



601 S. Baldwin St.

Response to the Request for Proposals

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Introduction

Common Wealth Development, Inc (CWD) is a 501(c)(3) nonprofit organization that provides affordable housing in Madison, WI. CWD provides affordable, healthy, safe, and stable and housing opportunities for low and moderate-income families in order to enhance household, neighborhood, and community stability in the Marquette and Meadowood Neighborhoods.

CWD's presence and commitment to the Marquette Neighborhood stems from its conception, and that commitment remains strong today. We hope that the acquisition and rehabilitation of 601 S. Baldwin will secure it within the City's goals of permanent affordable housing and preservation of existing missing middle housing types. Additionally, in partnership with The Road Home Dane County (TRH), the goal for 601 S. Baldwin is to provide healthy, safe, and stable housing opportunities for youth-led households and youth aging out from TRH programs, a population that remains marginalized in the rental housing market.

1. Buyer Profile

This proposal is to acquire and rehabilitate 601 S. Baldwin preserving it as a two-flat rental property to remain affordable in perpetuity. This proposal is in partnership with The Road Home Dane County's Building Futures program, established in 2004 and evolving ever since to respond to the experiences of the program's participants. We envision 601 S. Baldwin as a property that can provide safe, healthy, and stable housing for youth-led households and youth aging out. It is CWD's and TRH's goal to keep the existing residents of 601 S. Baldwin St. until the residents choose to no longer reside at 601 S. Baldwin, at which point Building Futures participants would be referred to CWD.

TRH Building Futures' program is a housing stabilization program with 100% rent payment to property owner, supportive services, a participant wealth building program, and emergency fund support for two years. This program is for youth-led household (18-24 year old adult with at least one child) coming off the community coordinate entry list. Our objective is to house each unit, as it vacates, with a TRH participant with final approval provided by Common Wealth Development. Upon the completion of the two-year program, CWD will defer to TRH and the residents to choose the most beneficial path for them which includes leasing in place or moving. In the case of the latter, this opens the opportunity to use this as transitional housing for other participants of the program.

The location of this site is ideal for youth and youth-led households due to the proximity and access to public transit, a grocery store, and neighborhood amenities such as parks, bike path, community centers. These are vital to ensure our residents thrive and for us to fulfill our mission. As part of our mission, Common Wealth creates permanently affordable housing units; as such, all of the affordable units under Common Wealth's ownership will remain affordable in perpetuity.

Development Team & Service Background:

Ashley Gohlke, Housing Manager, Common Wealth Development:

Ashley has over a decade of housing management experience including affirmative marketing, outreach, tenant relations and HOME/WHEDA Tax Credit compliance. Ashley oversees compliance for all 146 units of Common Wealth housing with LIHTCs, the Affordable Home Program through the Federal Home Loan Bank of Chicago, and Property Tax Exemption guidelines. She has extensive knowledge of managing properties within the guidelines of multiple compliance layering. Common Wealth is regularly audited, has never had a reportable finding, has an excellent reputation, and is highly regarded by our funding agencies.

Stefan Davidson, Finance Director, Common Wealth Development:

Stefan has 20 years of experience in accounting and finance, working in public accounting as both an auditor and tax-preparer and since 2010 in the financial management of not-for-profit housing organizations. As the Controller for Compass Housing Alliance (CHA) in Seattle, Washington Stefan was responsible for the financial reporting and compliance of a portfolio of six housing projects. The projects were financed through a combination of federal and local grants and tax credit equity

investments. Stefan was responsible for the financial management and reporting of two of the projects during their construction and lease-up phases. CHA also provided supportive services to all the residents, along with day services to community residents that wanted them. These

functions were all financed in part through federal and local grants and required fiscal compliance and periodic reporting and monitoring to maintain the funds. Stefan started as the Finance Director at Common Wealth Development in January of 2016 and has been responsible for the financial management of the organization, which includes funding from local and federal pass-through grants and the Yahara River View Apartments Partnership.

Mark France, Maintenance & Special Projects Coordinator, Common Wealth Development:

Mark has 20+ years of experience in project management, rehabilitation, and maintenance of low-income housing. He brings a design perspective that is centered on the long-term durability of housing stock and on creating livable spaces for residents. His experience encompasses both residential and commercial spaces and has worked in support of new developments as well as acquisition / rehabilitation projects.

Conner Wild, Housing Operations Manager, Common Wealth Development:

Conner Wild has a BA in History with certificates in American Indian Studies and German Language. From 2014-2016, he oversaw the expansion and operations of Bethel Homeless Support Services, a drop-in day center for individuals experiencing homelessness. In 2016, he was acting supervisor of clinical operations at Rethke Terrace, Madison's first housing first complex, and directed the move-in of 60 residents and development of comprehensive onsite services. From 2017-2019, he worked as a behavioral health case manager with UW-Health's Adolescent Intervention Program where he earned his substance abuse counselor credentials. Over the past two years, Conner has had the distinct honor of having served on the Board of Directors for the Dane County Homeless Services Consortium as well as the Wisconsin Housing First Coalition. At the beginning of 2020, he transitioned to his current position with Common Wealth development as a Housing Specialist.

Justice Castañeda, Executive Director, Common Wealth Development:

Justice has over two decades of strategic planning and project implementation experience around residential and commercial development that he brings to this project. He also brings extensive experience working with comprehensive community development projects, integrating housing initiatives, economic development, mental health and wellness and educational opportunities for long-term community-level health improvement. Justice earned his BA in Urban Studies and Planning from the University of California – San Diego, a MA in Policy, Organization and Leadership Studies from the Stanford Graduate School of Education, a master's in City Planning from the Massachusetts Institute of Technology, and a post-graduate fellowship in Health and Community from the Medical Center at the University of California – San Francisco. He is currently completing his dissertation in Urban and Regional Planning at the University of Wisconsin – Madison.

Kristin Rucinski, Executive Director, The Road Home:

Kristin serves as the Executive Director at The Road Home, working with a team of 26 staff members

to help develop programs that follow national best-practices to end family homelessness. In this role,

she is involved in various partnerships with other nonprofits, developers, businesses, organizations and most recently with our local public housing authorities. She participates on several Homeless Services Consortium committees, the POS Leadership group, the Nonprofit Equity Coalition, and currently serves as an agency representative on United Way of Dane County's Board of Directors. She has participated on other community boards, including Numbers 4 Nonprofits. Kristin received her master's degree in social work in 2007 from the University of Wisconsin-Madison and has been working at The Road Home since that time in various positions since then. Kristin believes that children, families and communities are all stronger when we have more families in stable housing.

Allie Grant, Building Futures Case Manager, The Road Home:

Allie provides case management in the Building Futures program, a program that creates affordable housing for youth-led families (adults aged 18-24 and their young children) transitioning out of homelessness. Allie graduated from California State University, Chico in 2015 with a BA in English Studies and Asian Studies. She spent two years working with youth in a domestic violence shelter and the next two and a half years working as a Rapid Rehousing case manager in Madison. She began working at The Road Home in 2020. Allie also currently serves as the chair of the Homeless Service Consortium's Committee to End Youth Homelessness. During Allie's time working in homeless services, she has seen that transitional age youth are especially vulnerable and that mainstream adult services don't always work for them. She is excited to be part of a program that provides youth-specific services and supports.

Successful Project in the last five years: Meadowood Neighborhood & The Alliance

CWD began its long-term commitment in the Meadowood Neighborhood after the acquisition and rehabilitation of eight properties (35 units) beginning in 2012. To strengthen our commitment to the Neighborhood, CWD is currently developing, "The Alliance," a three-story mixed-use building with centralized support services platform on the ground floor (including Dane County's Early Childhood Initiative and Joining Forces for Families) and eleven affordable housing units at 5802 Raymond Road. Our project consists of 1, 2, & 3-bedroom affordable units to accommodate larger families as well as singles and an office space for Common Wealth staff to continue community embedded driven work.

2. Project Financing

In order to purchase this property and maintain affordable rental rates for individuals and families at or below 60% AMI, Common Wealth will seek funding through multiple sources.

Financing of 601 S Baldwin St will be contingent upon Common Wealth's ability to obtain subsidies through the City of Madison Community Development Division in the amount of \$105,000.00 per unit. Additional funds will be sought after in the form of debt financing from a local community bank.

See attached operating pro-forma for 20-year cash flow statement (Attachment A) and Financing Sources and Uses (Attachment B).

3. Rehabilitation Plan

Common Wealth intends to maintain the current two-flat structure of the property with no plans for major rehabilitation. However, as part of our housing model and standard acquisition plan, the building will be updated as needed to provide safe, stable, healthy and energy efficient housing. If not already installed, both units would be outfitted with energy efficient appliances, low flow toilets and shower heads, and LED bulbs/energy star rated lighting. Insulation will be inspected and updated as needed to give ample protection from the elements as well as additional sound barriers to provide noise attenuation between units.

Common Wealth seek support from partner organizations such as Sustain Dane and Project home to determine the properties eligibility for upgrades such as HAVC, hot water systems, insulation, as well as the feasibility of installing solar panels and other energy efficient retrofits to reduce building costs and pass on savings to the residents.

4. Ownership Structure

Common Wealth Development would maintain sole ownership of the property, adding to our well-established Marquette Neighborhood portfolio. The property will continue to exist as an income and rent restricted property at a maximum income level of at or below 60% CMI for a minimum of 40 years into perpetuity.

5. Process / Timeline

5a. Timeline

Acquisition would be contingent upon inspection and funding. Inspection of property would be conducted within 60 days of RFP approval. Common Wealth would apply for available subsidies through the city of Madison in the Summer/Fall of 2021 and awarded early 2022.

If awarded subsidies, Common Wealth would close on property in March 2022.

Minor updates and retrofits that are not disruptive to the current residents would begin immediately after acquisition. Major updates would be conducted at vacancy and/or when needed.

5b. Affirmative Marketing Approach

CWD would adhere to our Affirmative Marketing Approach (Attachment C). Due to the partnership model for this proposal with The Road Home, an exception will be made to the Affirmative Marketing Approach. CWD will only market to The Road Home. The Road Home would provide referrals of program participants to CWD. CWD will have final approval based on our application and screening process.

5c. Tenant Selection Plan

CWD would abide by our current Resident Screening Criteria attached (Attachment D).

Attachment A

601 S Baldwin

	Year 1	Year 2	Year 3	Year 4	Year 5
Gross Income	22,000	22,330	22,665	23,005	23,350
Less Vacancy/Bad Debt	660	670	680	690	700
Income from Non-Residential Use*		0	0	0	0
Total Revenue	21,340	21,660	21,985	22,315	22,649
Expenses:					
Office Expenses and Phone	0	0	0	0	0
Real Estate Taxes	0	0	0	0	0
Advertising, Accounting, Legal Fees	0	0	0	0	0
Payroll, Payroll Taxes and Benefits	0	0	0	0	0
Property Insurance	1,000	1,020	1,040	1,061	1,082
Mtc, Repairs and Mtc Contracts	2,000	2,040	2,081	2,122	2,165
Utilities (gas/electric/fuel/water/sewer)	3,550	3,621	3,693	3,767	3,843
Property Mgmt	1,800	1,836	1,873	1,910	1,948
Operating Reserve Pmt		0	0	0	0
Replacement Reserve Pmt	1,000	1,020	1,040	1,061	1,082
Support Services		0	0	0	0
Other (List)					
Grounds	1,800	1,836	1,873	1,910	1,948
Pest Control	1,200	1,224	1,248	1,273	1,299
Total Operating Expenses	12,350	12,597	12,849	13,106	13,368
Net Operating Income	8,990	9,063	9,136	9,209	9,281
Debt Service:					
First Mortgage	8,642	8,642	8,642	8,642	8,642
Second Mortgage		0	0	0	0
Other (List)					
	0	0	0	0	0
	0	0	0	0	0
Total Debt Service	8,642	8,642	8,642	8,642	8,642
Total Annual Cash Expenses	20,992	21,239	21,491	21,748	22,010
Total Net Operating Income	348	421	494	567	640
Debt Service Reserve	0	0	0	0	0
Deferred Developer Fee	0	0	0	0	0
Cash Flow	348	421	494	567	640

Assumptions

Vacancy Rate	3.0%
Annual Increase Income	1.5%
Annual Increase Expenses	2.0%

601 S Baldwin

Gross Income

Less Vacancy/Bad Debt

Income from Non-Residential Use*

Total Revenue

Year 6	Year 7	Year 8	Year 9	Year 10
23,700	24,056	24,417	24,783	25,155
711	722	732	743	755
0	0	0	0	0
22,989	23,334	23,684	24,039	24,400

Expenses:

Office Expenses and Phone

Real Estate Taxes

Advertising, Accounting, Legal Fees

Payroll, Payroll Taxes and Benefits

Property Insurance

Mtc, Repairs and Mtc Contracts

Utilities (gas/electric/fuel/water/sewer)

Property Mgmt

Operating Reserve Pmt

Replacement Reserve Pmt

Support Services

Other (List)

0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
1,104	1,126	1,149	1,172	1,195
2,208	2,252	2,297	2,343	2,390
3,919	3,998	4,078	4,159	4,243
1,987	2,027	2,068	2,109	2,151
0	0	0	0	0
1,104	1,126	1,149	1,172	1,195
0	0	0	0	0

Grounds

Pest Control

Total Operating Expenses

Net Operating Income

1,987	2,027	2,068	2,109	2,151
1,325	1,351	1,378	1,406	1,434
13,635	13,908	14,186	14,470	14,759
9,354	9,426	9,498	9,569	9,641

Debt Service:

First Mortgage

Second Mortgage

Other (List)

8,642	8,642	8,642	8,642	8,642
0	0	0	0	0

Total Debt Service

Total Annual Cash Expenses

Total Net Operating Income

Debt Service Reserve

Deferred Developer Fee

Cash Flow

0	0	0	0	0
0	0	0	0	0
8,642	8,642	8,642	8,642	8,642
22,277	22,550	22,828	23,112	23,401
712	784	856	928	999
0	0	0	0	0
0	0	0	0	0
712	784	856	928	999

601 S Baldwin

	Year 11	Year 12	Year 13	Year 14	Year 15
Gross Income	25,532	25,915	26,304	26,698	27,099
Less Vacancy/Bad Debt	766	777	789	801	813
Income from Non-Residential Use*	0	0	0	0	0
Total Revenue	24,766	25,137	25,514	25,897	26,286
Expenses:					
Office Expenses and Phone	0	0	0	0	0
Real Estate Taxes	0	0	0	0	0
Advertising, Accounting, Legal Fees	0	0	0	0	0
Payroll, Payroll Taxes and Benefits	0	0	0	0	0
Property Insurance	1,219	1,243	1,268	1,294	1,319
Mtc, Repairs and Mtc Contracts	2,438	2,487	2,536	2,587	2,639
Utilities (gas/electric/fuel/water/sewer)	4,327	4,414	4,502	4,592	4,684
Property Mgmt	2,194	2,238	2,283	2,328	2,375
Operating Reserve Pmt	0	0	0	0	0
Replacement Reserve Pmt	1,219	1,243	1,268	1,294	1,319
Support Services	0	0	0	0	0
Other (List)					
Grounds	2,194	2,238	2,283	2,328	2,375
Pest Control	1,463	1,492	1,522	1,552	1,583
Total Operating Expenses	15,055	15,356	15,663	15,976	16,296
Net Operating Income	9,711	9,782	9,852	9,921	9,990
Debt Service:					
First Mortgage	8,642	8,642	8,642	8,642	8,642
Second Mortgage	0	0	0	0	0
Other (List)					
	0	0	0	0	0
	0	0	0	0	0
Total Debt Service	8,642	8,642	8,642	8,642	8,642
Total Annual Cash Expenses	23,696	23,997	24,304	24,618	24,937
Total Net Operating Income	1,070	1,140	1,210	1,280	1,348
Debt Service Reserve	0	0	0	0	0
Deferred Developer Fee	0	0	0	0	0
Cash Flow	1,070	1,140	1,210	1,280	1,348

601 S Baldwin

	Year 16	Year 17	Year 18	Year 19	Year 20
Gross Income	27,505	27,918	28,336	28,761	29,193
Less Vacancy/Bad Debt	825	838	850	863	876
Income from Non-Residential Use*	0	0	0	0	0
Total Revenue	26,680	27,080	27,486	27,899	28,317
Expenses:					
Office Expenses and Phone	0	0	0	0	0
Real Estate Taxes	0	0	0	0	0
Advertising, Accounting, Legal Fees	0	0	0	0	0
Payroll, Payroll Taxes and Benefits	0	0	0	0	0
Property Insurance	1,346	1,373	1,400	1,428	1,457
Mtc, Repairs and Mtc Contracts	2,692	2,746	2,800	2,856	2,914
Utilities (gas/electric/fuel/water/sewer)	4,778	4,873	4,971	5,070	5,172
Property Mgmt	2,423	2,471	2,520	2,571	2,622
Operating Reserve Pmt	0	0	0	0	0
Replacement Reserve Pmt	1,346	1,373	1,400	1,428	1,457
Support Services	0	0	0	0	0
Other (List)					
Grounds	2,423	2,471	2,520	2,571	2,622
Pest Control	1,615	1,647	1,680	1,714	1,748
Total Operating Expenses	16,621	16,954	17,293	17,639	17,992
Net Operating Income	10,058	10,126	10,193	10,260	10,326
Debt Service:					
First Mortgage	8,642	8,642	8,642	8,642	8,642
Second Mortgage	0	0	0	0	0
Other (List)					
	0	0	0	0	0
	0	0	0	0	0
Total Debt Service	8,642	8,642	8,642	8,642	8,642
Total Annual Cash Expenses	25,263	25,596	25,935	26,280	26,633
Total Net Operating Income	1,417	1,485	1,552	1,618	1,684
Debt Service Reserve	0	0	0	0	0
Deferred Developer Fee	0	0	0	0	0
Cash Flow	1,417	1,485	1,552	1,618	1,684

Attachment B

APPLICANT

Common Wealth Development, Inc.

PROJECT

601 Baldwin St

FUNDING SOURCES

Source	Amount	Non-Amortizing (Y/N)	Rate (%)	Term (Years)	Amort. Period (Years)	Annual Debt Service
Permanent Loan-Lender Name:						
Not yet determined.	\$ 135,000	No	4%	5	25	8,641
Subordinate Loan-Lender Name:						
City of Madison - CDD Funds	\$ 210,000	y	0%		0	0
Tax Exempt Loan-Bond Issuer:						
AHP Loan						
City-AHF Deferred Loan						
City-AHF Interest/Cash Flow Loan						
City-TIF Loan						
Other-Specify Grantor:						
Tax Credit Equity						
Historic Tax Credit Equity						
Deferred Developer Fees						
Owner Investment	\$ 8,035					
Other-Specify:						
Total Sources	\$ 353,035					

Construction Financing			
Source of Funds	Amount	Rate	Term (monthly)
Construction Loan-Lender Name:			
	\$ -		
Bridge Loan-Lender Name:			
City of Madison - CDD	\$ 345,000	0%	12
Tax Credit Equity:			
Total	\$ 345,000		

Remarks Concerning Project Funding Sources:

APPLICANT:

Common Wealth Development, Inc.

PROJECT:

601 Baldwin St.

3. PROJECT EXPENSES

Enter the proposed project expenses

Acquisition Costs	Amount
Acquisition	345,000
Title Insurance and Recording	1,035
Appraisal	
Predvlpmnt/feasibility/market study	
Survey	
Marketing	
Relocation	
Other (List)	
	0
Construction:	
Construction Costs	
Demolition	
Soils/Site Preparation	
Construction Mgmt	
Construction Interest	
Permits; Print Plans/Specs	
Landscaping, Play Lots, Signage	
Other (List)	
Loan fees	1,000
Fees:	
Architect	
Engineering	
Accounting	
Legal	
Development Fee	
Leasing Fee	
Park Impact Fees	
Other (List)	
Real Estate taxes	
Project Contingency:	6,000
Furnishings:	0
Reserves Funded from Capital:	
Operating Reserve	0
Replacement Reserve	0
Maintenance Reserve	0
Vacancy Reserve	0
Lease Up Reserve	
Other: (List)	
	0
TOTAL COSTS:	353,035

Attachment C



Common Wealth Development, Inc.
Affirmative Marking Plan
7.2020

It is the policy of Common Wealth Development, Inc. (CWD) to effectively market its rental properties in accordance with the Federal Fair Housing and Equal Opportunity Laws they pertain to Affirmative Marketing . In order to accomplish this goal CWD will use the following procedures with respect to the marketing of its rental properties.

1. Outreach:

- a. Availability notices will be sent to a list of local organizations and service providers representing and aiding minority and low-income populations. These organizations include but are not limited to; Community Action Coalition, Salvation Army, Urban League, Tenant Resource Center, UNIDOS, YWCA, The Road Home and Tellurian.
- b. An interest list will be maintained through CWDs property management system, all interested persons will be contacted when a unit matching their requested unit, income, location and family size description is available.

2. Marketing:

- a. Vacancies will be posted in the window of CWD offices where applications are accepted, as well as on the CWD website and the local Housing Resource Vacancy list created by Housing Navigation Services.
- b. Vacancy notices can also be emailed directly to persons on waitlist and other interested parties.

3. Notification of Fair Housing Laws:

- a. The Equal Housing Opportunity slogan shall be used with all marketing/advertising literature as well as on the CWD website.
- b. Fair Housing Posters shall be displayed in English and Spanish in all CWD offices where applications are accepted and leases signed

4. Tracking & Documentation:

- a. The source of the applicant's knowledge of the vacancy will be tracked in the application and inquiry process that is monitored within CWDs property management software.
- b. Records of all adverting and notices shall be kept for no less than 36 months.

5. Policy Assessment:

- a. The Housing Operations Team shall review and update the AMP at least every 36 months, or



- as otherwise needed in order to ensure compliance with the applicable law and CWD guidelines, as may be amended from time to time (or any successors guidelines or directives)
- b. Any additional practices procedures not listed above but required by the HOME or City of Madison CDBG programs, will also be followed in compliance with program requirements.

Attachment D



Common Wealth
DEVELOPMENT

1501 WILLIAMSON STREET | MADISON WI 53703
608.256.3527 | WWW.CWD.ORG

Application Process & Screening Criteria
Effective: July 13th, 2020

Common Wealth Development, Inc.

Housing Application Process & Resident Screening Criteria

Application Process

1. All vacancies are first come, first serve.
2. When notified of a vacancy, interested party should contact the Housing Specialist for the property to schedule a showing.
3. After the showing, if the resident is interested in the apartment, we will provide an application to complete and submit. There is no application fee. Currently, applications are only available as hard copies and cannot be completed online.
4. Once the application is completed and submitted, the apartment will be held while Common Wealth Development processes the application and makes a determination.

Screening Criteria

Common Wealth Development acknowledges that housing is a basic need and human right. Common Wealth Development recognizes the systemic racism endemic in our criminal justice system and that this same system has a disproportionate and detrimental impact on people of color. We are continuously looking for ways to improve our screening criteria to be as inclusive as is possible under local, state and federal regulatory standards. We review our screening criteria every 36 months.

1. Income Requirements

- a. Minimum of 1.5x rent in gross monthly income is required
 - i. Minimum of 1.5x rent in gross monthly income is required. Requirement will be waived in cases where:
 - a. Applicant has a co-signor with 3x rent in gross monthly income
 - b. Has a representative payee
 - c. Has a housing subsidy
 - d. Is enrolled in housing programming that provides rental subsidy and case management services
 - e. Applicant has demonstrated ability to pay rent-to-income ratio less than 1.5x for past 6 months
- b. Gross annual income cannot exceed the current income limit for the unit applied for



- c. Subsidies and benefits can be included in household income

2. Credit Score

- a. **Common Wealth Development does not require a minimum credit score**
- b. Credit reports are a “soft” pull and only pulled after all other verifications are completed
- c. No credit is good credit
- d. No more than 5 accounts reported to collections in past 12 months. Requirement will be waived in cases where:
 - i. Items in collections are student loans or medical bills
 - ii. Applicant has a co-signor with 3x rent in gross monthly income
 - iii. Applicant as a representative payee
 - iv. Applicant has a housing subsidy
 - v. Applicant is enrolled in housing programming that provides rental subsidy and case management services
- e. No outstanding local utility bills. Requirement will be waived in cases where:
 - i. Applicant is in active payment plan
 - 1. All utilities are included with unit
- f. No outstanding civil judgements for rent owed to past landlords. This requirement may be waived in cases where:
 - i. Applicant can provide 3rd party documentation that proves good cause for inability to pay rent. Good causes might include:
 - 1. Termination of employment
 - 2. Furloughs, layoffs or severe reduction in hours
 - 3. Health crises
 - 4. Unanticipated change in household
 - 5. Survivors of domestic abuse, stalking, or dating violence
 - a. Landlord negligence or retaliation
 - ii. Applicant is in active payment plan with past landlord(s)

3. Housing History

- a. 2 years of housing history are required. If housing history has been sporadic or unconventional, Common Wealth will work with the applicant to construct a timeline as best as we are able.
- b. Evictions are not an automatic denial, however, if past money is owed, there must be proof of an active payment arrangement. Evictions granted as a result of damage to property, unauthorized occupants, drug related or other illegal activity are grounds for automatic denial.
- c. Listed history must be verified as accurate. Providing false/misleading information is an automatic denial.
- d. History of damage beyond normal wear and tear, unauthorized occupancy, drug



related issues, excessive noise complaints, unauthorized pets are all grounds for automatic denial.

- e. If the applicant has been a homeowner, this would be considered a good reference so long as the property did not go into foreclosure.
- f. No evictions for non-payment of rent in past 12 months. This requirement will be waived in cases where:
 - i. Stipulated agreement was fulfilled
 - ii. Applicant is in active payment plan with past landlord(s)
 - iii. Applicant can provide 3rd party documentation that proves good cause for inability to pay rent. Good causes might include:
 - 1. Termination of employment
 - 2. Furloughs, layoffs, or severe reduction in hours
 - 3. Health crises
 - 4. Unanticipated change in household
 - 5. Survivors of domestic abuse, stalking, or dating violence
 - 6. Landlord negligence or retaliation
 - iv. Applicant is in active payment plan with past landlord(s)
- g. No evictions for behavioral issues that present acute and imminent danger to other residents or property including acts of violence, drug manufacturing or distribution, or severe damage to property. This requirement will be waived in cases where:
 - i. Applicant is enrolled in housing programming that provides rental subsidy and case management services.
 - ii. Eviction(s) were the result of domestic abuses, stalking, or dating violence

Conviction Record

- 4. Common Wealth's screening criteria for applicants with a conviction record is as follows:
 - a. Common Wealth reviews the past two (2) years of a criminal conviction history⁶
 - b. Common Wealth does not deny for 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 controlled substance that is



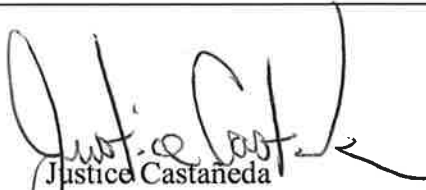
prescribed by a physician for the use of by a disabled person, as defined in s. 100.264(1)(a), and manufactured by, used, by or in the possession of the disabled person or in the possession of the disabled person's personal care worker or other caregiver. (iii) Common Wealth does not accept sex offenders at this time.

- c. Restrictions applied due to criminal convictions (with the exception of sex offenses) may be waived in cases where:
- Parole or probation officer verifies 6 months compliance
 - Applicant is actively engaged in behavioral health services
 - Applicant is enrolled in wraparound case management services
 - Applicant completed vocational or educational training during incarceration
 - Applicant is enrolled in housing programming that offers case management
 - Applicant is actively working in STEP for at least the prior 6 months, or
 - Referral and letter of recommendation from Common Wealth's Adult Workforce Development Manager

Notes:

- If there are two applicants applying, one person's good credit would outweigh the bad.
- Credit is pulled after housing and criminal records are verified. If applicant does not meet criteria of one of the two criteria, credit will not be run and applicant is denied.
- Co-signers are not accepted for applicants denied due to criminal background and / or applicants who do not meet the criteria of two or more categories.
- Co-singers are not accepted for housing denied due to behavior issues.
- Section 8 is considered a co-signer if one is needed for purposes of credit and/or income only.
- Criminal background checks will be run at every recertifying year, convictions received during tenancy are grounds for non-renewal.

Please ensure applicants meet screening criteria to the best of your knowledge before referral.


Justice Castañeda
Executive Director
Common Wealth Development, Inc.