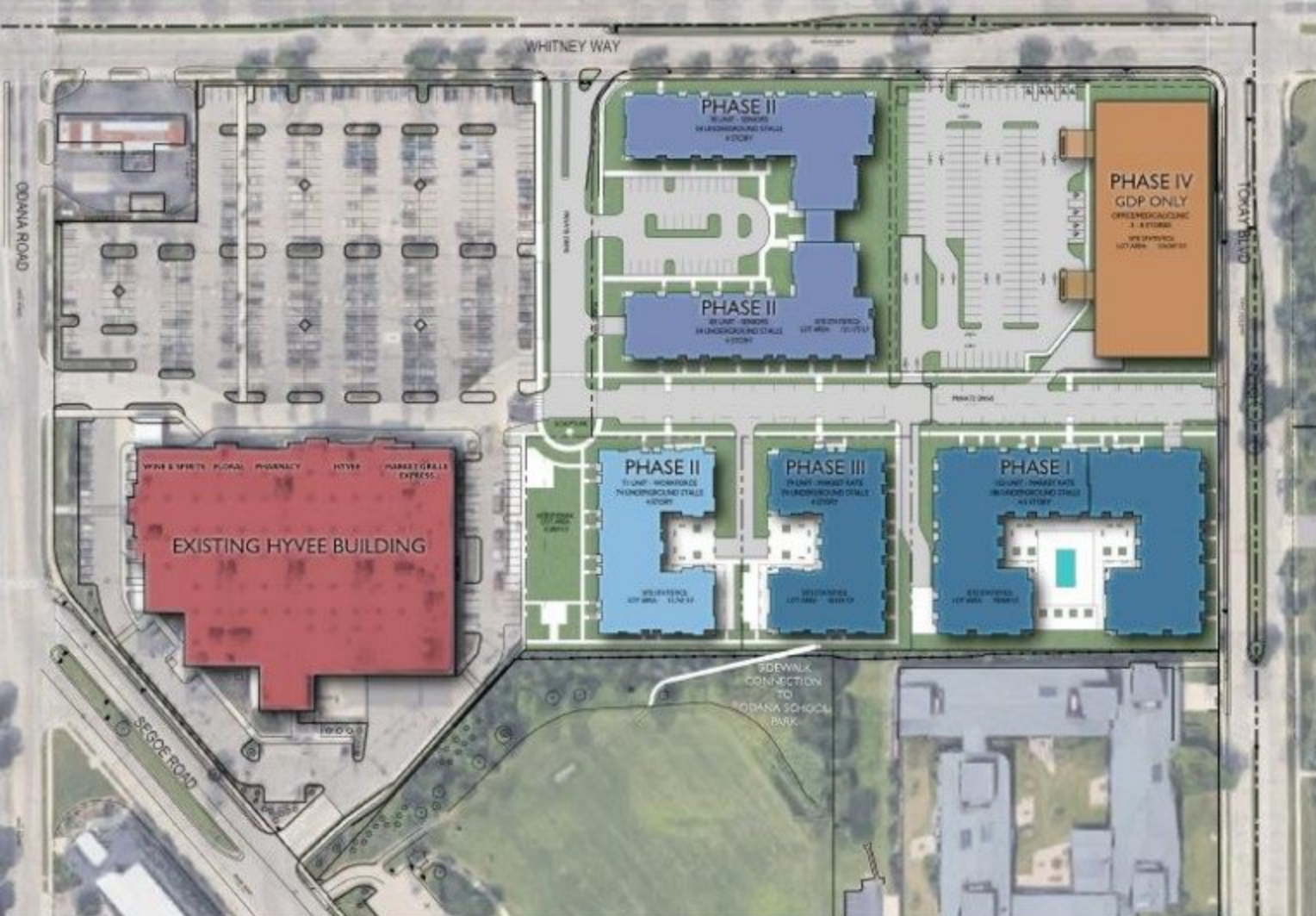
Oakbrook further acknowledges that we are aware of and assisted JT Klein Company with the application's selections to Dane County's Fair Tenant Selection Criteria. We also are aware of your commitment to Dane County's Tenancy Addendum as part of their funding application. We have reviewed specifics of the addendum and will include these requirements as part of the lease documents and house rules.

If there are any questions regarding Oakbrook's role as Property Manager or commitment to the County's requirements, please feel free to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "Michael C. Morey". The signature is fluid and cursive, with a large loop at the end.

Michael C. Morey  
Senior Vice President





[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-16C63-28435**

Program: **New Construction - Multifamily**

Sponsor: **Focus on Energy**

Your unique application number is listed below:

**FOEMF-16C63-28435**

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.

[Return to Application](#)

[Privacy - Terms](#)

[Help](#)

# 2023 Affordable Housing Fund-Tax Credit RFP

## Supplemental Application Questions

JT Klein

University Park Commons II

---

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](mailto:cddapplications@cityofmadison.com). Please cc: [jspears@cityofmadison.com](mailto: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. Provide an overview of the feedback that received from at the neighborhood meeting scheduled for 9/12/23.**

- *Questions about parking and cost being included in future leases.*
- *Concerns about keeping enough units affordable and minimizing rent increases at renewals. We had residents of Oak Ridge senior that want to see more affordable units built in phase II.*
- *Questions on timeline of construction.*
- *Positive Feedback on Phase 1. Many residents of phase I showed up to provide positive feedback and to show their support for phase II.*
- *Requests for additional amenities such as swimming pools, greenspace, & pickleball courts.*

#### **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. *Attached***
- b. **What percentage of projected Energy Use Intensity (EUI) savings calculated over the baseline energy code is anticipated? (Note: 20% required.) *Attached***
- c. **What is the highest feasible Bundle Level to which this project can commit? *At this point Bundle 1 is a level which we are comfortable with committing to. Should construction pricing come in favorably and if the project can support additional costs we will revisit the Bundle selected***

### C. Sustainable Building Design Elements

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
  - b. Optimize energy use
  - c. Protect and conserve water
  - d. Optimize building space and material use
  - e. Enhance indoor environmental quality (IEQ)
  - f. Optimize operational and maintenance practices.

*JTK & KBA put forth multiple efforts to incorporate goals from AIA FDE. The entire Westgate Redevelopment including University Park Commons put a great deal of emphasis on “Design for Equitable Communities” by designing for walkability, community engagement, & alternative transportation. The site location was selected due to its public & bike transport access. All initial Commons resident’s will be given access to 10-pack of bus passes to encourage using the West Transfer Point & future BRT system, to reduce single-occupancy vehicles. The butterfly garden, adjacent Odana Park, and Community gathering green space were all designed to promote interaction in a human-scaled community.*

*Additionally, Commons II will align with the “Designing for Economy” goal by keeping the total number of materials to a minimum. Materials used within this development will be similar to other Westgate Redevelopment projects, allowing excess materials to be used on the next development, reducing overall waste. The demolition will be recycling concrete materials when grading the site, exemplifying a way to reuse an existing building. Commons will also align well with the “Designing for Integration” & “Designing for Wellness”. Both of these categories incorporation an aspect of visual appeal and resident comfort. KBA is highly regarded as one of the best design architects in the State, and they take great pride in this reputation. The Westgate Redevelopment presents a unique challenge of designing each development to be unique while also fitting the grand design of the entire redevelopment. KBA has achieved a delicate balance of making Commons unique without breaking the design of the entire redevelopment. The Westgate Redevelopment has received unanimous design praise in both Urban Design Commission & Plan Commission approvals. Commons tenants will have access to many “Wellness” features. Including operable windows and private balcony spaces, giving residents control over their surrounds. Ample green space and the adjacent Odana park gives tenants the option to enjoy nature in an urban environment.*

### D. 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 Providers that will accommodate that critical lease up period? *We intend to employ the same lease-up process that we*

*did for Phase I at University Park and as we have done with our recent developments that include City and or Dane County Funds. We will hold biweekly meetings typically starting 3-4 months prior to CO to discuss the marketing and lease up process. Included in the meetings are the management team, supportive service agencies, Dane County, and the development team. We have found from our recent experience that It's necessary important to continually evaluate the efforts to ensure that we are getting the word out to the community and effectively managing the lease up efforts for the target populations.*

2. **Specifically how many units will be targeted for households referred from Coordinated Entry? Please explain the supportive service unit breakdown, indicating any additional 50% units targeted for veterans.** *Based on our experience, we anticipate 1-2 residents from the coordinated entry list. We have 14 elected supportive service units and 8 units designated for Veterans. We will have 50% units targeted for Veterans.*
3. **Which agency is the recipient of the supportive service funding (\$3,500 year 1) listed in your proforma submittal? Describe how the level of funding was allocated.** *This was actually an error on our part. The correct amount should be \$3750 per year and that should be allocated to WayForward.*
4. **Please provide a letter of support and/or MOU between this development and Way Forward Resources indicating their awareness of the project and preparedness to provide services, including the terms & compensation as referenced in the proposal.** *Please see Attached MOU.*

#### **E. Property Management**

**The application does not affirm its Tenant Selection Plan will meet the City's TSP Standards outlined in the RFP. Please explain the rationale for this answer.**

*Over the past couple of years we have worked with both Oakbrook Corporation, our management agent, as well as our lenders and investors on this issue. Tenant Selection Plan's are a part of the County Funding process and now the City's. The Tenant Selection Plan we submitted with our application is derived from Oakbrook's 40 plus years of experience in the field and protection for all of our tenants and lending partners.*

*Attached are the selection requirements from our recent Dane County Affordable Housing Development Funds application. Sections F, O, P, Q, & R detail the specific tenancy selection items we elected to include in our screening and tenancy criteria. These selections are what the developer, lenders, and management partners are comfortable committing to while still being able to effectively manage the new development.*

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).**

*Oakbrook Corporation has a strong relationship with United Refugee Services of Wisconsin (Asian renters), Centro Hispano of Dane County (Latino renters), & Urban League of Dane County (Black renters) and plans to continue to work with these organizations for Westgate Commons. Oakbrook reaches out to these organizations well before the lease up period starts, to give each organization ample time to direct its network to Commons. Oakbrook will also track the demographics of all applications and provide JTK a weekly update on whether these affirmative marketing practices are effective or not. If the marketing strategies are not working, Oakbrook reach out to other Dane County groups targeting Asian & Latinx renters. Oakbrook will also work with LSS, Way Forward, and DCHA to create additional awareness. Each supportive service provider will be given marketing materials & information to raise awareness within their community networks. If this does not create generate the diverse rental traffic intended, Oakbrook offers the ability to change the AFHMP to include advertising on radio/TV stations or print advertising in publications geared towards the Asian and/or Latinx demographic.*

#### **F. Scoring**

- 1. UPC II was awarded an allocation of 2023 9% LIHTCs through WHEDA, but your timeline shows an anticipated WHEDA submission in October. Clarify the type of application you will be submitting to WHEDA, or whether the listed timeline is for Oak Ridge II.**

*Sorry, this was an error. This was in reference to Oak Ridge II for 4% credits. UPC II does currently have an allocation of 2023 9% LIHTC's.*

#### **G. Financing**

- 1. This project has submitted an application for TIF funding. How will this project make up for a gap in financial assistance should one exist after that process is complete?**

*Should a Gap exist after the TIF process is complete we will have to evaluate what options are available at that time.*

#### **H. Ownership Structure**

- 1. The application indicates that LSS will likely be a 51% owner of the LLC. Please elaborate on the timing and parameters of solidifying the deal structure.**

*We have applied to the Federal Home Loan Bank of Chicago for a grant through LSS. If we are successful in receiving the grant award, then LSS will be the 51% owner of the LLC. We expect to know by November 1, 2023 whether or not we have received this source of funding.*

Note to all applicants/respondents: This form was developed with Nuance, the official HUD software for the creation of HUD forms. HUD has made available instructions for downloading a free installation of a Nuance reader that allows the user to fill-in and save this form in Nuance. Please see <http://portal.hud.gov/hudportal/documents/huddoc?id=nuancereaderinstall.pdf> for the instructions. Using Nuance software is the only means of completing this form.

# Affirmative Fair Housing Marketing Plan (AFHMP) - Multifamily Housing

U.S. Department of Housing and Urban Development  
Office of Fair Housing and Equal Opportunity

OMB Approval No. 2529-0013  
(exp.12/31/2016)

<b>1a. Project Name &amp; Address (including City, County, State &amp; Zip Code)</b> University Park Commons - Phase II 625 Sand Pearl Lane Madison, WI 53711 Dane County	<b>1b. Project Contract Number</b>  	<b>1c. No. of Units</b> 68
	<b>1d. Census Tract</b> 4.02 - Madison, WI 53711	
	<b>1e. Housing/Expanded Housing Market Area</b> Housing Market Area: Madison, WI Expanded Housing Market Area: Dane County, WI	

**1f. Managing Agent Name, Address (including City, County, State & Zip Code), Telephone Number & Email Address**  
Oakbrook Corporation, 2 Science Court, Madison, WI 53711 (608) 238-2600 jmoran@oakbrookcorp.com

**1g. Application/Owner/Developer Name, Address (including City, County, State & Zip Code), Telephone Number & Email Address**  
JT Klein Company, INC. 818 S. Park Street, Madison, Dane County, WI 53715 jacob@jtklein.com 612-202-1577

**1h. Entity Responsible for Marketing (check all that apply)**  
 Owner  Agent  Other (specify) \_\_\_\_\_  
Position, Name (if known), Address (including City, County, State & Zip Code), Telephone Number & Email Address  
Property Manager/Regional Manager, Oakbrook Corporation, 608-238-2600

**1i. To whom should approval and other correspondence concerning this AFHMP be sent? Indicate Name, Address (including City, State & Zip Code), Telephone Number & E-Mail Address.**  
Jennifer Moran, Oakbrook Corp, 2 Science Court, Madison, WI 53711 (608) 443-1061 jmoran@oakbrookcorp.com

**2a. Affirmative Fair Housing Marketing Plan**  
Plan Type  Date of the First Approved AFHMP:   
Reason(s) for current update:

**2b. HUD-Approved Occupancy of the Project (check all that apply)**  
 Elderly  Family  Mixed (Elderly/Disabled)  Disabled

**2c. Date of Initial Occupancy**

**2d. Advertising Start Date**  
Advertising must begin *at least* 90 days prior to initial or renewed occupancy for new construction and substantial rehabilitation projects.  
Date advertising began or will begin   
**For existing projects, select below the reason advertising will be used:**  
To fill existing unit vacancies   
To place applicants on a waiting list  (which currently has  individuals)  
To reopen a closed waiting list  (which currently has  individuals)

---

**3a. Demographics of Project and Housing Market Area**

Complete and submit Worksheet 1.

---

**3b. Targeted Marketing Activity**Based on your completed Worksheet 1, indicate which demographic group(s) in the housing market area is/are *least* likely to apply for the housing without special outreach efforts. (check all that apply)

- White       American Indian or Alaska Native       Asian       Black or African American  
 Native Hawaiian or Other Pacific Islander       Hispanic or Latino       Persons with Disabilities  
 Families with Children       Other ethnic group, religion, etc. (specify)

---

**4a. Residency Preference**Is the owner requesting a residency preference? If yes, complete questions 1 through 5. 

If no, proceed to Block 4b.

(1) Type 

(2) Is the residency preference area:

The same as the AFHMP housing/expanded housing market area as identified in Block 1e? The same as the residency preference area of the local PHA in whose jurisdiction the project is located? 

(3) What is the geographic area for the residency preference?

(4) What is the reason for having a residency preference?

(5) How do you plan to periodically evaluate your residency preference to ensure that it is in accordance with the non-discrimination and equal opportunity requirements in 24 CFR 5.105(a)?

Complete and submit Worksheet 2 when requesting a residency preference (see also 24 CFR 5.655(c)(1)) for residency preference requirements. The requirements in 24 CFR 5.655(c)(1) will be used by HUD as guidelines for evaluating residency preferences consistent with the applicable HUD program requirements. See also HUD Occupancy Handbook (4350.3) Chapter 4, Section 4.6 for additional guidance on preferences.

---

**4b. Proposed Marketing Activities: Community Contacts**

Complete and submit Worksheet 3 to describe your use of community contacts to market the project to those least likely to apply.

---

**4c. Proposed Marketing Activities: Methods of Advertising**

Complete and submit Worksheet 4 to describe your proposed methods of advertising that will be used to market to those least likely to apply. Attach copies of advertisements, radio and television scripts, Internet advertisements, websites, and brochures, etc.

---

**5a. Fair Housing Poster**

The Fair Housing Poster must be prominently displayed in all offices in which sale or rental activity takes place (24 CFR 200.620(e)). Check below all locations where the Poster will be displayed.

Rental Office     Real Estate Office     Model Unit     Other (specify)

---

**5b. Affirmative Fair Housing Marketing Plan**

The AFHMP must be available for public inspection at the sales or rental office (24 CFR 200.625). Check below all locations where the AFHMP will be made available.

Rental Office     Real Estate Office     Model Unit     Other (specify)

---

**5c. Project Site Sign**

Project Site Signs, if any, must display in a conspicuous position the HUD approved Equal Housing Opportunity logo, slogan, or statement (24 CFR 200.620(f)). Check below all locations where the Project Site Sign will be displayed. Please submit photos of Project signs.

Rental Office     Real Estate Office     Model Unit     Entrance to Project     Other (specify)

The size of the Project Site Sign will be  x    
The Equal Housing Opportunity logo or slogan or statement will be  x

---

**6. Evaluation of Marketing Activities**

Explain the evaluation process you will use to determine whether your marketing activities have been successful in attracting individuals least likely to apply, how often you will make this determination, and how you will make decisions about future marketing based on the evaluation process.

Project and applicant demographics will be evaluated at least annually to determine whether minority groups listed appear to be responding to our marketing efforts. If our evaluation of the project population and applicant list shows that targeted groups have not responded to our marketing efforts, we will determine which marketing tactics are most effective based on referrals. Marketing will be adjusted based on this analysis; for example, by expanding marketing efforts geographically or adding community contacts to attract targeted groups.



**7a. Marketing Staff**

What staff positions are/will be responsible for affirmative marketing?

Property Manager

**7b. Staff Training and Assessment: AFHMP**

(1) Has staff been trained on the AFHMP?

(2) Has staff been instructed in writing and orally on non-discrimination and fair housing policies as required by 24 CFR 200.620(c)?

(3) If yes, who provides instruction on the AFHMP and Fair Housing Act, and how frequently?

Each employee at Oakbrook Corporation is required to participate in Fair Housing training annually (in April) via Oakbrook's Learning Management System, Edge2Learn. Completion of scheduled trainings are tracked electronically by Regional Managers and Directors.

(4) Do you periodically assess staff skills on the use of the AFHMP and the application of the Fair Housing Act?

(5) If yes, how and how often?

Annual Review of Property outreach activities to include an update (if needed) to the Outreach Letter and a review of the organizations we contact to determine if the list needs to be updated.

**7c. Tenant Selection Training/Staff**

(1) Has staff been trained on tenant selection in accordance with the project's occupancy policy, including any residency preferences?

(2) What staff positions are/will be responsible for tenant selection?

Property Manager

**7d. Staff Instruction/Training:**

Describe AFHM/Fair Housing Act staff training, already provided or to be provided, to whom it was/will be provided, content of training, and the dates of past and anticipated training. Please include copies of any AFHM/Fair Housing staff training materials.

Each new employee of Oakbrook Corporation ("Oakbrook") is required to complete different aspects of training, including Fair Housing. It is mandatory that Fair Housing Training is completed in the first fourteen days of employment at Oakbrook. This is done through Oakbrook's Learning Management System, Edge2Learn via Webinar. The approximately three (3) hour course helps the employee to develop a greater understanding of the laws that prohibit discrimination in housing, which classes are protected from housing discrimination, explore prohibited acts, review potential liability and enforcement for violations, explore strategies for marketing and staying in compliance. This course is followed by a 15 minute Fair Housing Assessment.

Each employee at Oakbrook is required to take Fair Housing Training annually. This is scheduled for all employees to complete in April of each year through Oakbrook's Learning Management System, Edge2Learn via Webinar. Completion of required training is tracked electronically and reviewed by the Regional Managers and Directors, as appropriate.

Edge2Learn updates course materials when necessary and any updates to Fair Housing regulations will be distributed to all employees for review.

Marketing efforts are reviewed at least annually to determine if any adjustments need to be made to the Property's marketing strategy and outreach efforts. The Regional Manager will review the Demographic Report for the property to determine if the list of Organizations that have been targeted for outreach needs to be updated. Marketing materials (print and electronic) will also be reviewed to determine if updates are needed.

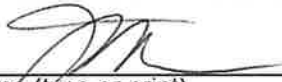
All Oakbrook employees are required to adhere to Fair Housing practices as directed in our standards of conduct. Failure to do so will result in disciplinary action.

**8. Additional Considerations** Is there anything else you would like to tell us about your AFHMP to help ensure that your program is marketed to those least likely to apply for housing in your project? Please attach additional sheets, as needed.

**9. Review and Update**

By signing this form, the applicant/respondent agrees to implement its AFHMP, and to review and update its AFHMP in accordance with the instructions to item 9 of this form in order to ensure continued compliance with HUD's Affirmative Fair Housing Marketing Regulations (see 24 CFR Part 200, Subpart M). I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (See 18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802).

Signature of person submitting this Plan & Date of Submission (mm/dd/yyyy)



6/6/2023

Name (type or print)

Jennifer Moran

Title & Name of Company

Director of Compliance, Oakbrook Corporation, Agent for Owner

**For HUD-Office of Housing Use Only**

Reviewing Official:

**For HUD-Office of Fair Housing and Equal Opportunity Use Only**

Approval

Disapproval

Signature & Date (mm/dd/yyyy)

Signature & Date (mm/dd/yyyy)

Name (type or print)

Title

Name (type or print)

Title

Public reporting burden for this collection of information is estimated to average six (6) hours per initial response, and four (4) hours for updated plans, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid Office of Management and Budget (OMB) control number.

**Purpose of Form:** All applicants for participation in FHA subsidized and unsubsidized multifamily housing programs with five or more units (see 24 CFR 200.615) must complete this Affirmative Fair Housing Marketing Plan (AFHMP) form as specified in 24 CFR 200.625, and in accordance with the requirements in 24 CFR 200.620. The purpose of this AFHMP is to help applicants offer equal housing opportunities regardless of race, color, national origin, religion, sex, familial status, or disability. The AFHMP helps owners/agents (respondents) effectively market the availability of housing opportunities to individuals of both minority and non-minority groups that are least likely to apply for occupancy. Affirmative fair housing marketing and planning should be part of all new construction, substantial rehabilitation, and existing project marketing and advertising activities.

An AFHM program, as specified in this Plan, shall be in effect for each multifamily project throughout the life of the mortgage (24 CFR 200.620(a)). The AFHMP, once approved by HUD, must be made available for public inspection at the sales or rental offices of the respondent (24 CFR 200.625) and may not be revised without HUD approval. This form contains no questions of a confidential nature.

**Applicability:** The form and worksheets must be completed and submitted by all FHA subsidized and unsubsidized multifamily housing program applicants.

#### **INSTRUCTIONS:**

**Send completed form and worksheets to your local HUD Office, Attention: Director, Office of Housing**

#### **Part 1: Applicant/Respondent and Project**

**Identification.** Blocks 1a, 1b, 1c, 1g, 1h, and 1i are self-explanatory.

Block 1d- Respondents may obtain the Census tract number from the U.S. Census Bureau (<http://factfinder2.census.gov/main.html>) when completing Worksheet One.

Block 1e- Respondents should identify both the housing market area and the expanded housing market area for their multifamily housing projects. Use abbreviations if necessary. A **housing market area** is the area from which a multifamily housing project owner/agent may reasonably expect to draw a substantial number of its tenants. This could be a county or Metropolitan Division. The U.S. Census Bureau provides a range of levels to draw from.

An **expanded housing market area** is a larger geographic area, such as a Metropolitan Division or a Metropolitan Statistical Area, which may provide additional demographic diversity in terms of race, color, national origin, religion, sex, familial status, or disability.

Block 1f- The applicant should complete this block only if a Managing Agent (the agent cannot be the applicant) is implementing the AFHMP.

#### **Part 2: Type of AFHMP**

Block 2a- Respondents should indicate the status of the AFHMP, i.e., initial or updated, as well as the date of the first approved AFHMP. Respondents should also provide the reason (s) for the current update, whether the update is based on the five-year review or due to significant changes in project or local demographics (See instructions for Part 9).

Block 2b- Respondents should identify all groups HUD has approved for occupancy in the subject project, in accordance with the contract, grant, etc.

Block 2c- Respondents should specify the date the project was/will be first occupied.

Block 2d- For new construction and substantial rehabilitation projects, advertising must begin at least 90 days prior to initial occupancy. In the case of existing projects, respondents should indicate whether the advertising will be used to fill existing vacancies, to place individuals on the project's waiting list, or to re-open a closed waiting list. Please indicate how many people are on the waiting list when advertising begins.

### **Part 3 Demographics and Marketing Area.**

"Least likely to apply" means that there is an identifiable presence of a specific demographic group in the housing market area, but members of that group are not likely to apply for the housing without targeted outreach, including marketing materials in other languages for limited English proficient individuals, and alternative formats for persons with disabilities. Reasons for not applying may include, but are not limited to, insufficient information about housing opportunities, language barriers, or transportation impediments.

Block 3a - Using Worksheet 1, the respondent should indicate the demographic composition of the project's residents, current project applicant data, census tract, housing market area, and expanded housing market area. The applicable housing market area and expanded housing market area should be indicated in Block 1e. Compare groups within rows/across columns on Worksheet 1 to identify any under-represented group(s) relative to the surrounding housing market area and expanded housing market area, i.e., those group(s) "least likely to apply" for the housing without targeted outreach and marketing. If there is a particular group or subgroup with members of a protected class that has an identifiable presence in the housing market area, but is not included in Worksheet 1, please specify under "Other."

Respondents should use the most current demographic data from the U.S. Census or another official source such as a local government planning office. Please indicate the source of your data in Part 8 of this form.

Block 3b - Using the information from the completed Worksheet 1, respondents should identify the demographic group(s) least likely to apply for the housing without special outreach efforts by checking all that apply.

### **Part 4 - Marketing Program and Residency Preference (if any).**

Block 4a - A residency preference is a preference for admission of persons who reside or work in a specified geographic area (see 24 CFR 5.655(c)(1)(ii)). Respondents should indicate whether a residency preference is being utilized, and if so, respondents should specify if it is new, revised, or continuing. If a respondent wishes to utilize a residency preference, it must state the preference area (and provide a map delineating the precise area) and state the reason for having such a preference. The respondent must ensure that the preference is in accordance with the non-discrimination and equal opportunity requirements in 24 CFR 5.105(a) (see 24 CFR 5.655(c)(1)).

Respondents should use Worksheet 2 to show how the percentage of the eligible population living or working in the residency preference area compares to that of residents of the project, project applicant data, census tract, housing market area, and expanded housing market area. The percentages would be the same as shown on completed Worksheet 1.

Block 4b - Using Worksheet 3, respondents should describe their use of community contacts to help market the project to those least likely to apply. This table should include the name of a contact person, his/her address, telephone number, previous experience working with the target population(s), the approximate date contact was/will be initiated, and the specific role the community contact will play in assisting with affirmative fair housing marketing or outreach.

Block 4c - Using Worksheet 4, respondents should describe their proposed method(s) of advertising to market to those least likely to apply. This table should identify each media option, the reason for choosing this media, and the language of the advertisement. Alternative format(s) that will be used to reach persons with disabilities, and logo(s) that will appear on the various materials (as well as their size) should be described.

**Please attach a copy of the advertising or marketing material.**

### **Part 5 – Availability of the Fair Housing Poster, AFHMP, and Project Site Sign.**

Block 5a - The Fair Housing Poster must be prominently displayed in all offices in which sale or rental activity takes place (24 CFR 200.620(e)). Respondents should indicate all locations where the Fair Housing Poster will be displayed.

Block 5b -The AFHMP must be available for public inspection at the sales or rental office (24 CFR 200.625). Check all of the locations where the AFHMP will be available.

Block 5c -The Project Site Sign must display in a conspicuous position the HUD-approved Equal Housing Opportunity logo, slogan, or statement (24 CFR 200.620(f)). Respondents should indicate where the Project Site Sign will be displayed, as well as the size of the Sign and the size of the logo, slogan, or statement. **Please submit photographs of project site signs.**

## **Part 6 - Evaluation of Marketing Activities.**

Respondents should explain the evaluation process to be used to determine if they have been successful in attracting those individuals identified as least likely to apply. Respondents should also explain how they will make decisions about future marketing activities based on the evaluations.

## **Part 7- Marketing Staff and Training.**

Block 7a - Respondents should identify staff positions that are/will be responsible for affirmative marketing.

Block 7b - Respondents should indicate whether staff has been trained on the AFHMP and Fair Housing Act.

Please indicate who provides the training and how frequently. In addition, respondents should specify whether they periodically assess staff members' skills in using the AFHMP and in applying the Fair Housing Act. They should state how often they assess employee skills and how they conduct the assessment.

Block 7c - Respondents should indicate whether staff has been trained on tenant selection in accordance with the project's occupancy policy, including residency preferences (if any). Respondents should also identify those staff positions that are/will be responsible for tenant selection.

Block 7d - Respondents should include copies of any written materials related to staff training, and identify the dates of past and anticipated training.

## **Part 8 - Additional Considerations.**

Respondents should describe their efforts not previously mentioned that were/are planned to attract those individuals least likely to apply for the subject housing.

## **Part 9 - Review and Update.**

By signing the respondent assumes responsibility for implementing the AFHMP. Respondents must review their AFHMP every five years or when the local Community Development jurisdiction's Consolidated Plan is updated, or when there are significant changes in the demographics of the project or the local housing market area. When reviewing the plan, the respondent should consider the current demographics of the housing market area to determine if there have been demographic changes in the population in terms of race, color, national origin, religion, sex, familial status, or disability. The respondent will then determine if the population least likely to apply for the housing is still the population identified in the AFHMP, whether the advertising and publicity cited in the current AFHMP are still appropriate, or whether advertising sources should be modified or expanded. Even if the demographics of the housing market area have not changed, the respondent should determine if the outreach currently being performed is reaching those it is intended to reach as measured by project occupancy and applicant data. If not, the AFHMP should be updated. The revised AFHMP must be submitted to HUD for approval. HUD may review whether the affirmative marketing is actually being performed in accordance with the AFHMP. If based on their review, respondents determine the AFHMP does not need to be revised, they should maintain a file documenting what was reviewed, what was found as a result of the review, and why no changes were required. HUD may review this documentation.

## **Notification of Intent to Begin Marketing.**

No later than 90 days prior to the initiation of rental marketing activities, the respondent must submit notification of intent to begin marketing. The notification is required by the AFHMP Compliance Regulations (24 CFR 108.15). The Notification is submitted to the Office of Housing in the HUD Office servicing the locality in which the proposed housing will be located. Upon receipt of the Notification of Intent to Begin Marketing from the applicant, the monitoring office will review any previously approved plan and may schedule a pre-occupancy conference. Such conference will be held prior to initiation of sales/rental marketing activities. At this conference, the previously approved AFHMP will be reviewed with the applicant to determine if the plan, and/or its proposed implementation, requires modification prior to initiation of marketing in order to achieve the objectives of the AFHM regulation and the plan.

OMB approval of the AFHMP includes approval of this notification procedure as part of the AFHMP. The burden hours for such notification are included in the total designated for this AFHMP form.

**Worksheet 1: Determining Demographic Groups Least Likely to Apply for Housing Opportunities**  
**(See AFHMP, Block 3b)**

In the respective columns below, indicate the percentage of demographic groups among the project's residents, current project applicant data, census tract, housing market area, and expanded housing market area (See instructions to Block 1e). If you are a new construction or substantial rehabilitation project and do not have residents or project applicant data, only report information for census tract, housing market area, and expanded market area. The purpose of this information is to identify any under-representation of certain demographic groups in terms of race, color, national origin, religion, sex, familial status, or disability. If there is significant under-representation of any demographic group among project residents or current applicants in relation to the housing/expanded housing market area, then targeted outreach and marketing should be directed towards these individuals least likely to apply. Please indicate under-represented groups in Block 3b of the AFHMP. **Please attach maps showing both the housing market area and the expanded housing market area.**

<b>Demographic Characteristics</b>	<b>Project's Residents</b>	<b>Project's Applicant Data</b>	<b>Census Tract</b>	<b>Housing Market Area</b>	<b>Expanded Housing Market Area</b>
% White			78.02%	78.9%	84.0%
% Black or African American			8.53%	7.3%	5.1%
% Hispanic or Latino			9.26%	4.5%	6.3%
% Asian			4.38%	7.4%	5.7%
% American Indian or Alaskan Native			.43%	.4%	.3%
% Native Hawaiian or Pacific Islander			.43%	0%	0%
% Persons with Disabilities			2.3%	8.1%	8.7%
% Families with Children under the age of 18			20.9%	43.4%	20.8%
Other (specify)					
Veterans			6.1%	4.6%	5.7%

Worksheet 2: Establishing a Residency Preference Area (See AFHMP, Block 4a)

Complete this Worksheet if you wish to continue, revise, or add a residency preference, which is a preference for admission of persons who reside or work in a specified geographic area (see 24 CFR 5.655(c)(1)(ii)). If a residency preference is utilized, the preference must be in accordance with the non-discrimination and equal opportunity requirements contained in 24 CFR 5.105(a). This Worksheet will help show how the percentage of the population in the residency preference area compares to the demographics of the project's residents, applicant data, census tract, housing market area, and expanded housing market area. **Please attach a map clearly delineating the residency preference geographical area.**

Demographic Characteristics	Project's Residents (as determined in Worksheet 1)	Project's Applicant Data (as determined in Worksheet 1)	Census Tract (as determined in Worksheet 1)	Housing Market Area (as determined in Worksheet 1)	Expanded Housing Market Area (as determined in Worksheet 1)	Residency Preference Area (if applicable)
% White						
% Black or African American						
% Hispanic or Latino						
% Asian						
% American Indian or Alaskan Native						
% Native Hawaiian or Pacific Islander						
% Persons with Disabilities						
% Families with Children under the age of 18						
Other (specify)						
Veterans						

Worksheet 3: Proposed Marketing Activities – Community Contacts (See AFHM Plan, Block 4b)

For each targeted marketing population designated as least likely to apply in Block 3b, identify at least one community contact organization you will use to facilitate outreach to the group. This could be a social service agency, religious body, advocacy group, community center, etc. State the names of contact persons, their addresses and phone numbers, their previous experience working with the target population, the approximate date contact was/will be initiated, and the specific role they will play in assisting with the affirmative fair housing marketing program. Attach additional pages, if necessary.

Targeted Population(s)	Community Contacts(s), including required information
Asian	Freedom Inc., Attn: Kabzuag Vaj, Co-Executive Director; 1810 Park St., Madison, WI 53713; 608-416-5337. This organization provides diverse services to Asians living in Dane County. Contact will be initiated 90 days prior to lease up. After lease up, contact will be made annually or as needed.
African American	Urban League of Greater Madison, Attn: Wayne Strong, Director, 2222 S. Park St. Suite 200, Madison, WI 53713, 608-729-1233. They support positive efforts with and on behalf of African Americans in Greater Madison, WI by establishing mutually beneficial relationships and establishing ongoing dialogue of issues. Contact will be initiated 90 days prior to lease up. After lease up, contact will be made annually or as needed.
Hispanic	Centro Hispano of Dane County, WI, Karen Menendez, 810 W. Badger Rd., Madison, WI, 53713, 608-255-3018. The organization works to connect with communities and share cultures and bring together resources. Contact will be initiated 90 days prior to lease up. After lease up, contact will be made annually or as needed.
All Groups	United Way of Dane County, Director of Housing, Martha Cranley, 2059 Atwood Ave, Madison, WI 53704, 608-246-4350. Works to unite and focus the community to achieve measureable results, such as education, medical resource information, housing contacts and other resources for the residents of the community. Contact will be initiated 90 days prior to lease up. After lease up, contact will be made annually or as needed.
Persons with Disabilities	Dane County Department of Human Services, Division of Long Term Care, WI Dept. of Health Services, 1 West Wilson Street, Rm. 518, Madison, WI 53703, Director, 608-261-8878. The Division administers and oversees several community-based Medicaid waiver programs. The Division is also responsible for long-term support services for children with disabilities, and provides training, information, and services for adults with vision loss and people who are deaf, deaf-blind, and hard of hearing. Contact will be initiated 90 days prior to lease up. After lease up, contact will be made annually or as needed.
All Groups	Catholic Charities of Madison, Jack Fonder, 702 S High Point Rd, Madison, WI 53744, 608-821-3100. Provides services that effectively address the physical, emotional and spiritual needs of individuals and families and develops self-sufficiency. Contact will be initiated 90 days prior to lease up. After lease up, contact will be made annually or as needed.
All Groups	Lutheran Social Services, Director, 6314 Odana Rd, Madison, WI 53719, 608-277-0610. This organization provides resources that enable individuals to become and/or remain independent. Contact will be initiated 90 days prior to lease up. After lease up, contact will be made annually or as needed.
Veterans	WI Department of Veterans Affairs, Tina Vagedes, 201 W Washington Ave, Madison, WI 53703, Director, 608-266-1311. They provide support and resources for area veterans including housing location, disability, pension and educational assistance. Contact will be initiated 90 days prior to lease up. After lease up, contact will be made annually or as needed.
Veterans	Dane County Veterans Service Office (CVSO), City-County Building, Room 108, 210 Martin Luther King Jr. Blvd., Madison, WI 53703; Attn: Daniel Connery; 608-266-4158. The CVSO focus on advocacy for veterans and their families. Contact will be initiated 90 days prior to lease up. After lease up, contact will be made annually or as needed.
Persons with Disabilities	Aging and Disability Resource Center of Dane County; Attn: Resource Committee, 2865 N. Sherman Avenue; Madison, WI 53704; 608-240-7400, <a href="mailto:ADRC@countyofdane.com">ADRC@countyofdane.com</a> . ADRC provides information about resources and support to the public on all aspects of life related to aging or living with a disability. Contact will be initiated 90 days prior to lease up. After lease up, contact will be made annually or as needed.
All Groups	Middleton Outreach Ministry (MOM), 3502 Parmenter St., Middleton, WI 53562, 608-836-7338. MOM focuses on bringing the community together to create food and housing security through action and advocacy. Contact will be initiated 90 days prior to lease up. After lease up, contact will be made annually or as needed.



Worksheet 4: Proposed Marketing Activities – Methods of Advertising (See AFHM Plan, Block 4c)

Complete the following table by identifying your targeted marketing population(s), as indicated in Block 3b, as well as the methods of advertising that will be used to market to that population. For each targeted population, state the means of advertising that you will use, as applicable to that group. In each block, in addition to specifying the media that will be used (e.g., name of newspaper, television station, website, location of bulletin board, etc.), state any language(s) in which the material will be provided, identify any alternative format(s) to be used (e.g., Braille, large print, etc.), and specify the logo(s) (as well as size) that will appear on the various materials. Attach additional pages, if necessary.

<b>Targeted Population(s)-&gt; Methods of Advertising:</b>	<b>Targeted Population:</b>	<b>Targeted Population:</b>	<b>Targeted Population:</b>
<b>Newspaper(s)</b>			
<b>Radio Station(s)</b>			
<b>TV Station(s)</b>			
<b>Electronic Media</b> Property Website; Apt.com	Veterans through SEO Targeting with Keywords	Black or African American through SEO Targeting with Keywords.	Hispanic or Latino through SEO Targeting with Keywords.
<b>Bulletin Boards</b>			
<b>Brochures, Notices, Flyer</b> Outreach Letter Brochure	Veterans – Brochure provided to WI Dept. of Veterans Affairs; Dane County Veterans Service Office; United Way of Dane County; Catholic Charities of Madison; Lutheran Social Services.	Black or African American – Brochure provided to African American Communication & Collaboration Council; United Way of Dane County; Catholic Charities of Madison; Lutheran Social Services.	Hispanic or Latino – Brochure provided to Centro Hispano of Dane County; United Way of Dane County; Catholic Charities of Madison; Lutheran Social Services.
<b>Other (specify)</b>			

Worksheet 4: Proposed Marketing Activities – Methods of Advertising (See AFHM Plan, Block 4c)

Complete the following table by identifying your targeted marketing population(s), as indicated in Block 3b, as well as the methods of advertising that will be used to market to that population. For each targeted population, state the means of advertising that you will use, as applicable to that group. In each block, in addition to specifying the media that will be used (e.g., name of newspaper, television station, website, location of bulletin board, etc.), state any language(s) in which the material will be provided, identify any alternative format(s) to be used (e.g., Braille, large print, etc.), and specify the logo(s) (as well as size) that will appear on the various materials. Attach additional pages, if necessary.

<b>Targeted Population(s)-&gt; Methods of Advertising:</b>	<b>Targeted Population:</b>	<b>Targeted Population:</b>	<b>Targeted Population:</b>
<b>Newspaper(s)</b>			
<b>Radio Station(s)</b>			
<b>TV Station(s)</b>			
<b>Electronic Media</b> Property Website; Apt.com	Asian through SEO Targeting with Keywords	Persons with Disabilities through SEO Targeting with Keywords	Families with Children through SEO Targeting with Keywords
<b>Bulletin Boards</b>			
<b>Brochures, Notices, Flyer</b> Outreach Letter Brochure	Asian – Brochure provided to United Refugee Services of Wisconsin; United Way of Dane County; Catholic Charities of Madison; Lutheran Social Services.	Persons with Disabilities – Brochure provided to Dane County Dept. of Human Services; United Way of Dane County; Catholic Charities of Madison; Lutheran Social Services.	Families with Children – Brochure provided to Dane County Dept. of Human Services; United Way of Dane County; Catholic Charities of Madison; Lutheran Social Services.
<b>Other (specify)</b>			

families with children. A full breakdown of unit types and AMI set asides is provided in section "H". Both phases will contain units targeting a mixture of vulnerable populations including persons with disabilities, veterans, and persons who are formerly homeless or housing insecure. Onsite supportive services will be provided by LSS, Middleton Outreach Ministry (MOM) and Dane County Veterans Service Office (CVSO). A full breakdown of units and targeted demographics is provided in section "E"

JTK believes that Oak Ridge II & Commons II will be a positive impact on the community and aligns perfectly with both the City of Madison's and Dane County's affordable housing goals. This development helps meet the goals of the Midvale Neighborhood Plan and will transform a blighted site into a vibrant mixed-use community serving a variety of needs and demographics. Given it's proximity to the West Transfer Point, the future BRT, Research Park, the Beltline, as well as being adjacent to HyVee and the Odana School Park, this is an ideal location for an affordable housing development.

**F. TARGETED POPULATIONS:** Will the project serve any of the listed targeted populations?

Yes	No	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Chronically homeless, meaning those who are either: 1) an unaccompanied homeless individual with a disabling condition who has been continuously homeless for a year or more, or 2) an unaccompanied individual with a disabling who has had at least four episodes of homelessness the past three years. Disabling conditions include mental illness and alcohol and drug conditions
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Veterans experiencing homelessness
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Very low-income families and/or families experiencing homelessness.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Persons with arrest and conviction records
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Individuals who are elderly
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Individuals with disabilities

**G. GREEN TECHNOLOGIES/SUSTAINABILITY** Indicate if the project will be pursuing any of the listed energy and sustainability standards. Submit certification of registration for any selected certification.

<input checked="" type="checkbox"/>	2020 Enterprise Green Communities Certification
<input type="checkbox"/>	ENERGY STAR Multifamily New Construction <b>and</b> EPA Indoor airPLUS
<input type="checkbox"/>	2020 Enterprise Green Communities Certification Plus
<input type="checkbox"/>	Passive House (PHIUS)

**H. WORK PLAN WITH TIMELINE AND MILESTONES:** In the space below, provide a work plan for how the project will be organized, implemented, and administered. Include a timeline and accomplishments from initiation through project completion. Add in extra quarters as needed. Examples of milestones are: acquisition, bid packages released, bids awarded, site preparation, excavation, construction begins, substantial completion, certificate of occupancy, lease-up begins, etc.

ON OR BEFORE	MILESTONES
Purchase Site	March 2024
Final City Zoning	November 2021
Approval of TIF Financing	November 2023
WHEDA 9% Tax Credit Award	May 2023

- \$10,000 total financial assistance per year (In housing, utility and other types of financial support).
- \$10,000 for costs of food pantry and Clothing Center usage.
- In addition, MOM incurs additional staffing costs and overhead costs related with operating our organization.

At Oak Ridge II & Commons II MOM staff and the property management team will have consistent two way communication on a monthly basis. Tenants will receive referrals to MOM Case Management staff and be provided opportunities to engage MOM on site. In addition MOM would need a dedicated office space for use during the time they are on site which will be provided at either Oak Ridge II or Commons II.

**O. PARTNERING TO END HOMELESSNESS:** In the space below, indicate the project's willingness to partner with Homeless Services Consortium member agencies and to end homelessness for individuals and /or families by providing a preferences for households experiencing homelessness. If project will not implement an HSC preference on any project units, indicate how the proposed project will forward the goal of ending homelessness without the HSC preference.

JT Klein Company is committed to working to help further Dane County's Housing First goals, and will continue to pursue these goals as we did at Phase I. JT Klein is willing to work with the Dane County Homeless Services Consortium (HSC) to help provide housing and end homelessness in Dane County. Oak Ridge II and University Park II will target 31 units individuals/families that are receiving case management services on the Community-wide Priority List for Housing. To assist in coordination with HSC, JTK will be entering into an agreement with the LSS and MOM to work hand in hand with HSC to place qualified tenants and provide ongoing case management for these tenants. As outlined above, the 31 targeted population units will all be held open exclusively for the targeted populations outline above for a minimum of 30 days. As a member of the targeted populations, persons on the HSC will be included in the exclusive outreach and application process. During that 30 day time period, JTK will work with MOM, LSS, and CVSO to provide outreach and inform targeted individuals of the development.. The supportive service providers will assign qualifying tenants complete applications and navigate the income and screening processes. After the 30 day period has expired, JTK will continue to work with the supportive service providers to target these populations, but will also start to accept applications from other income qualifying applicants. If the supportive service provider has an application in process, we can provide flexibility to hold the unit open longer, even after the 30 day period has expired.

Total # of Project Units	# of Units Targeted to Individuals/Families on HSC community by-name list	% of Units Targeted to Individuals/Families on HSC community by name list
148	31	20.95

Describe the process and anticipated timeline for outreach, application submittal, and tenant screening for HSC-set aside units. Also, indicate support that will be made available to for potential applicants during the application process (e.g. transportation to application site, assistance gathering required documents).



In all of our developments we typically start outreach and marketing approximately 6 months prior to anticipated occupancy, regular coordination meetings will be held, and outreach will begin to the targeted populations. To meet WHEDA's qualification requirements, applications cannot be older than 120 days prior to occupancy. 120 days prior to occupancy, the 31 units will start accepting applications for targeted populations, including persons on the HSC list. These units will have a 30 day exclusive set aside in which only targeted populations can apply. After the 30 day period, the properties will continue to work with the supportive service providers to continue placing these units if possible. We believe that JT Klein established a very detailed process that the County was able to work with during Phase I of this project and we intend to use the same process in Phase I. We already have on site management in place to work with tenants on putting together all of the required documents to apply.

**P. ACCESS TO UNITS FOR HOUSEHOLDS EXPERIENCING HOMELESSNESS:** Will the project incorporate ALL of the listed flexible tenant screening criteria detailed below for applicants referred to units that are being targeted for individuals/families experiencing homelessness?

Yes	No
<input type="checkbox"/>	<input checked="" type="checkbox"/>

- |   |
|---|
| <ul style="list-style-type: none"> <li>• Inability to meet a minimum income requirement if the applicant can demonstrate the ability to comply with the rent obligation based on a rental history of paying at an equivalent rent to income ratio for 24 months</li> </ul>  |
| <ul style="list-style-type: none"> <li>• Lack of housing history</li> </ul>   |
| <ul style="list-style-type: none"> <li>• Membership in a class protected by Dane County fair housing ordinances and non-discrimination ordinances in the municipality where the project is located.</li> </ul>  |
| <ul style="list-style-type: none"> <li>• Credit score</li> </ul>  |
| <ul style="list-style-type: none"> <li>• Information on credit report that is disputed, in repayment, or unrelated to a past housing or utility (gas, electric, and water only) obligations.</li> </ul>   |
| <ul style="list-style-type: none"> <li>• Inability to meet financial obligations other than housing and utilities necessary for housing (gas, electric, water).</li> </ul>  |
| <ul style="list-style-type: none"> <li>• Owing money to a prior landlord or negative rent payment history if the tenant's housing and utility costs were more than 50% of their monthly income.</li> </ul>  |
| <ul style="list-style-type: none"> <li>• Owing money to a prior landlord or negative rent or utility payment history if applicant does one of the following: (1) establishes a regular record of repayment of the obligation; 2) signs up for automatic payment of rent to the housing provider; or (3) obtains a representative payee.</li> </ul>  |
| <ul style="list-style-type: none"> <li>• Wisconsin Circuit Court Access records;</li> </ul>   |
| <ul style="list-style-type: none"> <li>• Criminal activity, except: (i) a criminal conviction within the last two years for violent criminal activity or drug related criminal activity resulting in a criminal conviction, and (ii) if the program or project is federally assisted, criminal activity for which federal law currently requires denial. (Violent criminal activity is defined in 24 C.F.R § 5.100 and means any criminal activity that has as one of its elements the use, attempted use, or threatened use of physical force substantial enough to cause, or be reasonably likely to cause, serious bodily injury or property damage. "Drug related criminal activity is defined in Wis. Stat. s. 704.17(3m)(a)(2). "Drug-related criminal activity" means criminal activity that involves the manufacture or distribution of a controlled substance. "Drug-related criminal activity" does not include the manufacture, possession, or use of a</li> </ul> |

controlled substance that is prescribed by a physician for the use of by a disabled person, as defined in s. 100.264(1)(a), and manufactured by, used, by or in the possession of the disabled person or in the possession of the disabled person's personal care worker or other caregiver.)

**Q. FAIR TENANT SELECTION CRITERIA:** Will the project incorporate tenant selection criteria detailed below? Check all that apply, and attached copy of proposed tenant screening criteria for project.

General Screening Process – will not deny applicants based on the following:

	Yes	No	
Required for funding	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Inability to meet a minimum income requirement if the applicant can demonstrate the ability to comply with the rent obligation based on a rental history of paying at an equivalent rent to income ratio for 24 months
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Lack of housing history
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Membership in a class protected by Dane County fair housing ordinances and non-discrimination ordinances in the municipality where the project is located.
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Credit score
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Information on credit report that is disputed, in repayment, or unrelated to a past housing or utility (gas, electric, and water only) obligations.
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Inability to meet financial obligations other than housing and utilities necessary for housing (gas, electric, water).
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Owing money to a prior landlord or negative rent payment history if the tenant's housing and utility costs were more than 50% of their monthly income.
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Owing money to a prior landlord or negative rent or utility payment history if applicant does one of the following: (1) establishes a regular record of repayment of the obligation; 2) signs up for automatic payment of rent to the housing provider; or (3) obtains a representative payee.
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Wisconsin Circuit Court Access records;
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Criminal activity, except: (i) a criminal conviction within the last two years for violent criminal activity or drug related criminal activity resulting in a criminal conviction, and (ii) if the program or project is federally assisted, criminal activity for which federal law currently requires denial. ( <i>Violent criminal activity</i> is defined in 24 C.F.R § 5.100 and means any criminal activity that has as one of its elements the use, attempted use, or threatened use of physical force substantial enough to cause, or be reasonably likely to cause, serious bodily injury or property damage. "Drug related criminal activity" is defined in Wis. Stat. s. 704.17(3m)(a)(2). "Drug-related criminal activity" means criminal activity that involves the manufacture or distribution of a controlled substance. "Drug-related criminal activity" does not include the manufacture, possession, or use of a controlled substance that is prescribed by a physician for the use of by a disabled person, as defined in s. 100.264(1)(a), and manufactured by, used, by or in the possession of the disabled person or in the possession of the disabled person's personal care worker or other caregiver. )



Will the project incorporate the denial process detailed below?

Yes	No
<input type="checkbox"/>	<input checked="" type="checkbox"/>

	Prior to a denial based on a criminal record, the housing provider shall provide the applicant access to a copy of the criminal record at least five days prior to the in-person appeal meeting and an opportunity to dispute the accuracy and relevance of the report, which is already required of HUD assisted housing providers. See 24 C.F.R. § 982.553(d), which applies to public housing agencies administering the section 8 rent assistance program.
1.	Prior to a denial based on a criminal record, the housing provider shall provide the applicant the opportunity to exclude the culpable family member as a condition of admission of the remaining family members.
2.	Prior to a denial decision, the housing provider is encouraged to meet with the applicant to review their application and make an individualized determination of their eligibility, considering: (a) factors identified in the provider's own screening policies, (b) if applicable, federal regulations, and (c) whether the applicant has a disability that relates to concerns with their eligibility and an exception to the admissions rules, policies, practices, and services is necessary as a reasonable accommodation of the applicant's disability. In making a denial decision, the housing provider shall consider all relevant circumstances such as the seriousness of the case, the extent of participation or culpability of individual family members, mitigating circumstances related to the disability of a family member, and the effects of denial on other family members who were not involved in the action or failure.
3.	The property manager will base any denial on sufficient evidence. An arrest record or police incident report is not sufficient evidence. Uncorroborated hearsay is not sufficient evidence.
4.	Denial notices shall include the following: a) The reason for denial with details sufficient for the applicant to prepare a defense, including: i) The action or inaction forming the basis for the denial, ii) Who participated in the action or inaction, iii) When the action or inaction was committed, and iv) The source(s) of information relied upon for the action or inaction. b) Notice of the applicant's right to a copy of their application file, which shall include all evidence upon which the denial decision was based. c) Notice of the applicant's right to copies of the property manager's screening criteria. d) Notice of the right to request an in-person appeal meeting on the denial decision by making a written request for a hearing within 45 days. The housing provider is not required to hold the unit open while the appeal is pending. e) Notice of the right to have an advocate present at the in-person appeal meeting and of the right to be represented by an attorney or other representative. f) Notice of the right to present evidence in support of their application, including, but not limited to evidence related to the applicant's completion or participation in a rehabilitation program, behavioral health treatment, or other supportive services.
5.	If the applicant requests an in-person appeal meeting, the hearing will be conducted by a person who was not involved in or consulted in making the decision to deny the application nor a subordinate of such a person so involved.
6.	The in-person appeal meeting shall be scheduled within ten working days of the request, unless the applicant requests a later date.

**R. TENANCY ADDENDUM:** Will the project include the following provisions within all tenant leases or as an addendum to all tenant leases?

Yes	No
<input checked="" type="checkbox"/>	<input type="checkbox"/>

<b>a.</b>	<b>Security Deposits.</b> The amount of a security deposit shall not be more than one month's rent.
<b>b.</b>	<b>Late Fees and Other Fees.</b> Late fees must be set forth in the rental agreement. Late fees shall not exceed 5% of the tenant's portion of the monthly rent. Other penalty fees are prohibited. All other fees must be directly related to the cost for a specific amenity or service provided to the tenant and comply with all applicable laws.
<b>c.</b>	<b>Rights of Youth to Access Common Spaces.</b> Youth under the age of 18 are allow to use and enjoy common areas without supervision. This does not preclude reasonable rules in ensure the safety of children and youth.
<b>d.</b>	<b>Good Cause for Termination.</b> A tenancy may not be terminated during or at the end of the lease unless there is good cause. Good cause is defined in include the following: (i) a serious violation of the lease; (ii) repeated minor violations of the lease; or (iii) a refusal to re-certify program eligibility. Repeated means a pattern of minor violations, not isolated incidents. Termination notices and procedures shall comply with Chapter 704 of Wisconsin Statutes and federal law, when applicable. Written notice is required for non-renewal and shall include the specific grounds for non-renewal and the right of the tenant to request a meeting to discuss the non-renewal with the landlord or landlord's property management agent within fourteen (14) days of the notice. If requested, the landlord or property management agent will meet with the tenant to discuss the non-renewal, allow the tenant to respond to the alleged grounds for non-renewal, and pursue a mutually acceptable resolution.
<b>e.</b>	<p><b>Reasonable Guest Rules.</b> Tenants have the right to have guests. In the event the property management establishes rules related to guests, they must be reasonable. Unreasonable rules include, but are not limited to the following: (1) Prior authorization of guests by the property management, unless the guest is staying for an extended period of time (e.g. more than 2 weeks); (2) Prohibition on overnight guests; (3) Requiring that the resident be with the guest at all times on the property. (4) Requiring guests to show ID unless requested by the tenant. (5) Subjecting caregivers, whether caring for a child or children, or an adult with disabilities, to limitations on the number of days for guests.</p> <p style="padding-left: 40px;">Landlord may ban a person who is not a tenant from the rental premises if the person has committed violent criminal activity or drug related criminal activity at rental premises. No person shall be banned from the rental premises without the consent of the tenant unless the following have taken place:</p> <p style="padding-left: 40px;">(1) A notice of the ban is issued to the tenant stating the:</p> <p style="padding-left: 80px;">(a) name of the person banned,</p> <p style="padding-left: 80px;">(b) grounds for the ban including, (i) the specific facts detailing the activity resulting in the ban; (ii) the source of the information relied upon in making the ban decision; and (iii) a copy of any criminal record reviewed when making the ban decision; and</p> <p style="padding-left: 80px;">(c) the right of the tenant to have a meeting to dispute the proposed ban, discuss alternatives to the ban, and address any unintended consequences of the proposed ban.</p> <p style="padding-left: 40px;">(2) If requested, a hearing on the ban has taken place to provide the tenant an opportunity to dispute the proposed ban, discuss alternatives of the ban, and address any unintended consequences of the proposed ban.</p> <p>A tenant may not invite or allow a banned person as a guest on the premises, provided the Landlord has followed the proper procedure and given notice to Tenant as set forth herein.</p> <p>A tenant who violates the guest policy may be given a written warning detailing the facts of the alleged violation. The written warning shall detail the violation, and warn the tenant that repeated violations may</p>



	<p>result in termination of tenancy. Tenants that repeatedly violate the guest policy, (e.g. three (3) or more violations within a twelve (12) month period) may be issued a notice of termination in accordance with state and federal law.</p> <p>Nothing in this policy limits a person's right to pursue a civil order for protection against another individual.</p>
<b>f.</b>	<p><b>Parking Policies.</b> Parking policies and practices must comply with applicable laws. Vehicles shall not be towed to a location that is more than 6 miles from the rental premises, unless there is not a towing company with a tow location available within 6 miles.</p>



**focus on energy**®

Partnering with Wisconsin utilities

1 South Pinckney, Suite 340 • Madison, WI 53703

phone: 608.230.7010

fax: 608.230.7035

www.focusonenergy.com

---

## MEMORANDUM

**To:** Jacob Klein, JT Klein Company, Inc  
**From:** Stephen Pipson  
**Project:** Focus on Energy  
Energy Design Assistance  
University Park Commons II, Madison, WI  
**Project No.:** 4023741  
**Date:** September 12, 2023

---

**Summary:** The purpose of the meeting on September 12, 2023 was to review the Energy Design Assistance program and energy savings associated with the University Park Commons II project. Focus on Energy presented results at the meeting.

Focus on Energy collaborates with the project team to explore and quantify alternative materials and systems with the goal of selecting design strategies that are cost effective and have the highest value. Energy analysis results are used to determine custom incentives from Focus on Energy. The project team reviewed the strategy results and associated incremental cost information provided by Focus on Energy and assembled bundles of strategies based on the current design and group discussion.

**Bundle 1 WAS SELECTED as the target bundle.**

Additional changes to the bundle selection can be made and will be captured during the verification phase.

**Item: Model updates and requested information**

- The design team selected energy-efficiency strategies for Bundle 1 that represent the current design and 22% EUI savings over the baseline. Refer to page 4 for details.

**Action:** The above changes are now incorporated, and the revised results, incentives, and paybacks are included in these minutes.

**Item: Energy Utility Service and Rates**

- Madison Gas & Electric, a participating Focus on Energy utility, will provide electric service for the building.
- Madison Gas & Electric, a participating Focus on Energy utility, will provide natural gas service for the building.
- Average electric and gas rates for the state of Wisconsin shall be used for the Design Assistance program. Actual rates may be applied if provided by the project team.

**Action:** **Kevin O'Donell** to provide actual rates if desired.

**Item: Owner Incentive**

The Design Assistance program provides an incentive to the owner to help reduce the upfront costs associated with the addition of energy-saving strategies evaluated and verified by the program. The owner incentive is not intended to cover all increases in construction costs.

**Kevin O'Donell – unknown ownership entity** was identified as the point of contact for the owner incentive.

**Action:** **Focus on Energy** to provide **unknown ownership entity** with the owner incentive following occupancy and program verification.

**Item: Design Team Incentive**

The Design Assistance program provides an incentive to the design team for their participation in the following activities: (1) attendance at formal meetings; (2) transfer of building architectural/engineering design information; and (3) development of applicable energy conservation strategies' incremental costs (incremental as compared to the base building design). Please note that the design team incentive is not intended to cover actual system(s) design or re-design associated with energy conservation strategies. The design team incentive will be paid out to the person identified as design team lead upon completion of the Bundle Requirements Document.

**Kevin Burow – Knothe and Bruce Architects** was identified as the point of contact for the design team incentive.

**Action:** **Focus on Energy** to provide **Knothe and Bruce Architects** with the design team incentive upon completion of the Bundle Requirements Document.

**Item:** **Verification Phase**

Verification, a process that seeks to assure that one of the bundles is implemented, will be laid out in detail in the coming weeks but will generally include the following:

- Project Team notifies Focus on Energy of the bundle selection.
- Focus on Energy sends a Bundle Requirements Document to the project team, tailored to the selected bundle strategies.
- Focus on Energy processes design team incentive and sends payment to design team lead.
- Project Team sends Construction Documents to Focus on Energy, electronic format preferred.
- Project Team sends State of Wisconsin approved COMCheck submittal to Focus on Energy.
- Project Team sends requested equipment submittals to Focus on Energy.
- Field verification of select projects of installed strategies once the building is completed and occupied.
- Report by Focus on Energy as to status of strategy implementation.
- Focus on Energy provides incentive payment.

The purpose of the verification phase is to assist the project team and Focus on Energy toward realizing the energy conservation goals of the program and increasing the likelihood that the incentive proposed during the design phase is achieved upon completion of the project.

**Item:** **Next Steps**

**Action:** Upon bundle selection, **Focus on Energy** will prepare the Bundle Requirements Document.

## Bundle Results Summary

### Bundled Annual Savings

Bundle Description	Peak kW Savings	% Peak kW Savings	kWh Savings	% kWh Savings	Gas Savings (Therm)	% Gas Savings	Energy Cost Savings
Bundle 1	17	14	116,130	16	9,548	25	\$28,332
Bundle 2	18	16	128,906	18	10,395	27	\$31,229
Bundle 3	20	17	141,697	20	10,793	28	\$33,640

### Simple Payback with Incentive

Bundle Description	Energy Cost Savings	Incremental First Cost	Focus on Energy Electric Incentive	Focus on Energy Gas Incentive	Total Incentive	Payback in Years (after incentive)
Bundle 1	\$28,332	\$147,916	\$8,710	\$8,307	\$17,017	4.6
Bundle 2	\$31,229	\$164,197	\$9,668	\$9,044	\$18,712	4.7
Bundle 3	\$33,640	\$176,372	\$10,627	\$9,390	\$20,017	4.6

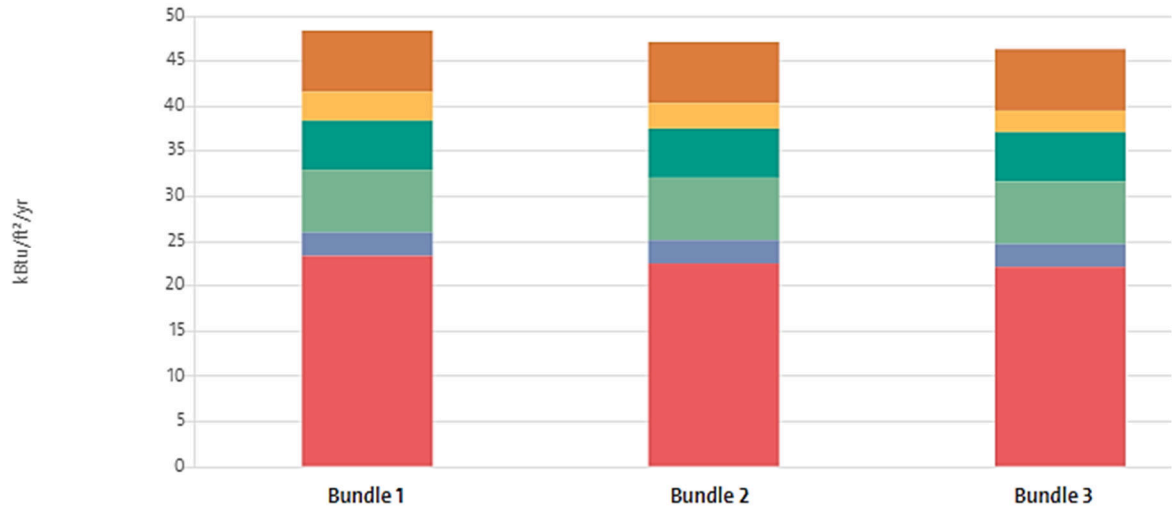
### Energy Use Intensity (Baseline 62.3)

Bundle Description	Energy Use Intensity (kBTU/sf/yr)	EUI Savings over the Baseline
Bundle 1	48.4	22%
Bundle 2	47.1	24%
Bundle 3	46.3	26%

*Detailed strategy results are shown in the appendix.*

## Results summary

The following chart shows **Energy by End Use** for all bundles



	Total (kBtu/ft <sup>2</sup> /yr)	48.4	47.1	46.3
■	Interior Equipment (kBtu/ft <sup>2</sup> /yr)	6.8	6.8	6.8
■	Interior Lighting (kBtu/ft <sup>2</sup> /yr)	3.2	2.8	2.4
■	Domestic Hot Water (kBtu/ft <sup>2</sup> /yr)	5.4	5.4	5.4
■	Fans (kBtu/ft <sup>2</sup> /yr)	7.0	7.0	7.0
■	Cooling (kBtu/ft <sup>2</sup> /yr)	2.7	2.7	2.6
■	Heating (kBtu/ft <sup>2</sup> /yr)	23.3	22.5	22.1



## Building Summary

Building Summary			
Location	Madison, WI		
Narrative	Multi-Family Housing, new construction		
Space Asset Areas	Area	Number of Stories	
Apartments (68 units)	63,703 ft <sup>2</sup>	4	
Corridors	12,093 ft <sup>2</sup>	4	
Amenities	1,216 ft <sup>2</sup>	1	
Garage - Enclosed	25,375 ft <sup>2</sup>	1	
<b>Total</b>	<b>102,387 ft<sup>2</sup></b>	<b>4</b>	
Systems Summary			
Envelope	Wall assembly R-value: R-20; Roof Assembly R-value: R-36		
Glazing	U-value: 0.32; SHGC: 0.38		
Lighting	LED's throughout; Occupancy sensors for Corridors, Amenities and Garage		
Plug/Process	Energy Star Appliances; x 1 Elevator		
Service Water Heating	Gas, storage tank		
Hours of Operation	Typical per space type		
HVAC	Apartments: Single zone air handler with gas furnace and DX cooling Corridors, Amenities: Single zone air handler with gas furnace and DX cooling Garage: Single zone air handler with gas furnace heating, no cooling		
Utilities			
Electric Utility	Madison Gas & Electric		
Gas Utility	Madison Gas & Electric		
Schedule			
Construction Documents Complete	08/11/2023		
Construction Start	12/01/2023		
Occupancy	02/01/2025		
Baseline Reference	ASHRAE 90.1-2013 Appendix G		
Other Notes	City of Madison Affordable Housing Fund (AHF-TC) project		

## Appendix A. Detailed Strategy Results

Strategy	Annual Savings				Incremental First Cost	Payback (yrs)	Bundle 1	Bundle 2	Bundle 3
	Peak kW	kWh	Gas (Therm)	Energy Cost					
<b>Mechanical</b>									
<b>Apartments</b>									
Electronically commutated motor	1.8	17,128	-274	\$2,357	\$8,190	3.5	x	x	x
5% improved DX cooling efficiency	1.7	4,154	0	\$644	\$11,813	18.3			
10% improved DX cooling efficiency	3.2	7,928	0	\$1,228	\$23,626	19.2			
82% efficient gas furnace	0	0	238	\$256	\$1,821	7.1	x		
90% efficient gas furnace	0	0	1,082	\$1,170	\$10,036	8.6		x	
95% efficient gas furnace	0	0	1,538	\$1,663	\$15,171	9.1			x
Communicating thermostats for Apartments	2.2	10,262	447	\$2,072	\$6,779	3.3			
Smart thermostats for Apartments	3.4	15,092	458	\$2,833	\$12,085	4.3			
<b>Corridors / Common Areas</b>									
Electronically commutated motor	1.6	10,162	-127	\$1,434	\$1,711	1.2	x	x	x
Variable speed fan at 67% minimum flow	7.4	42,092	-671	\$5,795	\$3,876	0.7			
Variable speed fan at 30% minimum flow	12.9	72,548	-1,207	\$9,935	\$3,876	0.4			
Fan system power at 0.85 BHP/1000cfm	1.5	8,405	-101	\$1,190	\$820	0.7			
Fan system power at 0.75 BHP/1000cfm	2.9	16,803	-208	\$2,376	\$1,757	0.7			
Fan system power at 0.66 BHP/1000cfm	4.4	25,187	-320	\$3,555	\$2,847	0.8			
5% improved DX cooling efficiency	0.3	488	0	\$77	\$2,468	32.1			
10% improved DX cooling efficiency	0.6	927	0	\$141	\$4,936	35.0			
High efficiency DX compressor part load performance	1.2	1,912	0	\$297	\$9,543	32.1	x	x	x
Premium efficiency DX compressor part load performance	3.4	5,164	0	\$798	\$19,415	24.3			
82% efficient gas furnace	0	0	32	\$34	\$380	11.2	x		
90% efficient gas furnace	0	0	145	\$155	\$2,097	13.5		x	
95% efficient gas furnace	0	0	206	\$222	\$3,170	14.3			x
Sensible heat recovery	0	-517	473	\$430	\$9,674	22.5			
Demand control ventilation for Amenities	0	42	62	\$72	\$475	6.6			
<b>Garage</b>									
Electronically commutated motor	0.1	1,029	-19	\$137	\$3,262	23.8			
82% efficient gas furnace	0	0	491	\$527	\$725	1.4	x	x	x
90% efficient gas furnace	0	0	2,234	\$2,415	\$3,998	1.7			
95% efficient gas furnace	0	0	3,175	\$3,433	\$6,043	1.8			
CO sensor control of outdoor air	0	11,545	6,901	\$9,255	\$0	0.0	x	x	x
Direct-fired furnace	0	0	4,021	\$4,348	\$0	0.0			



Strategy	Annual Savings				Incremental First Cost	Payback (yrs)	Bundle 1	Bundle 2	Bundle 3
	Peak kW	kWh	Gas (Therm)	Energy Cost					
<b>Architectural</b>									
<b>Apartments</b>									
Wall R-20	0.1	-185	374	\$373	\$6,185	16.6	x	x	x
Roof R-36	0	9	-66	-\$74	-\$2,163	n/a	x	x	x
Glazing high solar gain, non-metal frame	0.6	1,979	-144	\$148	\$16	0.1	x	x	x
Glazing medium solar gain, high transparency, non-metal frame	3.5	10,560	-844	\$723	\$8,115	11.2			
Glazing medium solar gain, non-metal frame	3.5	10,560	-844	\$723	\$4,065	5.6			
Glazing low solar gain, non-metal frame	6.8	19,799	-1,725	\$1,200	\$4,065	3.4			
Glazing high solar gain w/ argon, non-metal frame	0.9	1,890	412	\$738	\$2,446	3.3			
Glazing medium solar gain, high transparency w/ argon, non-metal frame	3.4	9,626	-189	\$1,286	\$10,544	8.2			
Glazing medium solar gain w/ argon, non-metal frame	3.4	9,626	-189	\$1,286	\$6,495	5.1			
Glazing low solar gain w/ argon, non-metal frame	6.7	18,970	-1,041	\$1,812	\$6,495	3.6			
<b>Amenities</b>									
Wall R-20	0	8	11	\$12	\$164	13.7	x	x	x
Roof R-36	0	48	52	\$63	\$1,511	24.0	x	x	x
<b>Corridors</b>									
Wall R-20	0	58	90	\$105	\$1,633	15.6	x	x	x
Roof R-36	0	108	126	\$151	\$3,620	24.0	x	x	x
<b>Garage - Enclosed</b>									
Wall R-20	0	0	221	\$238	\$5,547	23.3	x	x	x
Roof R-36	0	0	178	\$192	\$7,694	40.1	x	x	x
<b>Lighting</b>									
<b>Apartments</b>									
Lighting power in Apartments reduced to 0.96 W/ft <sup>2</sup>	0.4	6,653	-111	\$909	\$4,254	4.7			
Lighting power in Apartments reduced to 0.86 W/ft <sup>2</sup>	0.7	13,181	-225	\$1,797	\$8,510	4.7	x		
Lighting power in Apartments reduced to 0.75 W/ft <sup>2</sup>	1.1	19,830	-339	\$2,704	\$12,493	4.6		x	
Lighting power in Apartments reduced to 0.64 W/ft <sup>2</sup>	1.5	26,440	-454	\$3,603	\$16,202	4.5			x
Lighting power in Apartments reduced to 0.54 W/ft <sup>2</sup>	1.9	33,046	-570	\$4,503	\$19,638	4.4			
<b>Amenities</b>									
Occupancy sensor controls, 25% of space	0	183	-3	\$22	\$57	2.6	x	x	x
Lighting power in Amenities reduced to 0.46 W/ft <sup>2</sup>	0	245	-4	\$32	\$81	2.5		x	
Lighting power in Amenities reduced to 0.41 W/ft <sup>2</sup>	0.1	488	-8	\$65	\$162	2.5			x
Lighting power in Amenities reduced to 0.36 W/ft <sup>2</sup>	0.1	731	-12	\$99	\$238	2.4			
Lighting power in Amenities reduced to 0.31 W/ft <sup>2</sup>	0.2	975	-17	\$132	\$309	2.3			

Strategy	Annual Savings				Incremental First Cost	Payback (yrs)	Bundle 1	Bundle 2	Bundle 3
	Peak kW	kWh	Gas (Therm)	Energy Cost					
Lighting power in Amenities reduced to 0.26 W/ft <sup>2</sup>	0.2	1,219	-21	\$166	\$375	2.3			
<b>Corridors</b>									
Occupancy sensor controls, 25% of space	0.3	1,806	-22	\$252	\$566	2.2			
Lighting power in Corridors reduced to 0.46 W/ft <sup>2</sup>	0.5	2,414	-28	\$342	\$807	2.4		x	
Lighting power in Corridors reduced to 0.41 W/ft <sup>2</sup>	1	4,834	-56	\$688	\$1,615	2.3			x
Lighting power in Corridors reduced to 0.36 W/ft <sup>2</sup>	1.5	7,252	-85	\$1,028	\$2,372	2.3			
Lighting power in Corridors reduced to 0.31 W/ft <sup>2</sup>	1.9	9,670	-115	\$1,369	\$3,076	2.2			
Lighting power in Corridors reduced to 0.26 W/ft <sup>2</sup>	2.4	12,086	-146	\$1,714	\$3,728	2.2			
<b>Garage - Enclosed</b>									
Occupancy sensor controls, 25% of space	-0.1	-681	9	-\$99	-\$237	n/a	x	x	x
Lighting power in Garage - Enclosed reduced to 0.19 W/ft <sup>2</sup>	0.5	3,482	-45	\$485	\$1,694	3.5			
Lighting power in Garage - Enclosed reduced to 0.17 W/ft <sup>2</sup>	1	6,963	-90	\$977	\$3,390	3.5			
Lighting power in Garage - Enclosed reduced to 0.15 W/ft <sup>2</sup>	1.5	10,444	-137	\$1,467	\$4,976	3.4	x		
Lighting power in Garage - Enclosed reduced to 0.13 W/ft <sup>2</sup>	2	13,926	-184	\$1,956	\$6,454	3.3		x	
Lighting power in Garage - Enclosed reduced to 0.11 W/ft <sup>2</sup>	2.5	17,408	-232	\$2,447	\$7,823	3.2			x
<b>Plug/Process</b>									
<b>Facility</b>									
Traction elevator, gearless	0.2	1,026	0	\$157	\$12,113	77.2			
Traction elevator, machine roomless	0.5	2,153	0	\$333	\$21,197	63.7	x	x	x
<b>Apartments</b>									
Clothes washers, ENERGY STAR minimum certification efficiency	2.4	18,061	-176	\$2,607	\$13,450	5.2	x	x	x
Clothes washers, ENERGY STAR high efficiency	2.8	21,179	-213	\$3,046	\$33,626	11.0			
Clothes washers, ENERGY STAR premium efficiency	3.6	26,713	-276	\$3,838	\$53,802	14.0			
Clothes dryers, ENERGY STAR minimum certification efficiency	0.3	2,464	-29	\$347	\$20,176	58.1			
Clothes dryers, ENERGY STAR high efficiency	0.9	6,441	-77	\$914	\$47,076	51.5			
Clothes dryers, ENERGY STAR premium efficiency	1.8	13,703	-165	\$1,944	\$50,439	25.9			
Dishwashers, ENERGY STAR premium efficiency	0.2	1,667	158	\$425	\$29,591	69.6	x	x	x
Refrigerators, ENERGY STAR minimum certification efficiency	0.7	5,057	-60	\$717	\$20,176	28.1	x	x	x
Refrigerators, ENERGY STAR high efficiency	1	7,582	-91	\$1,075	\$40,351	37.5			
Refrigerators, ENERGY STAR premium efficiency	1.4	10,108	-121	\$1,431	\$47,076	32.9			

Strategy	Annual Savings				Incremental First Cost	Payback (yrs)	Bundle 1	Bundle 2	Bundle 3
	Peak kW	kWh	Gas (Therm)	Energy Cost					
Bathroom exhaust fan, ENERGY STAR minimum certification efficiency	0.3	2,361	-28	\$336	\$48	0.1	x	x	x
Bathroom exhaust fan, ENERGY STAR premium efficiency	0.5	4,087	-49	\$578	\$170	0.3			
<b>Service Water Heating</b>									
<b>Facility</b>									
82% SWH efficiency	0	0	201	\$216	\$247	1.1			
90% SWH efficiency	0	0	1,031	\$1,112	\$1,397	1.3			
95% SWH efficiency	0	0	1,409	\$1,523	\$2,116	1.4	x	x	x
Gas fired on-demand SWH	0	0	651	\$702	\$38,620	55.0			
<b>Apartments</b>									
Showerheads, WaterSense fixture flow at 2.00 gpm	0	0	854	\$923	\$681	0.7			
Showerheads, WaterSense fixture flow at 1.75 gpm	0	0	1,282	\$1,385	\$1,453	1.0	x	x	x
Showerheads, WaterSense fixture flow at 1.50 gpm	0	0	1,709	\$1,849	\$2,020	1.1			

## Appendix B. Key Model Inputs

### Utility Rates

Fuel	Utility	Rate
Electric	Madison Gas & Electric	Average rate: \$0.1550per kWh
Gas	Madison Gas & Electric	Average rate: \$1.08per therm

## Copies:

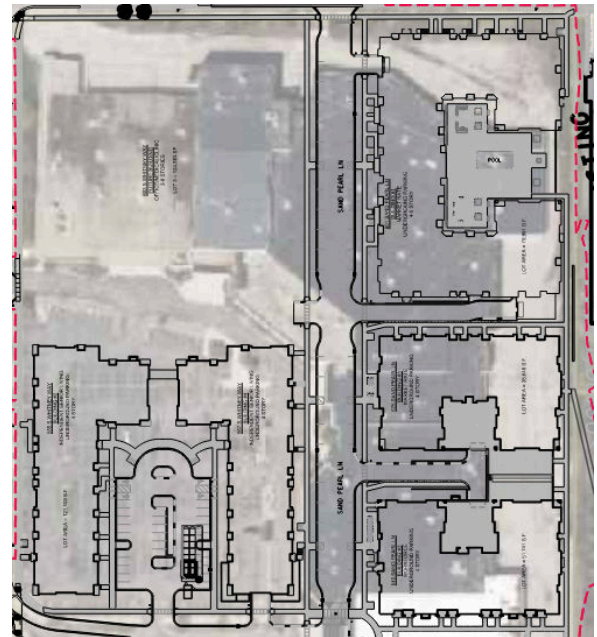
Attendees shown in **bold**.

<b>Name</b>	<b>Company</b>	<b>Email</b>	<b>Phone</b>
<b>Jacob Klein</b>	JT Klein Company, Inc	jacob@jtklein.com	608.203.5326
<b>Kevin O'Donell</b>	JT Klein Company, Inc	kevin@JTKlein.com	
<b>Kevin Burrow</b>	Knothe and Bruce Architects	kburow@knothebruce.com	608.836.3690
Aaron Kostichka	McGann Construction	aaron.kostichka@mcgannconstruction.com	608.209.3008
<b>Lucas Zick</b>	McGann Construction	lucas.zick@mcgannconstruction.com	608.241.5585
<b>Muntaseer Khan</b>	Focus on Energy	mkhan@willdan.com	714.940.6300
<b>Stephen Pipson</b>	Focus on Energy	stephen.pipson@focusonenergy.com	608.949.9694
Chad Laibly	Focus on Energy	chad.laibly@focusonenergy.com	608.287.9659

# ENERGY DESIGN ASSISTANCE

# RESULTS REPORT

University Park Commons II  
Madison, WI



September 12, 2023  
4023741

Prepared by



**focus on energy**<sup>®</sup>

Partnering with Wisconsin utilities

1 South Pinckney, Suite 340  
Madison, WI 53703  
phone: 877.939.1873  
[www.focusonenergy.com](http://www.focusonenergy.com)

in partnership with



your community energy company

Madison Gas & Electric



## Table of Contents

Process Overview .....	4
Energy Design Assistance Incentives .....	5
Building Summary.....	6
Key Terms and Concepts .....	10
Energy Analysis.....	12
Verification .....	14
Appendix A. Detailed Strategy Results .....	15
Appendix B. Key Model Inputs .....	19
Appendix C. Glazing Property Details.....	21
Appendix D. Project Participants.....	22



## Process Overview

The program process follows a clear methodology of information gathering, collaboration, and analysis in an integrated setting of formal meetings. The project team and Focus on Energy work together to understand how the building will use energy and where cost-effective savings can be realized through design.



### Enrollment

- Complete the screening form online
- Connect with the appropriate rebate or incentive program



### Analysis

- Conference call and email(s) with an energy consultant
- Review scope of work and goals
- Confirm use and size of building
- Determine mechanical system options
- Create list of strategies
- Energy analysis based on building characteristics
- Implementation costs, payback periods, rebate estimates



### Results

- **Interactive energy goal setting**
- **Review baseline and strategies**
- **Review and revise bundles**
- **Complex strategies may be eligible for additional analysis**
- **Project team selects a bundle**



### Verification

- Receive a Bundle Requirements Document that provides a guideline to reach your goal and projected rebate
- On-site verification of select projects
- Energy consultant issues report



### Incentives

- The utility provider issues incentives for the strategies implemented in your project



## Design Assistance Incentives

### Incentives to Owner

A one-time incentive payment occurs following verification of strategies.

- Energy Design Assistance (EDA) incentives are based on how much energy is saved, compared to the baseline:
  - Owner Incentive: **\$0.075/kWh and \$0.87/Therm** saved
- Energy Design Assistance (EDA) incentives are limited to \$300,000 per project and \$400,000 per customer per calendar year for all Focus on Energy Incentives (prescriptive and custom).
- Energy Design Assistance (EDA) incentive cannot reduce the simple payback below 1 year.

### Focus on Energy Incentives to Design Team

The Energy Design Assistance offering also provides an incentive to the Design Team for the following activities.

- Participation at formal meetings
- Transfer of building architectural/engineering design and submittal information to Focus on Energy
- Development of applicable energy conservation strategies' incremental costs (incremental as compared to the baseline)

Please note that the incentive is not intended to cover actual system(s) design or re-design associated with energy conservation strategies.

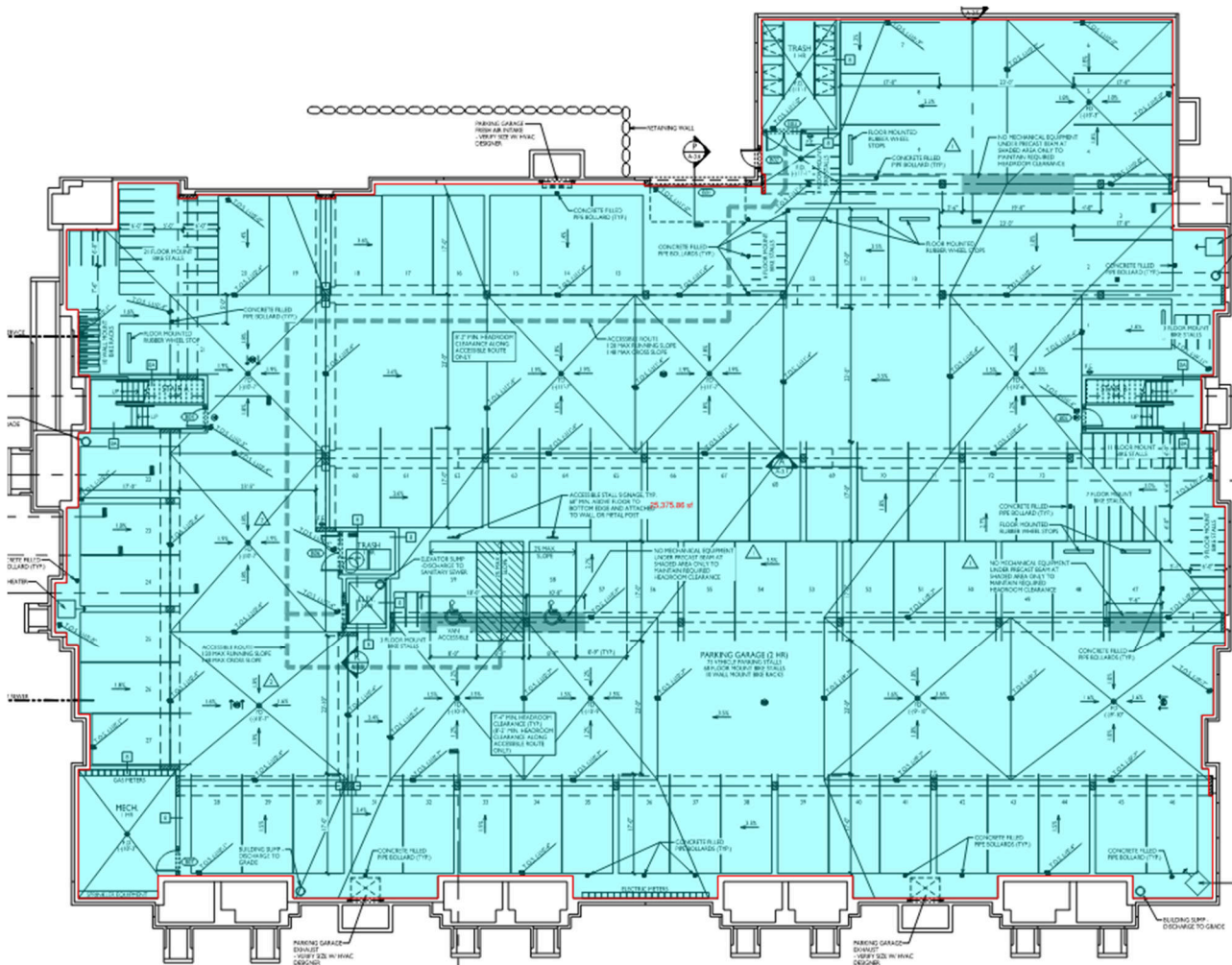
The incentive amount is \$0.0075/kWh and \$0.035/Therm saved and will be processed at the time of Design Intent decision. The Design Team incentive is capped at \$10,000 per project.



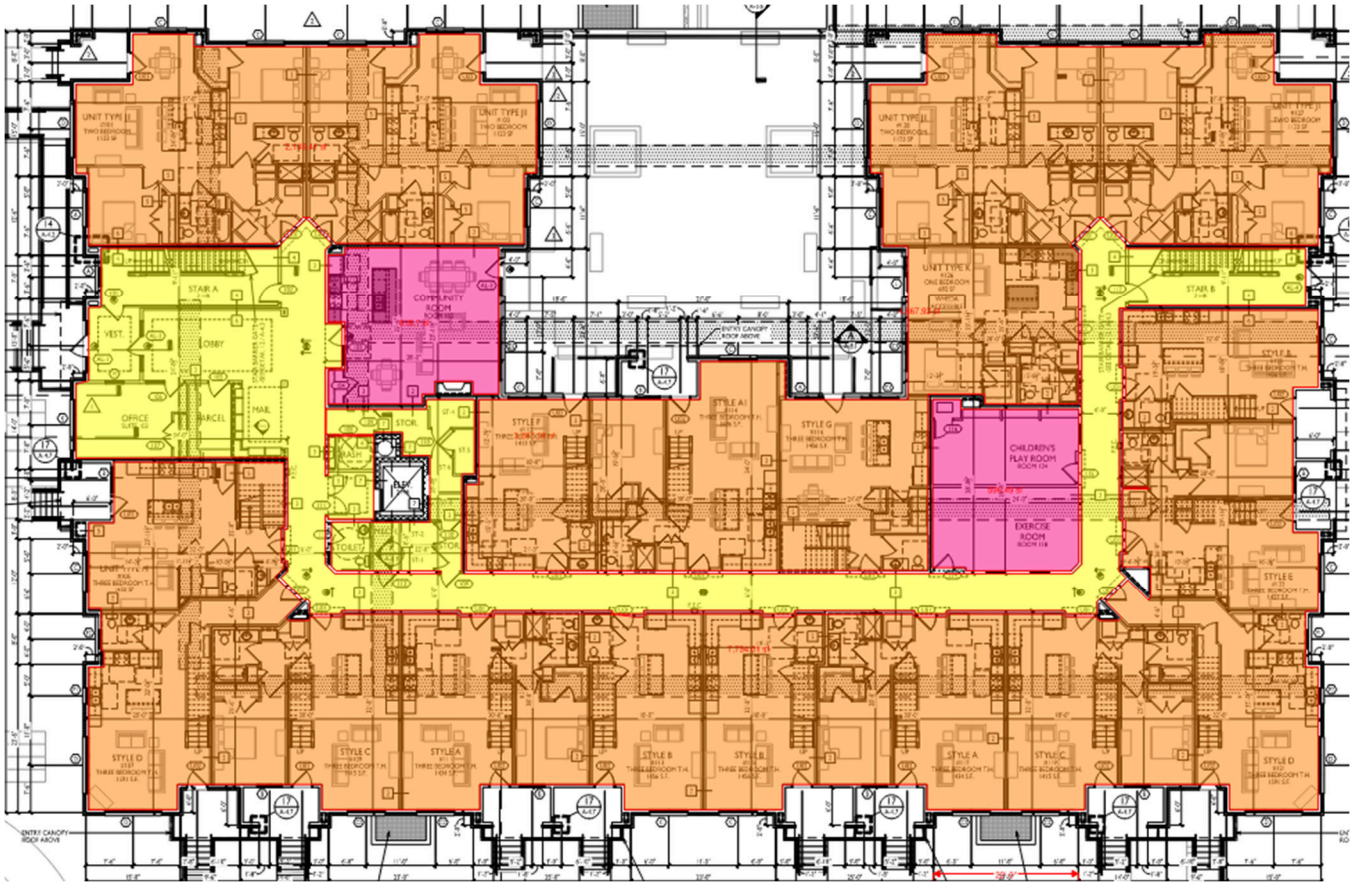
## Building Summary

Building Summary			
Location	Madison, WI		
Narrative	Multi-Family Housing, new construction		
Space Asset Areas	Area	Number of Stories	
Apartments (68 units)	63,703 ft <sup>2</sup>	4	
Corridors	12,093 ft <sup>2</sup>	4	
Amenities	1,216 ft <sup>2</sup>	1	
Garage - Enclosed	25,375 ft <sup>2</sup>	1	
<b>Total</b>	<b>102,387 ft<sup>2</sup></b>	<b>4</b>	
Systems Summary			
Envelope	Wall assembly R-value: R-20; Roof Assembly R-value: R-36		
Glazing	U-value: 0.32; SHGC: 0.38		
Lighting	LED's throughout; Occupancy sensors for Corridors, Amenities and Garage		
Plug/Process	Energy Star Appliances; x 1 Elevator		
Service Water Heating	Gas, storage tank		
Hours of Operation	Typical per space type		
HVAC	Apartments: Single zone air handler with gas furnace and DX cooling Corridors, Amenities: Single zone air handler with gas furnace and DX cooling Garage: Single zone air handler with gas furnace heating, no cooling		
Utilities			
Electric Utility	Madison Gas & Electric		
Gas Utility	Madison Gas & Electric		
Schedule			
Construction Documents Complete	08/11/2023		
Construction Start	12/01/2023		
Occupancy	02/01/2025		
Baseline Reference	ASHRAE 90.1-2013 Appendix G		
Other Notes	City of Madison Affordable Housing Fund (AHF-TC) project		

# Building Plans

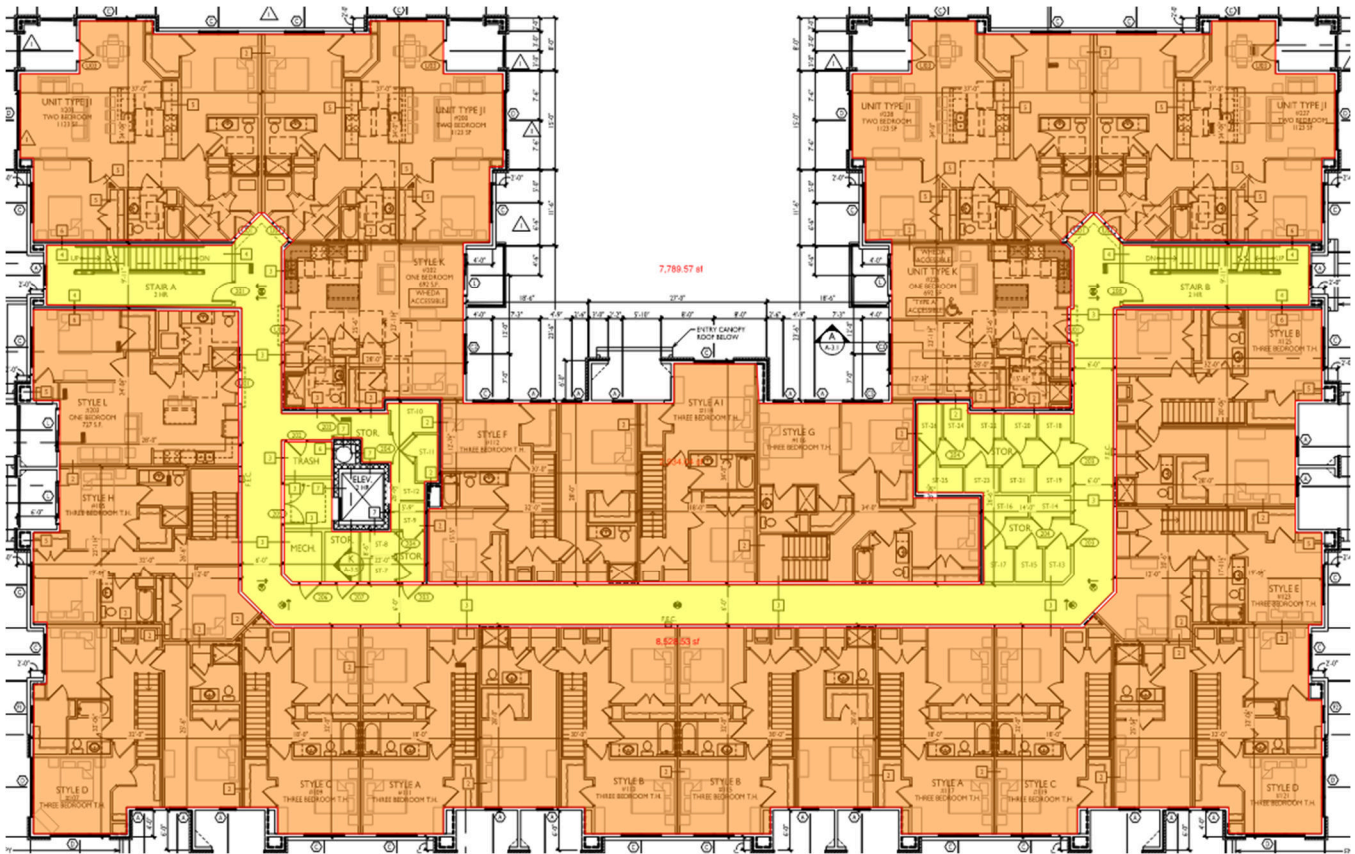


## Basement



**Floor 1**





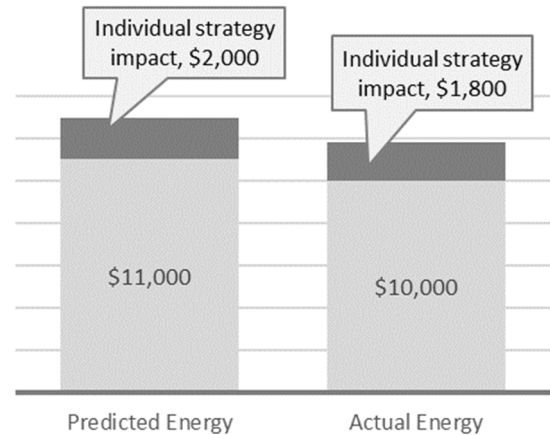
**Floor 2, similar layout on Floors 3 & 4**

## Key Terms and Concepts

### Comparative Analysis

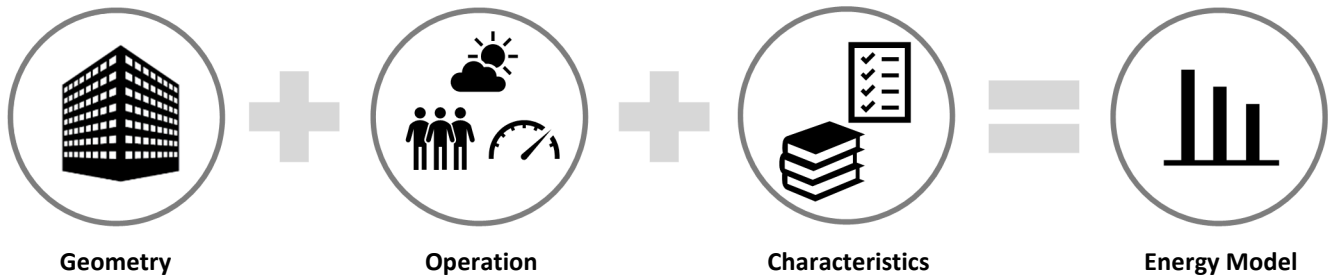
The building model provides insight into overall energy consumption; however, it is primarily designed to forecast savings. Like an MPG rating on a car, a comparative analysis can provide information on which options provide the most relative energy savings, but the actual operation and weather will have significant impacts on the overall energy consumption.

The predicted energy use of a building will be different than the actual energy use, due to assumptions and unknown characteristics. But the magnitude of an individual strategy impact will be similar in both cases and can be used to identify strategies with the greatest impact.



### Energy Model

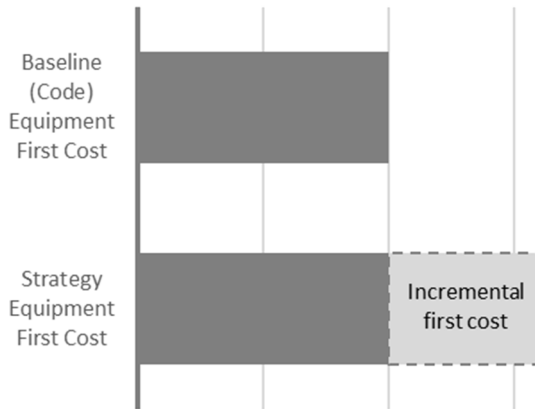
The energy model, using the simulation engine of DOE2, is used for comparative analysis of the building envelope, lighting, mechanical, and control options.



**Baseline Energy Model:** Used to establish a starting point for comparison. The **Geometry** is customized to the current project location, layout, use and size, and system. The **Operation** of weather, utility rates, plug loads, and expected occupancy are set based on the location, building type, and feedback from the project team. The **Characteristics** are defined by the program protocol (informed in large part by ASHRAE Standard 90.1) which prescribes minimum criteria values for envelope R-value, lighting power densities, HVAC equipment efficiencies and more.

**Strategy Energy Model:** Begins to incorporate aspects of the proposed design into the **Characteristics** portion of the energy model. The **Geometry** and **Operation** parts remain the same, but changes are made to the characteristics to see what the energy impacts are of improving things like the R-value in the wall or roof, reducing the lighting power in a particular space, or adding an airside total heat recovery system. The energy use of the Strategy Energy Model is subtracted from the energy use of the Baseline Energy Model to determine the amount of savings the strategy generates.

## Incremental Costs



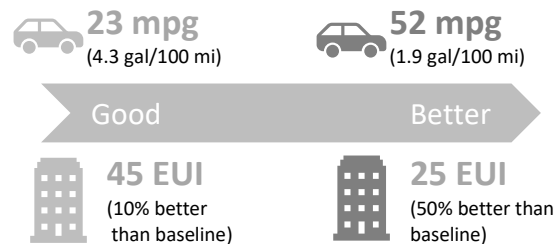
Incremental costs are intended to capture the additional cost, beyond the baseline case, that the project incurs by implementing the strategy. For example, an air-cooled chiller operating at Baseline conditions may cost \$100,000, while a more energy efficient air-cooled chiller costs \$160,000. \$60,000 would be the incremental cost associated with the improved air-cooled chiller.

As a part of this assistance Focus on Energy provides default incremental costs based on a variety of industry sources.

## Energy Use Intensity (EUI)

EUI refers to Energy Use Intensity and is often measured in BTU per square foot per year. Since EUI is normalized both on size and timeframe, it provides the team with a good comparison between projects and their baseline. A lower value of EUI is a lower energy usage and better performance.

$$EUI = \frac{\text{Electrical Energy} + \text{Gas Energy}}{\text{Building Area}} = \frac{\text{Annual kWh} \times 3.412 + \text{Annual therms} \times 100}{\text{Total gross square feet}} \text{ kBtu/sf/yr}$$



A more efficient option will use less energy under similar operation.

## Energy Conservation Bundles

Alternatives developed by the project team to maximize project goals which may include energy performance, simple payback, or long-term functionality.

Bundles are often configured and labeled in one of these ways:

	Bundle 1	Bundle 2	Bundle 3
opt 1:	Design	Design +	Max
opt 2:	VE	Design	Design +
opt 3:	Design	+Lighting alternate	+Envelope alternates +Lighting alternates
opt 4:	Design	+Alternate 1	+Alternate 2



This analysis should not be construed as correcting or overriding previous decisions or recommendations of the project team. The assistance is analytical in nature, using tools and methods not normally part of the customary design contract. The project team remains responsible for the implementation of strategies and final engineering of systems as well as for determining costs of various strategies.





## Energy Analysis – Baseline and HVAC Scenarios

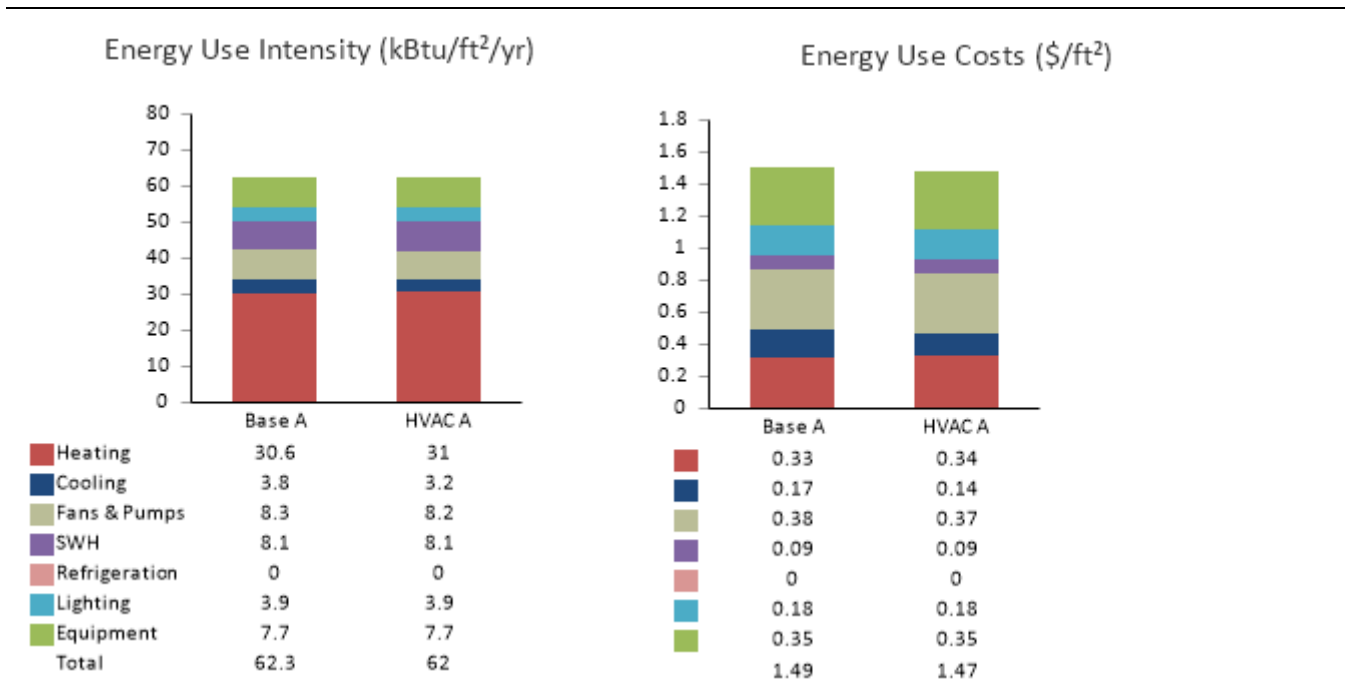
The following graphs show the baseline and proposed mechanical system scenarios, described below, with Energy Use Intensity on the left and Energy Use Costs on the right.

The utility baseline system consists of:

- **Apartments - Low Rise:** Packaged terminal air conditioner with gas boiler heating and DX cooling; **Amenities, Corridors:** Single zone air handler with gas furnace heating and DX cooling; **Garage - Enclosed:** Single zone air handler with gas furnace heating and no cooling

The proposed mechanical system, without any additional strategies, consists of:

- **Apartments - Low Rise:** Single zone air handler with gas furnace and DX cooling; **Corridors, Amenities:** Single zone air handler with gas furnace and DX cooling; **Garage - Enclosed:** Single zone air handler with gas furnace heating, no cooling



### Key Points

- The proposed mechanical system can be improved through energy conservation measures; these will be evaluated via the bundling exercises as part of this program.

## Energy Analysis – DRAFT Bundle Summary Results

Three bundles have been pre-populated with energy efficiency strategies to facilitate discussion during the results meeting using the following guidelines:

- Bundle 1 represents the current design goals
- Bundle 2 builds upon bundle 1 with additional energy efficiency strategies
- Bundle 3 builds upon bundle 2 with additional energy efficiency strategies

These preliminary strategy selections can be found in Appendix A. These selections are expected to be revised during the results meeting after discussion with the design team. Updated results will be published in the meeting minutes.

### Bundled Annual Savings

Bundle Description	Peak kW Savings	% Peak kW Savings	kWh Savings	% kWh Savings	Gas Savings (Therm)	% Gas Savings	Energy Cost Savings
Bundle 1	17	14	115,587	16	9,193	24	\$27,862
Bundle 2	20	17	132,280	19	9,027	23	\$30,270
Bundle 3	23	20	148,528	21	9,219	24	\$32,996

### Simple Payback with Incentive

Bundle Description	Energy Cost Savings	Incremental First Cost	Electric Incentive	Gas Incentive	Total Incentive	Payback in Years (after incentive)
Bundle 1	\$27,862	\$147,663	\$8,669	\$7,998	\$16,667	4.7
Bundle 2	\$30,270	\$168,293	\$9,921	\$7,853	\$17,774	5.0
Bundle 3	\$32,996	\$189,312	\$11,140	\$8,021	\$19,161	5.2

### Energy Use Intensity (Baseline 62.3)

Bundle Description	Energy Use Intensity (kBtu/sf/yr)	EUI Savings over the Baseline
Bundle 1	48.7	22%
Bundle 2	48.3	23%
Bundle 3	47.6	24%



## Verification

Verification is the next stage for the Design Assistance program. Verification seeks to assure that one of the bundles is implemented.

The process will be laid out in detail in the coming weeks, but it generally includes the following:

- Project team notifies Focus on Energy of the bundle selection.
- Focus on Energy sends a Bundle Requirements Document to the project team, tailored to the selected bundle strategies.
- Focus on Energy processes the design team incentive and sends payment to design team lead.
- Project team sends Construction Documents to Focus on Energy, electronic format preferred, two months prior to construction completion.
- Project team sends State of Wisconsin approved COMcheck submittal to Focus on Energy, two months prior to construction completion.
- Project team sends requested equipment submittals to Focus on Energy, two months prior to construction completion.
- Field verification of select projects for installed strategies once the building is completed and occupied\*.
- Report by Focus on Energy as to status of strategy implementation.
- Focus on Energy provides incentive payment.

\*Note that 10% of the Energy Design Assistance projects will be selected for on-site verification. The owner will be notified by Focus on Energy if the project has been selected upon construction completion. For projects not selected for on-site verification, the Construction Documents, State of Wisconsin approved COMcheck submission, and the equipment submittals will be used to verify the installed strategies.

If some of the chosen strategies are not implemented within the selected bundle, Focus on Energy may choose to adjust the incentive amount.

## Appendix A. Detailed Strategy Results

Strategy	Annual Savings				Incremental First Cost	Payback (yrs)	Bundle 1	Bundle 2	Bundle 3
	Peak kW	kWh	Gas (Therm)	Energy Cost					
<b>Mechanical</b>									
<b>Apartments</b>									
Electronically commutated motor	1.8	17,128	-274	\$2,357	\$8,190	3.5	x	x	x
5% improved DX cooling efficiency	1.7	4,154	0	\$644	\$11,813	18.3		x	
10% improved DX cooling efficiency	3.2	7,928	0	\$1,228	\$23,626	19.2			x
20% improved DX cooling efficiency	5.9	14,537	0	\$2,252	\$47,252	21.0			
30% improved DX cooling efficiency	8.2	20,130	0	\$3,118	\$70,878	22.7			
82% efficient gas furnace	0	0	238	\$256	\$1,821	7.1	x	x	x
90% efficient gas furnace	0	0	1,082	\$1,170	\$10,036	8.6			
95% efficient gas furnace	0	0	1,538	\$1,663	\$15,171	9.1			
Communicating thermostats for Apartments	2.2	10,262	447	\$2,072	\$6,779	3.3			
Smart thermostats for Apartments	3.4	15,092	458	\$2,833	\$12,085	4.3			
<b>Corridors / Common Areas</b>									
Electronically commutated motor	1.6	10,162	-127	\$1,434	\$1,711	1.2	x	x	x
Variable speed fan at 67% minimum flow	7.4	42,092	-671	\$5,795	\$3,876	0.7			
Variable speed fan at 30% minimum flow	12.9	72,548	-1,207	\$9,935	\$3,876	0.4			
Fan system power at 0.85 BHP/1000cfm	1.5	8,405	-101	\$1,190	\$820	0.7			
Fan system power at 0.75 BHP/1000cfm	2.9	16,803	-208	\$2,376	\$1,757	0.7			
5% improved DX cooling efficiency	0.3	488	0	\$77	\$2,468	32.1		x	
10% improved DX cooling efficiency	0.6	927	0	\$141	\$4,936	35.0			x
High efficiency DX compressor part load performance	1.2	1,912	0	\$297	\$9,543	32.1	x	x	x
Premium efficiency DX compressor part load performance	3.4	5,164	0	\$798	\$19,415	24.3			
82% efficient gas furnace	0	0	32	\$34	\$380	11.2	x	x	x
90% efficient gas furnace	0	0	145	\$155	\$2,097	13.5			
95% efficient gas furnace	0	0	206	\$222	\$3,170	14.3			
Sensible heat recovery	0	-517	473	\$430	\$9,674	22.5			
Demand control ventilation for Amenities	0	42	62	\$72	\$475	6.6			
<b>Garage</b>									
Electronically commutated motor	0.1	1,029	-19	\$137	\$3,262	23.8			
82% efficient gas furnace	0	0	491	\$527	\$725	1.4	x	x	x
90% efficient gas furnace	0	0	2,234	\$2,415	\$3,998	1.7			

Strategy	Annual Savings				Incremental First Cost	Payback (yrs)	Bundle 1	Bundle 2	Bundle 3
	Peak kW	kWh	Gas (Therm)	Energy Cost					
95% efficient gas furnace	0	0	3,175	\$3,433	\$6,043	1.8			
CO sensor control of outdoor air	0	11,545	6,901	\$9,255	\$0	0.0	x	x	x
Direct-fired furnace	0	0	4,021	\$4,348	\$0	0.0			
<b>Architectural</b>									
<b>Apartments</b>									
Wall R-20	0.1	-185	374	\$373	\$6,185	16.6	x	x	x
Roof R-36	0	9	-66	-\$74	-\$2,163	n/a	x	x	x
Glazing high solar gain, non-metal frame	0.6	1,979	-144	\$148	\$16	0.1	x	x	x
Glazing medium solar gain, high transparency, non-metal frame	3.5	10,560	-844	\$723	\$8,115	11.2			
Glazing medium solar gain, non-metal frame	3.5	10,560	-844	\$723	\$4,065	5.6			
Glazing low solar gain, non-metal frame	6.8	19,799	-1,725	\$1,200	\$4,065	3.4			
Glazing high solar gain w/ argon, non-metal frame	0.9	1,890	412	\$738	\$2,446	3.3			
Glazing medium solar gain, high transparency w/ argon, non-metal frame	3.4	9,626	-189	\$1,286	\$10,544	8.2			
Glazing medium solar gain w/ argon, non-metal frame	3.4	9,626	-189	\$1,286	\$6,495	5.1			
Glazing low solar gain w/ argon, non-metal frame	6.7	18,970	-1,041	\$1,812	\$6,495	3.6			
<b>Amenities</b>									
Wall R-20	0	8	11	\$12	\$164	13.7	x	x	x
Roof R-36	0	48	52	\$63	\$1,511	24.0	x	x	x
<b>Corridors</b>									
Wall R-20	0	58	90	\$105	\$1,633	15.6	x	x	x
Roof R-36	0	108	126	\$151	\$3,620	24.0	x	x	x
<b>Garage - Enclosed</b>									
Wall R-20	0	0	221	\$238	\$5,547	23.3	x	x	x
Roof R-36	0	0	178	\$192	\$7,694	40.1	x	x	x
<b>Lighting</b>									
<b>Apartments</b>									
Lighting power in Apartments reduced to 0.96 W/ft <sup>2</sup>	0.4	6,653	-111	\$909	\$4,254	4.7			
Lighting power in Apartments reduced to 0.86 W/ft <sup>2</sup>	0.7	13,181	-225	\$1,797	\$8,510	4.7	x		
Lighting power in Apartments reduced to 0.75 W/ft <sup>2</sup>	1.1	19,830	-339	\$2,704	\$12,493	4.6		x	
Lighting power in Apartments reduced to 0.64 W/ft <sup>2</sup>	1.5	26,440	-454	\$3,603	\$16,202	4.5			x
Lighting power in Apartments reduced to 0.54 W/ft <sup>2</sup>	1.9	33,046	-570	\$4,503	\$19,638	4.4			
<b>Amenities</b>									
Occupancy sensor controls, 25% of space	0	183	-3	\$22	\$57	2.6	x	x	x
Lighting power in Amenities reduced to 0.46 W/ft <sup>2</sup>	0	245	-4	\$32	\$81	2.5		x	

Strategy	Annual Savings				Incremental First Cost	Payback (yrs)	Bundle 1	Bundle 2	Bundle 3
	Peak kW	kWh	Gas (Therm)	Energy Cost					
Lighting power in Amenities reduced to 0.41 W/ft <sup>2</sup>	0.1	488	-8	\$65	\$162	2.5			x
Lighting power in Amenities reduced to 0.36 W/ft <sup>2</sup>	0.1	731	-12	\$99	\$238	2.4			
<b>Corridors</b>									
Occupancy sensor controls, 25% of space	0.3	1,806	-22	\$252	\$566	2.2	x	x	x
Lighting power in Corridors reduced to 0.46 W/ft <sup>2</sup>	0.5	2,414	-28	\$342	\$807	2.4		x	
Lighting power in Corridors reduced to 0.41 W/ft <sup>2</sup>	1	4,834	-56	\$688	\$1,615	2.3			x
Lighting power in Corridors reduced to 0.36 W/ft <sup>2</sup>	1.5	7,252	-85	\$1,028	\$2,372	2.3			
<b>Garage - Enclosed</b>									
Occupancy sensor controls, 25% of space	-0.1	-681	9	-\$99	-\$237	n/a	x	x	x
Lighting power in Garage - Enclosed reduced to 0.19 W/ft <sup>2</sup>	0.5	3,482	-45	\$485	\$1,694	3.5			
Lighting power in Garage - Enclosed reduced to 0.17 W/ft <sup>2</sup>	1	6,963	-90	\$977	\$3,390	3.5			
Lighting power in Garage - Enclosed reduced to 0.15 W/ft <sup>2</sup>	1.5	10,444	-137	\$1,467	\$4,976	3.4	x		
Lighting power in Garage - Enclosed reduced to 0.13 W/ft <sup>2</sup>	2	13,926	-184	\$1,956	\$6,454	3.3		x	
Lighting power in Garage - Enclosed reduced to 0.11 W/ft <sup>2</sup>	2.5	17,408	-232	\$2,447	\$7,823	3.2			x
<b>Plug/Process</b>									
<b>Facility</b>									
Traction elevator, gearless	0.2	1,026	0	\$157	\$12,113	77.2			
Traction elevator, machine roomless	0.5	2,153	0	\$333	\$21,197	63.7	x	x	x
<b>Apartments</b>									
Clothes washers, ENERGY STAR minimum certification efficiency	2.4	18,061	-176	\$2,607	\$13,450	5.2	x	x	x
Clothes washers, ENERGY STAR high efficiency	2.8	21,179	-213	\$3,046	\$33,626	11.0			
Clothes washers, ENERGY STAR premium efficiency	3.6	26,713	-276	\$3,838	\$53,802	14.0			
Clothes dryers, ENERGY STAR minimum certification efficiency	0.3	2,464	-29	\$347	\$20,176	58.1			
Clothes dryers, ENERGY STAR high efficiency	0.9	6,441	-77	\$914	\$47,076	51.5			
Clothes dryers, ENERGY STAR premium efficiency	1.8	13,703	-165	\$1,944	\$50,439	25.9			
Dishwashers, ENERGY STAR premium efficiency	0.2	1,667	158	\$425	\$29,591	69.6	x	x	x
Refrigerators, ENERGY STAR minimum certification efficiency	0.7	5,057	-60	\$717	\$20,176	28.1	x	x	x
Refrigerators, ENERGY STAR high efficiency	1	7,582	-91	\$1,075	\$40,351	37.5			
Refrigerators, ENERGY STAR premium efficiency	1.4	10,108	-121	\$1,431	\$47,076	32.9			
Bathroom exhaust fan, ENERGY STAR minimum certification efficiency	0.3	2,361	-28	\$336	\$48	0.1			

Strategy	Annual Savings				Incremental First Cost	Payback (yrs)	Bundle 1	Bundle 2	Bundle 3
	Peak kW	kWh	Gas (Therm)	Energy Cost					
Bathroom exhaust fan, ENERGY STAR premium efficiency	0.5	4,087	-49	\$578	\$170	0.3			
<b>Service Water Heating</b>									
<b>Facility</b>									
82% SWH efficiency	0	0	201	\$216	\$247	1.1			
90% SWH efficiency	0	0	1,031	\$1,112	\$1,397	1.3			
95% SWH efficiency	0	0	1,409	\$1,523	\$2,116	1.4	x	x	x
Gas fired on-demand SWH	0	0	651	\$702	\$38,620	55.0			
<b>Apartments</b>									
Showerheads, WaterSense fixture flow at 2.00 gpm	0	0	854	\$923	\$681	0.7	x	x	
Showerheads, WaterSense fixture flow at 1.75 gpm	0	0	1,282	\$1,385	\$1,453	1.0			x
Showerheads, WaterSense fixture flow at 1.50 gpm	0	0	1,709	\$1,849	\$2,020	1.1			

## Appendix B. Key Model Inputs

### Core Definition

Space Asset Area	Type	Area (ft <sup>2</sup> )	Floors	Units	Arrangement	Flr/Flr Height (ft)
<u>Apartments - Low Rise</u>	Apartments - Low Rise	63,703	4	68	Stacked	12.0
<u>Corridors</u>	Common Areas - Multifamily	12,093	4	n/a	Hosted	12.0
<u>Amenities</u>	Common Areas - Multifamily	1,216	1	n/a	Hosted	12.0
<u>Garage - Enclosed</u>	Garage - Enclosed	25,375	1	n/a	Adjacent / Grade	10.0

### Schedules

Space Asset Area	People Density (ft <sup>2</sup> /person)	Daily Use							Hours per Day			Core Use Start Time	Partial Day Max Use Fraction	Applicable Months
		S	M	T	W	T	F	S	Full	Partial	Fans			
<u>Apartments</u>	380.0	●	●	●	●	●	●	●	14	7	24	6 pm	0.5	12
<u>Corridors</u>	n/a	●	●	●	●	●	●	●	7	3	18	11 am	0.5	12
<u>Amenities</u>	100.0	●	●	●	●	●	●	●	7	3	18	11 am	0.5	12
<u>Garage - Enclosed</u>	n/a	●	●	●	●	●	●	●	16	8	24	6 am	0.5	12

- Full Use
- Partial Use
- No Use

### Thermostat

Space Asset Area	Heating Set Point (°F)		Cooling Set Point (°F)	
	Occupied	Unoccupied	Occupied	Unoccupied
<u>Apartments - Low Rise</u>	70	70	75	75
<u>Corridors</u>	70	60	75	80
<u>Amenities</u>	70	60	75	80
<u>Garage - Enclosed</u>	50	50	80	85



## Ventilation Requirements

Space Asset Area	Outside Air Per Person (ft <sup>3</sup> /min/person)	Outside Air Per Area (ft <sup>3</sup> /min/ft <sup>2</sup> )	Exhaust Flow Per Area (ft <sup>3</sup> /min/ft <sup>2</sup> )	Air Changes (ACH)	
				Occupied	Unoccupied
<u>Apartments</u>	8.0	0.03	0.07	n/a	n/a
<u>Corridors</u>	0.0	0.06	0.00	n/a	n/a
<u>Amenities</u>	5.0	0.06	0.00	n/a	n/a
<u>Garage - Enclosed</u>	0.0	0.00	0.75	n/a	n/a

## Utility Rates

Fuel	Utility	Rate
Electric	Madison Gas & Electric	Average rate: \$0.1550 per kWh
Gas	Madison Gas & Electric	Average rate: \$1.08 per therm

## Appendix C. Glazing Property Details

The following glazing strategy properties are shown here for reference. All strategies may not be shown in this report.

Frame	Glazing	Unit U-value	COG U-value*	SHGC	VT
Non-metal frame					
	high solar gain	0.32	0.30	0.38	0.70
	medium solar gain, high transparency	0.32	0.29	0.29	0.62
	medium solar gain	0.32	0.30	0.29	0.39
	low solar gain	0.32	0.30	0.19	0.20
	high solar gain w/ argon	0.28	0.25	0.37	0.70
	medium solar gain w/ argon, high transparency	0.28	0.25	0.29	0.62
	medium solar gain w/ argon	0.28	0.25	0.29	0.39
	low solar gain w/ argon	0.28	0.25	0.19	0.20
Triple pane non-metal frame					
	high solar gain triple pane	0.19	0.16	0.33	0.60
	medium solar gain triple pane, high transparency	0.19	0.16	0.25	0.53
	medium solar gain triple pane	0.19	0.16	0.24	0.34
	low solar gain triple pane	0.19	0.16	0.14	0.18
	high solar gain triple pane w/ argon	0.16	0.13	0.32	0.60
	medium solar gain triple pane w/ argon, high transparency	0.16	0.13	0.25	0.53
	medium solar gain triple pane w/ argon	0.16	0.13	0.24	0.34
	low solar gain triple pane w/ argon	0.16	0.13	0.14	0.18

\* COG U-value shown for reference only. Unit U-value will be used for verification. It includes the impacts of the frame design in addition to the COG-U value of the selected glazing.

\*\* Improved metal frame values are typically achieved by increasing the thermal break from 3/8" to 3/4"

## Appendix D. Project Participants

Name	Company	Email	Phone
Kevin O'Donell	JT Klein Company, Inc	kevin@JTKlein.com	
Kevin Burrow	Knothe and Bruce Architects	kburow@knothebruce.com	608.836.3690
Aaron Kostichka	McGann Construction, Inc.	aaron.kostichka@mcgannconstruction.com	608.209.3008
Muntaseer Khan	Focus on Energy	mkhan@willdan.com	714.940.6300
Stephen Pipson	Focus on Energy	stephen.pipson@focusonenergy.com	608.949.9694
Chad Laibly	Focus on Energy	chad.laibly@focusonenergy.com	608.287.9659

**MEMORANDUM OF UNDERSTANDING BETWEEN JT KLEIN COMPANY, INC.  
AND Way Forward Resources, INC.**

This MEMORANDUM OF UNDERSTANDING (this "**MOU**") is hereby made and entered into by and between Way Forward Resources. (hereinafter "**Service Provider**") and JT Klein Company, Inc. (hereinafter "**Developer**").

**I) PURPOSE:**

The purpose of this MOU is to develop a framework of cooperation between Service Provider and Developer that will lead to the development and operation of a 68-unit multifamily development on a parcel located at 625 Sand Pearl Lane, Madison, Wisconsin (the "**Project**"). The Developer will construct the Project, which will be financed in part by low-income housing tax credits allocated by Wisconsin Housing and Economic Development Authority. Service provider agrees to provide and/ or coordinate services needed by the tenants of the set aside units at the project estimated to be 1-2 families from Dane County's Coordinated Entry Program.

**II) STATEMENT OF MUTUAL BENEFIT AND INTERESTS**

Service Provider represents and warrants that the service coordination described in this MOU conforms with their organization's mission and purpose and that the level of service coordination they intend to provide is adequate for the number of supportive housing units and targeted population. Service Provider is a local member of the Homeless Services Consortium. The proposed project is located within the Service Provider's area of focus.

Developer represents and warrants that Service Provider's participation in this transaction will benefit the Project and allow tenants to maintain housing.

**III) STATEMENT OF OBLIGATIONS**

**A) Service Provider:**

A designated Service Coordinator will be responsible for linking the target population at the site with supportive, medical, or advocacy services in the general community for which they are entitled, with a desired outcome of keeping the

independent in their units. Specific services to be offered under this agreement include:

- 1) Completion of an intake assessment to identify strengths as well as areas of need for individuals and families. The Service Coordinator will make reasonable effort to engage residents in this process. It is understood and agreed that the resident has to voluntarily agree to participate in the process.
- 2) Development of a case management plan for residents completing the intake assessment. This plan may include referral to other resources, including services and resources specific to their needs. This will include linking residents with agencies that support independence and self-sufficiency, access to benefits, employment opportunities and financial assistance and management.
- 3) Assisting property management staff in referrals and housing families selected from the applicable Community-Wide Priority List and providing case management services if the tenant is eligible and Service Provider has capacity.
  - (a) Service Provider currently has the capacity, and developer is targeting, to provide case management services to a maximum of 1-2 households from the priority list at the property. The Service Provider may include referral to other resources, as the tenants will have a choice in the provider
- 4) Assisting property management staff in referrals and housing formally homeless families that do not require intensive services
- 5) Provide on-site services on as needed basis for the residents of the property. The frequency of services as follows:
  - (a) On-site services
    - (i) Monthly during a three month initial lease up phase of the project.
    - (ii) Quarterly after the lease up phase through the remainder of the 15 year tax credit compliance period.

**B) DEVELOPER:**

- 1) Work with property management to create a Tenant Selection Plan and preferences that target Individuals and/ or families experiencing homelessness, formally homeless families, and Veterans who are homeless or at risk of being homeless.
- 2) Provide a space at the property for Service Provider to meet with tenants.
- 3) Notify Service Provider of vacancies for supportive units, some of which may include a veteran's preference, for referral opportunities.
- 4) Coordinate with a Veteran Specific Support Service Provider, additionally, for referrals when vacancies occur in the Veterans supportive units.
- 5) Developer to pay Service provider \$3,750 annually per family from Dane County's Coordinated Entry program.

- 6) Work with Service Provider and property management to leverage additional supportive service dollars.

**IT IS MUTUALLY UNDERSTOOD AND AGREED BY AND BETWEEN THE PARTIES THAT:**

**INDEMNIFICATION:**

Developer agrees to indemnify and hold Service Provider and its directors, officers, agents, volunteers and employees against any and from all claims, losses, expenses, fees (including reasonable attorney's fees) and judgments that may be asserted against Service Provider that result from or are in anyway related to the negligence or misconduct of Developer its directors, officers, agents, volunteers and employees.

Service Provider agrees to indemnify and hold harmless Developer and its directors, officers, agents, volunteers and employees against any and all claims, losses, expenses, fees (including reasonable attorney's fees) and judgments that may be asserted against Developer that result from or are in any way related to the negligence or misconduct of Service Provider, its directors, officers, agents, volunteers and employees.

**AMENDMENTS:**

This MOU may be amended when such an amendment is agreed to in writing by all parties. The amendment will be effective on the date a copy is signed by all parties.

**CONFIDENTIALITY:**

It is agreed that by virtue of entering into this MOU each party will have access to certain confidential information regarding the other party's operations related to this Project. Developer recognizes that Service Provider has and will have data, records and other proprietary information which are valuable, special and specific to the participants. Developer and Service Provider recognize that their staff will not at any time or in any manner, either directly or indirectly, use any information for its own benefit, or divulge, disclose, or communicate in any manner any information to any third party without the prior written consent of the other party. Developer and Service Provider will protect said information and treat it as strictly confidential.

Unauthorized disclosure of confidential information shall be considered a material breach of this MOU. Where appropriate, client releases will be secured before confidential client information is exchanged. Confidential client information will be handled with the utmost discretion and judgment. The confidentiality provision of this MOU shall remain in full force and effect after the termination of the MOU.

**Signatories:**

JT Klein Company, Inc.

By: Jacob Klein  
By: \_\_\_\_\_

Date: 9/14/2023  
Date: \_\_\_\_\_

Name: Jacob T. Klein  
Title: President  
Office: 612-202-1577  
Email: [Jacob@JTKlein.com](mailto:Jacob@JTKlein.com)

Way Forward Resources

By: [Signature]  
By: \_\_\_\_\_

Date: 9/14/23  
Date: \_\_\_\_\_

Name: Ellen Carlson  
Title: Executive Director  
Office: 608-826-3404  
Email: [ellen@wayforwardresources.org](mailto:ellen@wayforwardresources.org)