

**Dane County – Department of Human Services
Division of Housing Access & Affordability
Dane County Affordable Housing Development Fund 2021**

The Heights Apartments



**Due Date:
August 4, 2021**

**Prepared by:
Mark Hammond
MSP Real Estate, Inc.
1295 Northland Drive, Suite 270
Mendota Heights, MN 55120
612-868-9997**



August 4, 2021

Jenna Wuthrich
Dane County – Department of Human Services
Division of Housing Access & Affordability
210 Martin Luther King Jr Blvd
Madison, WI 53703

RE: Dane County Affordable Housing Development Fund (AHDF) 2021

Dear Jenna,

MSP Real Estate Inc. is pleased to present our application for Dane County's 2021 Affordable Housing Development Fund for our affordable housing development, The Heights Apartments. The Heights Apartments will be located at 2208 University Avenue in Madison, WI. The University Avenue location assists the objectives of Dane County and the City of Madison through a wider dispersion of affordable housing as the subject location is in perhaps the most underserved area of the City of Madison for affordable housing, the well-established Regent Neighborhood that has strong connections to public transit, jobs, and education along with various other services and amenities. The Heights Apartments received an allocation of WHEDA Low-Income Housing Tax Credits (LIHTC) in May of 2021 so this eliminates the risk of the County allocating finite funding resources to a project that does not ultimately receive tax credits. The Dane County Affordable Housing Development Funds are a final and critical funding source needed to make this project feasible. If The Heights Apartments is awarded Dane County Affordable Housing Development Funds, this project will break ground in early 2022 with units delivered in 2023.

This proposal will provide a 79-unit family building with a combination of 62 affordable units and 17 market rate units. Sixteen (16) of the affordable units will further be set aside for individuals/families at the 30% CMI rent and income levels.

Our proposal at 2208 University Avenue offers the following additional AHDF 2021 preferences:

- Project commitment to 40 years of affordability.
- Range of one-bedroom, two bedroom, and three-bedroom units spread across income levels will be offered to serve the varying needs of individuals/families. The unit mix includes 16 three-bedroom units, 12 of which are affordable units.
- Integrated supportive services will be provided through the Salvation Army and the Dane County Veterans Service Office.
- Working with the Dane County Homeless Services Consortium (HSC) to fill all 16 of our 30% CMI set-aside units.
- Neighborhood enhancing first floor commercial tenant, Anesis Therapy, a black-owned mental health outpatient clinic.
- Located in a well-established neighborhood and in close proximity to jobs, transit, schools, and other key amenities.

- Located more than 0.5 miles from any point indicated on the map in Attachment A (with the exception of the project itself – W25).
- Generous tenant screening criteria.
- Incorporating the Denial Process and eight (8) of the Fair Tenant Selection Criteria.
- Incorporating the Tenancy Addendum.
- Leveraging the use of all available resources by already having previously secured WHEDA tax credits, applying for City of Madison and Dane County Affordable Housing Funds, applying for Chicago FHLB funding, and deferment of the maximum feasible amount of developer fee.

We are a long-term owner with a proven ability to secure the necessary sources of funding along with the construction expertise to manage complicated projects across the finish line that continue to add to our 32-year history of exceptional affordable housing developments in the communities in which we work.

We look forward to working with Dane County staff to bring this project to fruition.

Sincerely,

Mark Hammond

Mark Hammond
Vice President of Development

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- 3 & 4. Signed letter from designated property management partner that acknowledges their understanding of any selected tenancy selection criteria and any lease addendum items the developer is agreeing to in their project application.
5. Certification of registration for any selected green energies/sustainability certification – N/A
6. Signed letter(s) from designated supportive services partner(s) confirming the details in the application's supportive services plan.
 - a. The Salvation Army of Dane County
 - b. Dane County Veterans Service Office

1a. Application Form

DANE COUNTY APPLICATION FOR 2021 AFFORDABLE HOUSING DEVELOPMENT FUND

This application should be used for project seeking Dane County AHDF funds. Applications must be submitted electronically to DCDHS Division of Housing Access by **noon on August 4, 2021**. Upload application materials to the [Dane County AHDF Dropbox](#).

APPLICATION SUMMARY

ORGANIZATION NAME	MSP Real Estate, Inc.	
MAILING ADDRESS If P.O. Box, include Street Address on second line	1295 Northland Drive, Suite 270 Mendota Heights, MN 55120	
TELEPHONE	952-351-4540	LEGAL STATUS
FAX NUMBER	952-935-7202	<input type="checkbox"/> Private, Non-Profit
NAME CHIEF ADMIN/ CONTACT	Mark Hammond	<input checked="" type="checkbox"/> Private, For Profit
INTERNET WEBSITE (if applicable)	https://msprealestateinc.com/	<input type="checkbox"/> Other: LLC, LLP, Sole Proprietor
E-MAIL ADDRESS	mhammond@msphousing.com	Federal EIN: <u>41-1630478</u>
		DUNS Number: 60-670-9434

PROJECT NAME: Please list the project for which you are applying.

PROJECT NAME	PROJECT CONTACT PERSON	PHONE NUMBER	E-MAIL
The Heights Apartments	Mark Hammond	612-868-9997	mhammond@msphousing.com

FUNDS REQUESTED: Please list the amount and source of funding for which you are applying.

TOTAL PROJECT COST	AMOUNT OF AHDF FUNDS REQUESTES	PERCENT OF AHDF FUNDS TO TOTAL PROJECT COST
\$23,597,036	\$1,440,000	6.1%



Signature of Chief Elected Official/Organization Head

Mark Hammond

Vice President of Development
Title

8/3/2021

Printed Name

Date

PROJECT DESCRIPTION

- A. **PROJECT NAME AND LOCATION:** Indicate the name, address, and census tract where the project will be located. Attach maps to the application indicating the location of the proposed project.

Project Name:	The Heights Apartments
Project Address:	2208 University Avenue
City, State, Zip:	Madison, WI 53726
Parcel Number:	070922205020
Census Tract:	9.02

- B. **JURISDICTION:** Indicate the name of the jurisdiction where the project will be located, i.e., City, Town, or Village. Is the jurisdiction supportive of the project? Describe any meetings that have been held with municipal staff, applicable municipal committees, and neighborhood/community groups.

The Heights Apartments will be located in one of the most underserved neighborhoods for affordable housing within the City of Madison, the well-established Regent Neighborhood in Aldermanic District 5. The neighborhood has been supportive of The Heights in bringing an affordable housing development to this great location in Madison well-served by transit and in close proximity to amenities/services.

MSP has participated in meetings with the City's Planning and Zoning staff as well as presented to the City's Development Assistance Team (DAT) regarding The Heights. Staff comments were generally related to building height, setbacks, usable open space, parking, and activation along the street. We addressed all comments in our subsequent land use application for our conditional use permits.

We also met with the Alder at the time of land use application, Alder Bidar, who was very supportive of the development. She encouraged us to ensure that we remain consistent with the neighborhood plan - particularly as it related to maximum recommended building height at six stories as well as the building being stepped back after the third floor. Alder Bidar encouraged us to be thoughtful in how we engage at street level along University Avenue, which we did with our commercial space and built-in planters. A new Alder, Regina Vidaver, was elected this spring. Alder Vidaver is extremely excited about this potential project and has pledged her full support moving forward. She had no concerns other than ensuring that this development comes to fruition.

We conducted two neighborhood meetings. At both meetings, the vast majority of neighbor comments were supportive of the development. Neighbors were appreciative of the proposed project's conformance with various aspects of the University Avenue Corridor Plan. Concerns were generally consistent with the Alder's concerns regarding the building height and street activation along University Avenue. Several neighbors encouraged additional focus on energy efficiency. At least one neighbor raised concerns regarding parking. We addressed all comments in our land use application, including building height, setbacks, parking, and street activation.

- C. **ZONING:** Provide the current zoning classifications of the site and describe any changes in zoning, variances, special or conditional use permits, or other items that are needed to develop this proposal. Indicate if the project is consistent with any local comprehensive plans.

The subject property is zoned Commercial Corridor-Transitional (CC-T) and is zoned appropriately to accommodate the proposed project with 79 units of multi-family housing and an approximately

750 sf commercial space on the ground floor. The project has also already received conditional use approval. A demolition permit and building permit will need to be obtained prior to construction.

During the process of receiving conditional use approval, the project was found to be consistent with all relevant adopted plans. Several key points of alignment are illustrated below.

The City of Madison Comprehensive Plan (adopted 2018) emphasizes the need for Madison to have a range of quality affordable housing located throughout the City. Feedback from the community also addresses this high need for quality affordable housing, especially for developments located near amenities and transit to allow residents to save on transportation costs and have greater opportunities for jobs. The plan encourages integrating affordable housing into neighborhoods for greater support and chances of success. The plan also states "Integration of affordable housing into mixed-use areas is encouraged, especially along major transit corridors. Multifamily residential within the mixed-use category should contain a mixture of unit sizes, including three bedroom (or larger) units" (Page 22). On the Generalized Future Land Use Map, the site is identified as High Residential (HR) for predominantly larger and taller multi-family buildings 4-12 stories.

The Heights Apartments is consistent with the above feedback and recommendations from the community included in the Comprehensive Plan and Generalized Future Land Use Map. Located on University Avenue, this six-story affordable housing development would take advantage of a prominent transit corridor within the City. As such, the site has great access to area amenities and transit. The Heights also incorporates a mixed-use element with commercial space on the first floor and will offer a range of unit sizes from one to three bedrooms to provide opportunities for individuals/families in the community with varying needs. The surrounding community is a well-established neighborhood, the Regent Neighborhood, that will provide additional support for the development's success.

Throughout the design process, we have also taken the University Avenue Corridor Plan into close consideration. The plan's future land use map recognizes this area as neighborhood mixed-use (NMU) with three stories fronting University Avenue and a step back up to six stories. This area is recommended for mixed-use or purely residential with first floor neighborhood serving commercial spaces recommended in mixed-use buildings. High density residential up to 104 units/acre is recommended. The desired characteristics of the Corridor's vision statement include "mixed-use development, building design that emphasizes human scale, sustainable practices, and a range of housing types for students and long-term residents" (Page 27). The plan also specifically calls out this site for mixed-use redevelopment, "At the corner of Walnut Street and University Avenue, a gas station, car wash, and auto repair shop have been fixtures of the neighborhood for decades. These auto-oriented businesses are welcome in the neighborhood; however, if they should close, this intersection would be a prime site for mixed-use development with neighborhood-oriented businesses situated on the street level" (Page 12).

The Heights Apartments incorporates this guidance in the plan with a step back after three stories up to six stories and a neighborhood serving commercial space on the first floor (planned to be operated by black-owned mental health provider Anesis Therapy) to maintain a human-scale and create a walkable/pedestrian friendly feel at the street level. Neighborhood comments included an emphasis on sustainable and green practices. We will be receiving Wisconsin Green Built certification and working with Focus on Energy to determine energy efficient and green features that may be feasible for the development. The Heights also incorporates social sustainability (Page 28) through providing affordable housing units in close proximity to area resources. The development will provide quality affordable housing opportunities for community members in all stages of life.

D. PROJECT DESCRIPTION: Provide a detailed description of the project.

The Heights Apartments as proposed is a 79-unit family project that contains 62 units (78.5%) of affordable housing at or below 60% CMI with a commitment to 40 years of affordability. Sixteen (16) of these affordable units will be further segmented for individuals and families at the 30% CMI limit. Supportive services will be integrated with The Salvation Army of Dane County and Dane County Veterans Service Office for these 30% CMI units. A mix of one, two, and three-bedroom units spread across income levels will be offered in order to serve the varying needs of individuals and families in the community. This includes 16 three-bedroom units (20.3% of total units), 12 of which are affordable units. Unit sizes range from roughly 630 sf for one-bedrooms to 1,300 sf for three-bedrooms. The building will consist of two levels of underground parking and six stories above grade with a step back after three stories along University Avenue in alignment with the University Avenue Corridor Plan. There will also be a roughly 750 sf commercial space on the ground floor.

This new construction project will be located on an infill site at 2208 University Avenue, Madison, WI within a "Preferred Area" on the City of Madison AHF targeted area map. As such, the project location along University Avenue is in close proximity to many services/amenities, employment, education, and transit. The project is also located more than 1/2 mile of any point indicated on the Attachment A map of the Dane County AHDF 2021 Guidelines (other than the project itself). It is important to note that this exact project is shown on the Attachment A map as W25. Nothing is currently built at the site and this is not a subsequent phase of an existing project. The Heights was awarded WHEDA Low Income Housing Tax Credits (LIHTC) in May 2021 and we would aim to start construction early 2022.

The Heights Apartments will provide much needed affordable workforce housing to the Regent Neighborhood in Madison, WI. Based on the market study conducted for the project, the Regent Neighborhood does not currently have a subsidized or affordable family rental housing development. Beyond the Regent Neighborhood itself, the market study indicated that there is not a subsidized or affordable family rental housing development within 1.25 miles of the proposed project site. The Heights Apartments will contribute to the County's and City's goals of distributing affordable housing in locations well served by services/amenities and access to transit.

E. TARGETED POPULATIONS: Will the project serve any of the listed targeted populations? How many units will be targeted to designated populations?

The Heights Apartments will include 16 (20.3%) Integrated Supportive Housing units at the 30% CMI income & rent level.

Sixteen (16) units at the 30% CMI will have integrated supportive services provided by outside agencies with case management services available.

- 6-10 units for homeless/risk of homeless and/or individuals with disabilities (Salvation Army of Dane County)
- 6-10 units for Veterans and/or individuals with disabilities and/or experiencing homelessness (Dane County Veterans Service Office)

Collaborative referral based supportive service partnerships will be established with the following non-profit agencies: The Salvation Army of Dane County and Dane County Veterans Service Office. We have a support letter from The Salvation Army (attached as exhibit 6a) and a signed MOU with Dane County Veterans Service Office (attached as exhibit 6b) for The Heights.

In targeting these units to the designated populations, MSP Property Management (MSPPM) will reach out to supportive service partners when it begins its marketing outreach. As part of this initial outreach, MSPPM will provide marketing materials for the project and request referrals for our 30% set aside units at The Heights Apartments. The supportive service partners will also provide marketing materials to MSPPM. MSPPM will endeavor to make existing and prospective

residents aware of services and resources available by provision of a tenant resource area within the common area of the development.

As vacancies arise for the supportive units throughout the duration of the project, MSPPM will continue to reach out to the supportive service partners for referrals. MSPPM will also work with the supportive service partners, their contracted service providers, and tenants to address any issues that may arise that could affect tenant's success in maintaining tenancy.

Future residents that we anticipate receiving supportive services at The Heights Apartments are Veterans, individuals with disabilities, and Homeless/Nearly Homeless Individuals/Families that meet Federal Poverty Guidelines. This doesn't preclude however other supportive agencies interfacing with the residents of The Heights Apartments.

Yes	No	
<input checked="" type="checkbox"/>	<input 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 type="checkbox"/>	<input checked="" type="checkbox"/>	Individuals who are elderly
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Individuals with disabilities

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

G. **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
11/01/2021	Bid Package Released
12/01/2021	Complete Equity & Debt Financing
12/31/2021	Bids Awarded
12/31/2021	Aquisition/Real Estate Closing
02/01/2022	New Construction Start
02/01/2023	Begin Lease-Up/Marketing
08/01/2023	New Construction Completion
08/01/2023	Certificate of Occupancy Obtained

01/31/2024	Complete Lease-Up

H. **UNITS** In the space below, please list each site (street address) and building where the work will be undertaken. For each address list the number of each units by size, income category, etc. Use additional pages as needed.

ADDRESS #1:	2208 University Avenue, Madison, WI 53726										
	# of Bedrooms						Projected Monthly Unit, including Utilities				
% of County Median Income (CMI)	Total # of Units	# of Studios	# of 1 BRs	# of 2 BRs	# of 3 BRs	# of 4+ BRs	\$ Rent for Studios	\$ Rent for 1 BRs	\$ Rent for 2 BRs	\$ Rent for 3 BRs	\$ Rent for 4+ BRs
≤30%	16		10	3	3			580	696	804	
40%											
50%	32		23	2	7			966	1160	1340	
60%	14		6	6	2			1160	1392	1608	
Affordable Sub-total	62		39	11	12						
80%											
Market	17		2	11	4			1195	1740-1790	2040	
Total Units	79		41	22	16		Notes:				

*40% = 31 to 40% CMI, 50%=41%-50% CMI, 60%=51-60% CMI, 80%=61-80% CMI, Market = ≥81%

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

*40% = 31 to 40% CMI, 50%=41%-50% CMI, 60%=51-60% CMI, 80%=61-80% CMI, Market = ≥81%

I. **SITE AMENITIES:** Check all that apply.

<input type="checkbox"/>	Community Building, square feet:
<input checked="" type="checkbox"/>	Community Room, square feet: 750
<input type="checkbox"/>	Garages, number: _____ and monthly rent: _____
<input type="checkbox"/>	Surface parking, number: _____ and monthly rent: _____
<input checked="" type="checkbox"/>	Underground parking, number 77 and monthly rent: \$85

J. **OTHER SITE AMENITIES:** In the following space, describe the other site amenities for tenants and/or their guests.

Outdoor common amenities include private balconies/patios for each unit, a generous outdoor community room patio with views of the lake and capitol, and a tot lot.

Indoor common amenities include a penthouse community room, fitness center, tenant storage, underground parking, and an onsite-property manager that will have a leasing office to assist residents at the property. There will be no smoking in the building.

Unit amenities will feature vinyl plank flooring in the kitchen and living room with carpet in the bedrooms. Each unit will have its own washer and dryer at no additional charge. All units will include granite countertops and a stainless steel refrigerator, dishwasher, range, and microwave. The building will offer free basic internet connection to all residents.

A commercial unit will also be located on the ground floor. MSP Real Estate has a signed MOU with Anesis Therapy, a black-owned mental health outpatient clinic, to lease the approximately 750 sf commercial space. Anesis Therapy's mission is "Helping people navigate the mental health and wellness aspects of their life in a way that honors culture, family, community, and faith." Services offered include mental health, substance abuse, and case management services to individuals, couples, families, children, and adolescents. Anesis Therapy also has a diverse staff that specializes in many areas and can offer services in English, Spanish, and Hmong. Fees charged for services provided in the facility will be affordable to persons at or below the 60% income level with a sliding scale fee schedule, which has fees starting at \$5 per visit for the lowest income residents.

LOCATION

- K. **NEIGHBORHOOD AMENITIES:** Describe the neighborhood in which the project will be located noting access to social, recreational, educational, commercial, and health facilities and services and other municipal facilities and services.

The Heights Apartments will be located in a high-income and highly educated neighborhood in Madison, the Regent Neighborhood. With its location along the main corridor of University Avenue/Campus Drive, the site is well-served by transit and is located in close proximity to many services/amenities as can be seen in the below chart.

Schools assigned to the address of the site include Franklin Elementary, Randall Elementary, Hamilton Middle, and West High. To get to school, students can walk a short distance to Randall Elementary & West High or get on a bus stop within a block of the site for Franklin Elementary and within 0.4 mi for Hamilton Middle. Several childcare centers are located within a mile of the site. For adults continuing education, the site is located just off of the UW Campus offering various continuing education options. The Madison Public Library - Monroe Street is located within 0.65 mi of the site as well.

The VA Hospital and UW Hospital are both located within 0.5 mi of the site along with their related pharmacies. Having the VA Hospital in such close proximity to the site will be a great resource for future Veteran tenants as well as the VA kids center.

As can be seen below, several grocery stores and retail are located within 1.5 mi of the site. This allows residents to shop for everyday needs and services as well as provides additional employment opportunities for residents. For recreational purposes, there are several parks and community centers within 1 mi of the site.

Transit routes will offer residents easy and quick access to transportation in all directions of the City, allowing residents to easily navigate to employment opportunities, services, and amenities, especially if they do not have their own personal vehicle. Bus routes 2, 10, 48, and 82 run directly in front of the site for easy access. Routes 2 & 82 provide both weekday and weekend service, while routes 48 & 10 only provide weekday service. However, there are also other transit stops located within 0.5 mi that residents can utilize just a short walk away. These routes include 6, 11, 44, 80, 8, 12, 15, 70, and 72.

In addition, this site is a "Biker's Paradise" with a Bike Score of 94. The Southwest Commuter Bike Path is located just 0.52 miles south of the site for resident use along with the bike routes throughout the streets. A bike lane runs right in front of the property on University Avenue and a bike boulevard runs along Kendall Avenue, just one street south of the development. Bike parking will be provided on site per City requirements. With a Walk Score of 78, the project location is "Very Walkable" with many amenities and services located within walking distance of the site.

As can be seen from the list of amenities below, many amenities and services are located within 1 mile of the site. The project will also be providing underground parking, but with this location the residents will have a choice of which method they prefer to get around the City of Madison and won't have to rely on a vehicle for a majority of their daily errands in they choose so.

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

Type of Amenities & Services	Name of Facility	Distance from Site
Full Service Grocery Store	Regent Market Co-Op	0.33
	Trader Joe's	0.64
	Lee's Oriental	0.95
	Whole Foods	0.99
	Pick n' Save	1.27
	Fresh Madison Market	1.36
	Asian Midway Foods	1.37
	Metcalfe's Market	1.42
Public Elementary School	Target	1.48
	Randall Elementary School	0.45
	Shorewood Hills Elementary School	1.00
	Midvale Elementary School	1.65
	Van Hise Elementary School	1.78
Public Middle School	Thoreau Elementary School	2.04
	Franklin Elementary School	2.21
	Hamilton Middle School	1.80
	James C. Wright Middle School	2.05
Public High School	Cherokee Heights Middle School	2.46
	Spring Harbor Middle School	2.47
	Madison West High School	0.29

Job-Training Facility, Community College, or Continuing Education Programs	UW Engineering	0.56
	UW College of Agricultural & Life Sciences	0.72
	Edgewood College	0.98
	UW Continuing Studies	1.27
	UW Student Job Center	1.30
Childcare	VA Kids Center	0.47
	University Avenue Discovery Center	0.53
	Preschool	
	Meeting House Nursery School	0.58
	Lodgic Kids Camp - Madison	0.65
	Creando Preschool	0.67
Public Library	Jungle Daycare & Bilingual Preschool	1.25
	Madison Public Library - Monroe Street	0.65
Neighborhood or Community Center	Madison Public Library - Sequoya	1.83
	Madison Public Library - Central	1.88
	Madison School & Community Recreation	0.81
Full Service Medical Clinic or Hospital	Shorewood Hills Community Center	0.83
	Neighborhood House Community Center	1.13
	VA Hospital	0.29
	UW Hospital	0.43
Pharmacy	Meriter Hospital	1.24
	Wingra Family Medical Center	1.80
	SSM Health	1.90
	UW Health Pharmacy	0.43
	Neuhauser Pharmacy	0.67
Public Park or Hiking/Biking Trails	Meriter Outpatient Pharmacy	1.26
	Walgreens	1.30
	Olive Jones Park	0.44
	Stevens Street Park	0.53
	Hillington Green Park	0.66
	Post Farm Park	0.86
	Quarry Park	0.93
	Hoyt Park	0.94
Vilas Park	1.00	
Banking	Associated Bank - 1603 Monroe Branch	0.68
	UW Credit Union - Monroe St. Branch	0.75
	Summit Credit Union - Shorewood Hills	0.98
	Landmark Credit Union - Madison Branch	1.04
	U.S. Bank - University Square Branch	1.30
	U.S. Bank - Hilldale Branch	1.33
	UW Credit Union - University Ave Branch	1.37
	Old National Bank - 302 N Midvale Blvd	1.38
	UW Credit Union - State St. Branch	1.40

	Summit Credit Union - City Station	1.48
	Park Bank - Hilldale	1.50
Retail	Monroe Street	0.67
	University Station Shopping Mall	0.70
	Shorewood Shopping Center	0.85
	Hilldale Shopping Center	1.37
	State Street	1.38
	Midvale Plaza Shopping Center	1.80
Other (list the amenities)	Lakeshore Path	0.40
	Southwest Commuter Bike Path	0.52

L. **TRANSPORTATION:** Identify the travel time and cost via public transportation or public automobile from the neighborhood to places of employment providing a range of jobs for lower-income workers.

As seen in the above list of amenities, the project is located within 1.5 mi of many retail centers and grocery stores that offer employment opportunities. The project is also located within close proximity to the UW campus (8 minute walk, 2 minute bike, 2 minute drive), UW Hospital (11 minute walk, 5 minute bike, 7 minute bus, 3 minute drive), and VA Hospital (9 minute walk, 4 minute bike, 7 minute bus, 3 minute drive) that are large employers with jobs needed at every level. Being in such close proximity to these employment opportunities, along with many others, will allow residents to choose their method of getting to and from work and help manage transportation costs.

Transit routes will offer residents easy and quick access to transportation in all directions of the City, allowing residents to easily navigate to employment opportunities, services, and amenities, especially if they do not have their own personal vehicle. Bus routes 2, 10, 48, and 82 run directly in front of the site for easy access. Routes 2 & 82 provide both weekday and weekend service, while routes 48 & 10 only provide weekday service. However, there are also other transit stops located within 0.5 mi that residents can utilize just a short walk away. These routes include 6, 11, 44, 80, 8, 12, 15, 70, and 72. Routes 80-84 are free bus routes. All other individual fares are \$2.00/adult, \$1.25/youth and \$1.00/senior or disabled. Children under the age of 5 with a chaperone are free. Thirty-one (31) day passes are also offered at \$65/adult or youth, \$32.50/senior or disabled, and \$28/low-income. Qualified Veterans are also eligible for free monthly bus passes through the Dane County Veterans Service Office.

In addition, this site is a "Biker's Paradise" with a Bike Score of 94. The Southwest Commuter Bike Path is located just 0.52 miles south of the site for resident use along with the bike routes throughout the streets. A bike lane runs right in front on the property on University Avenue and a bike boulevard runs along Kendall Avenue, just one street south of the development. Bike parking will be provided on site per City requirements. With a Walk Score of 78, the project location is "Very Walkable" with many amenities and services located within walking distance of the site.

As can be seen from the list of amenities above, many amenities and services are located within 1 mile of the site. The project will also be providing underground parking, but with this location the residents will have a choice of which method they prefer to get around the City of Madison and won't have to rely on a vehicle for a majority of their daily errands in they choose so.

PROJECT APPROACH

M. **PARTNERHIPS:** In the space below, provide information on any partnerships that have been or will be formed in order to ensure the success of the project.

Collaborative referral based supportive service partnerships will be established with The Salvation Army of Dane County and Dane County Veterans Service Office.

1. The Salvation Army of Dane County (weekly on-site intensive case management will be provided for all referrals by the Salvation Army, Support Letter attached as exhibit 6a): The Salvation Army will refer individuals and families that it provides assistance to under programs called Dane County Assists With New Starts (DAWNS) and RISE. Individuals and families transitioning from homelessness to housing can be offered a rapid rehousing package through the DAWNS and RISE programs. This rapid rehousing package consists of weekly case management sessions, security deposit, and first month's rental assistance for the DAWNS program and up to a years' rental assistance in the RISE program. Additional rental assistance may be granted on an individual case by case basis. Case management support can last up to two years and will be provided at the resident's apartment or Salvation Army offices. The Salvation Army will extend its monetary rental resources and caseworker support under the DAWNS and RISE programs to individuals/families that it refers to live at The Heights Apartments.

2. Dane County Veterans Service Office (referral, Executed MOU attached as exhibit 6b): This is the County agency responsible for assisting veterans in accessing benefits and referring them to resources in the community, including affordable housing. Therefore, MSP Property Management marketing and outreach efforts for veterans will be coordinated with the Dane County Veterans Service Office. The Dane County Veterans Service Office assists Veterans who may need supportive services and are eligible for veteran specific services to identify where to obtain those services from a range of providers who are primarily funded by the U.S. Department of Veterans Affairs. MSP Property Management will establish a working relationship with the Dane County Veterans Service Office locally and will work with them and their contracted service providers and tenants to address any issues that may arise that could affect their success in maintaining their tenancy.

In addition to the two supportive service partnerships above, MSP Real Estate has a signed MOU with Anesis Therapy, a black-owned mental health outpatient clinic, to lease the approximately 750 sf commercial space on the ground floor. Anesis Therapy's mission is "Helping people navigate the mental health and wellness aspects of their life in a way that honors culture, family, community, and faith." Services offered include mental health, substance abuse, and case management services to individuals, couples, families, children, and adolescents. Anesis Therapy also has a diverse staff that specializes in many areas and can offer services in English, Spanish, and Hmong. Fees charged for services provided in the facility will be affordable to persons at or below the 60% income level with a sliding scale fee schedule, which has fees starting at \$5 per visit for the lowest income residents.

N. **PARTNERHING TO END HOMELESSNESS:** In the space below, indicate the project's willingness to partner with the Homeless Services Consortium and its housing placement system to end

homelessness for individuals and /or families on the community by-name list. 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.

We will work with the Homeless Services Consortium to fill all sixteen (16) of our 30% set aside units as follows:

The project will partner with the Homeless Services Consortium on a minimum of 6 units and up to 10 units set aside for The Salvation Army of Dane County. These 6-10 units will be set aside for direct referral by the Salvation Army of Dane County through the DAWNS and RISE programs. Individuals and families transitioning from homelessness to housing can be offered a rapid rehousing package through the DAWNS and RISE programs. These referrals will come from the community by-name list that is managed by the Coordinated Entry Systems Manager of the Homeless Services Consortium of Dane County.

For the remaining 6-10 units at the 30% set-a-side, we will work to identify individuals and families meeting multiple preferences to the extent feasible. For example, we will work with Coordinated Entry Systems Manager of the HSC along with our referral partners to identify individuals and/or families on the community by-name list that meet the project's other preferences (including individuals with disabilities, homeless/nearly homeless, and veterans) to fill the project's remaining 30% units.

If our identified ranges of supportive service units (30% units) are not filled with the targeted supportive housing populations specified, MSP will additionally go above and beyond these requirements by working with other agencies and organizations to identify individuals and families from the community wide priority list for at least a portion of the remaining available units if required to fill those supportive units.

In addition, the project aims to forward the goal of ending homelessness by offering 16 units at the 30% CMI rent and income level with integrated supportive services through the Salvation Army of Dane County and the Dane County Veterans Service Office. The project will also apply a majority of the Fair Tenant Selection Criteria below along with applying the Denial Process and Tenancy Addendum listed below.

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
62 Affordable Units 79 Total Units	16 Units 16 Units	26% 20%
<p>**Since funding is tied to affordable units only, and all of our affordable units are at 60% or lower, it would be unfair to penalize this project for having more than the typical % of market rate units. Indeed, the higher %</p>		

of market rate units helps enhance the social and economic benefits of having affordable housing units integrated with market rate units while at the same time being located in a highly educated and high-income neighborhood.		
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- O. **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	
<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 type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input 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.)
<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.

Will the project incorporate the denial process detailed below?

Yes	No
<input checked="" type="checkbox"/>	<input 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.
7.	A written decision on the application shall be provided to the applicant within ten working days after the in-person appeal meeting.

P. **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"/>

a.	Security Deposits. The amount of a security deposit shall not be more than one month's rent.
b.	Late Fees and Other Fees. 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.
c.	Rights of Youth to Access Common Spaces. 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.
d.	Good Cause for Termination. 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.
e.	<p>Reasonable Guest Rules. 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>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>(1) A notice of the ban is issued to the tenant stating the:</p> <p>(a) name of the person banned,</p> <p>(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>(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>(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 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>
<p>f.</p>	<p>Parking Policies. 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>

Q. SUPPORTIVE SERVICES PLAN: Provide a detailed description of how supportive services will be secured for project tenants. Use the table below to provide details of how supportive services will be provided to tenants. The plan should note any differences between services targeted to units with the HSC preference and services that will be available building-wide. Attach a letter from the identified partner(s) confirming the details of the plan.

Name of Supportive Services Partner, and number of staff dedicated to project:	
Scope of Services provided to tenants and approaches supportive service partner will use to address needs of tenant population:	<p>The Heights Apartments will include 16 (20.3%) Integrated Supportive Housing units at the 30% CMI income & rent level.</p> <p>Sixteen (16) units at the 30% CMI will have integrated supportive services provided by outside agencies with case management services available.</p> <ul style="list-style-type: none"> - 6-10 units for homeless/risk of homeless and/or individuals with disabilities (Salvation Army of Dane County). - 6-10 units for Veterans and/or individuals with disabilities and/or experiencing homelessness (Dane County Veterans Service Office). - We will work with the Homeless Services Consortium (HSC) to fill all sixteen (16) of our 30% set aside units as mentioned above in Question N. <p>The Salvation Army of Dane County - The Salvation Army would not have specific staff dedicated to the partnership, but would use their existing staff to provide supportive case management services as already provided for under the DAWNS and RISE programs.</p> <p>Dane County Veterans Service Office (CVSO) - CVSO would not have specific staff dedicated to the partnership, but would use their existing staff to help connect residents to services and resources.</p> <p>In addition to the above supportive service partners, MSP Real Estate has a signed MOU with Anesis Therapy, a black-owned mental health outpatient clinic, to lease the approximately 750 sf commercial space on the ground floor. Services will be available to all residents and community members with fees starting at \$5 for the lowest income residents. Staffing will be managed by Anesis Therapy to meet the needs at this service location.</p> <p>The Salvation Army of Dane County - Individuals and families transitioning from homelessness to housing can be offered a rapid rehousing package through the DAWNS and RISE programs. This rapid rehousing package consists of weekly case management sessions, security deposit, and first month's rental assistance for the DAWNS program and up to a years' rental assistance in the RISE program. Additional rental assistance may be granted on an individual case by case basis. Case management support can last up to two years.</p>

	<p>Dane County Veterans Service Office (CVSO) - CVSO is the County agency responsible for assisting veterans in accessing benefits and referring them to resources in the community, including affordable housing. Therefore, MSP Property Management marketing and outreach efforts for veterans will be coordinated with CVSO. CVSO assists Veterans who may need supportive services and are eligible for veteran specific services to identify where to obtain those services from a range of providers who are primarily funded by the U.S. Department of Veterans Affairs. MSP Property Management will establish a working relationship with CVSO locally and will work with them and their contracted service providers and tenants to address any issues that may arise that could affect their success in maintaining their tenancy.</p> <p>Anesis Therapy - Anesis Therapy's mission is "Helping people navigate the mental health and wellness aspects of their life in a way that honors culture, family, community, and faith." Services offered include mental health, substance abuse, and case management services to individuals, couples, families, children, and adolescents. Anesis Therapy also has a diverse staff that specializes in many areas and can offer services in English, Spanish, and Hmong. Fees charged for services provided will be affordable to persons at or below the 60% income level with a sliding scale fee schedule, which has fees starting at \$5 per visit for the lowest income residents. In addition to these discounted rates and quality service, clients are entitled to financial counseling by someone who can understand and offer possible solutions for those who cannot pay in full. The Patient Account Representative's role is that of a patient advocate who works with the patient and or/guarantor to find reasonable payment alternates.</p>
<p>Where tenants will access services. For examples will services be on-site at development in designated space or by referral to off-site community supports:</p>	<p>The Salvation Army of Dane County - The Salvation Army can provide on-site support in a designated space, the residents' apartments, or The Salvation Army offices located at 630 East Washington Avenue, Madison, WI.</p> <p>Dane County Veterans Service Office (CVSO) - CVSO or their related service partners can provide on-site support in a designated space, the residents' apartments, at the CVSO office in the City-County Building at 210 Martin Luther King Jr. Blvd, or at their related service partners' offices.</p> <p>Anesis Therapy - Services will be provided in the approximately 750 sf commercial space on the ground floor of the building. The Market Study for The Heights Apartments notes that "considering the health and demographic data</p>

	<p>we have provided above, we believe the subject's location is well-situated within an area that is in need of a Community Service Facility providing mental health, substance abuse, and case management services." Due to trauma caused by the chronic stress of poverty and the barriers and challenges that poverty can create, many children, youth, and adult participants benefit from a support mechanism provided at a service location where they feel safe, connected, and supported.</p>
<p>If services provided are referral to off-site community supports, please detail how tenants will receive information on supportive services that are available to them before and after needs arise:</p>	<p>The Salvation Army of Dane County - Tenants will receive information about all of The Salvation Army's programs and how to access them through fliers at the on-site property management office or other designated area, social media, and community outreach.</p> <p>Dane County Veterans Service Office (CVSO) - Tenants will receive information about all of CVSO's programs and how to access them through fliers at the on-site property management office or other designated area, social media, and community outreach.</p> <p>Anesis Therapy - Services will be provided in the approximately 750 sq commercial space on the ground floor of the building where residents and community members can access further information. Marketing materials will also be located in the project's tenant resource area.</p>
<p>The frequency of services provided and/or a proposed schedule of when services are available to tenants:</p>	<p>The Salvation Army of Dane County - Generally services are Monday-Friday 8:30am-5:00pm. Case managers typically meet with residents once a week.</p> <p>Dane County Veterans Service Office (CVSO) - CVSO's hours of operation are generally Monday-Friday 7:45am-4:30pm. Services to be provided will be coordinated through CVSO on an as-needed basis.</p>
<p>How the supportive services partnership will be funded, including if the respondent is providing funding to support the partnership:</p>	<p>Anesis Therapy - Hours of operation have not yet been finalized, but it is anticipated that services will be available during regular business hours. Anesis Therapy also has an after hours support line for clients.</p> <p>The Salvation Army of Dane County - The majority of Salvation Army supportive services are funded by Dane County, United Way, and other government donations and fundraising donations. The DAWNS program is funded by Dane County and the RISE program is HUD funded. There is no direct financial support for supportive services coming from the operational budget for The Heights Apartments.</p> <p>Dane County Veterans Service Office (CVSO) - CVSO funds its veterans case management through the Dane County operating budget. Many partnering</p>

	<p>providers and services identified through the CVSO are funded by the U.S. Department of Veterans Affairs. There is no direct financial support for supportive services coming from the operational budget for The Heights Apartments.</p> <p>Anesis Therapy - MSP Real Estate has agreed to lease the facility to Anesis Therapy at well below market rate rents in order to help ensure the Operator can provide services that will help improve the life of community residents and be affordable to individuals whose income is at or below 60% of the area median income. The project is subsidizing the rent paid by Anesis Therapy for the commercial space by approximately \$10,000-\$15,000 per year.</p>
<p>Relevant performance data that provides insight into the supportive service partner's experience serving the target tenant population, and the outcomes for their tenants. Metrics could include the number of individuals served in a related program in a year, housing retention rates for individuals served in that program, connections to employment, etc:</p>	<p>The Salvation Army of Dane County DAWNS program</p> <ul style="list-style-type: none"> -In 2020, the DAWNS program served 47 households (consisting of 72 adults and 127 children) with 91% of the families successfully housed at the end of the year. - In 2019, the DAWNS program served 85 households (consisting of 123 adults and 188 children) with 80% of the families successfully housed at the end of the year. The average cost of rental assistance per household was \$2,300.85. -Since inception in 2016, the DAWNS program has served 612 people (245 adults and 366 children) and 166 households with an 89.03% success rate into permanent housing. <p>The Salvation Army of Dane County RISE program</p> <ul style="list-style-type: none"> -In 2020, the RISE program served 47 households (consisting of 66 adults and 105 children) with 92% of the families successfully housed at the end of the year. The average cost of rental assistance per family was \$4,126.93. -In 2019, the RISE program served 36 households (consisting of 55 adults and 78 children) with 94% of the families successfully housed at the end of the year. The average cost of rental assistance per household was \$5,485.29. -Since inception in 2014, the RISE program has served 435 people (168 adults and 267 children) and 116 households with an 89.17% success rate into permanent housing.
<p>How the supportive services partner and the respondent will work together to ensure the best outcomes for tenants, such as housing retention:</p>	<p>The Salvation Army of Dane County & Dane County Veterans Service Office (CVSO) - The Project Owner and/or its property management agent will, during lease-up and whenever one of the supportive housing units is vacant, contact The Salvation Army and CVSO asking for referrals of prospective residents who are low income and are in need of additional support for self-sufficiency. This contact will be made by the Project Owner or the onsite property management agent staff via email or phone. The Salvation Army will refer prospective residents to the Project from its DAWN and RISE programs. If a resident of the</p>

	<p>project chooses to receive services and qualifies for the DAWN or RISE program from The Salvation Army, The Salvation Army will provide necessary case management services. CVSO will also refer prospective residents.</p> <p>The Project Owner and/or its property management agent will make existing and prospective residents aware of services and resources available to them from The Salvation Army and CVSO by provision of a tenant resource area within the common area of the Project. The Salvation Army and CVSO shall provide the Project Owner and its agents with brochures and other materials to provide information about available supportive services from The Salvation Army and CVSO. The Salvation Army will also include the Project on a list of housing options for low income individuals/families seeking housing.</p> <p>The Project Owner and/or its property management agent will also contact the supportive service partners should it become aware or have issues of tenancy that the supportive service partners may be able to provide assistance for to insure housing retention. The Project Owner and its property management agent will work with The Salvation Army and CVSO in a collaborative effort to insure maximum success of this supportive services partnership to assist individuals/families with their respective housing needs.</p> <p>Anesis Therapy - MSP Real Estate will lease the facility to Anesis Therapy at well below market rate rents in order to help ensure the Operator can provide services that will help improve the life of community residents and be affordable to individuals whose income is at or below 60% of the area median income. The Project Owner and/or its property management will have a collaborative relationship with Anesis Therapy to utilize the Facility to provide services that will help improve the quality of life of community residents. MSP has incorporated Anesis Therapy's feedback in initial discussions to help design a space best suited for serving future residents and clients. The project will also provide residents with access to Anesis Therapy's marketing materials through a tenant resource area within the common area of the development as mentioned above.</p>
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R. SUPPORTIVE SERVICES: Describe the experience and qualifications of the organization that will be providing supportive services.

The Salvation Army of Dane County - The Salvation Army is a worldwide religious and charitable organization dedicated to serving those in need without discrimination. In Dane County, they have one worship and community center and two homeless shelters. Alongside the Single Women's Shelter and Emergency Family Shelter, The Salvation Army of Dane County host six housing programs and a Diversion Program - an effort to keep families and individuals from entering the shelter system at all. As mentioned above, since inception in 2016, the DAWNS

program has served 612 people (245 adults and 366 children) and 166 households with an 89.03% success rate into permanent housing. Since inception in 2014, the RISE program has served 435 people (168 adults and 267 children) and 116 households with an 89.17% success rate into permanent housing.

Dane County Veterans Service Office (CVSO) - CVSO is an organization which assists eligible veterans and their dependents in applying for state and federal veterans benefits, and whose mission is to serve all veterans and their families, with dignity and compassion, by providing assistance in the preparation and submission of claims for benefits to which they may be entitled, and to serve as their principal advocate and link to services on veterans' related issues. CVSO consists of seven dedicated individuals who are focused on advocacy for veterans and their families. CVSO is also VA-accredited through several nationally recognized veterans service organizations.

Anesis Therapy - Anesis Therapy (ACMFT) is a state certified DHS clinic that provides mental health, substance abuse and case management services. Anesis was established to bring more cultural competent mental health care in the Dane County area in 2016 by Myra McNair. ACMFT staff is comprised of racially, culturally, and linguistically diverse staff that bring insight into the dimensions of identity that we seek to address at their clinic. Their diverse staff bring rich life and clinical experience, insight, and community knowledge that deeply supports structural inclusivity within all aspects of our reach. Their philosophy is rooted in systems therapy meaning that they approach problems that people have in their social, cultural and political storylines. They believe in helping their client's identify their values and skills so they can effectively confront whatever problems they face. Anesis is a State certified mental health (DHS 35) and AODA (DHS 75) clinic.

EXPERIENCE AND QUALIFICATIONS

S. **EXPERIENCE AND QUALIFICATIONS:** Describe the experience and qualifications of your organization related to the development of multifamily housing for low-income households.

MSP Real Estate, Inc. (MSPRE) and its subsidiaries Heritage Assisted Living LLC, MSP Development Company, Inc., MSP Construction, Inc. and MSP Property Management, LLC, make up a full service real estate development company.

Established in 1988 by Milo Pinkerton, MSPRE has assembled a team with experience and tenacity. We are a long-term owner that owns over 90 percent of what we have built. Our philosophy is to develop high quality properties in strategic markets to ensure the best investment for us, our partners and the communities in which we build.

MSPRE has experience with public/private development projects utilizing TIF, HOME Funds, Federal Home Loan Bank funding, CBDG, Metropolitan Council grants, and DTED grants. MSPRE has extensive knowledge of real estate development gained over the past 32 years of development experience that also includes a growing portfolio of affordable housing.

Since 1991, MSP Development has been applying for and securing awards for Low Income Housing Tax Credits allocated by the Wisconsin Housing and Economic Development Authority (WHEDA), Minnesota Finance Authority, and Indiana Housing Authority and has secured tax credits for a total of 30 projects in the Midwest. These project have provided 1,645 units of housing with over 400 more units on the way.

****See attached exhibit 1d. Development and Service Team Background for more information on MSP's extensive multifamily and affordable housing experience.**

T. **PROPERTY MANAGEMENT:** Describe the experience and qualifications of the organization that will be handling the ongoing property management.

MSP Property Management, LLC (MSPPM) was formed in 2006 to more fully service its affordable housing and market-rate housing in Wisconsin. MSPPM currently manages over 1,500 units throughout the state of Wisconsin. MSPPM has many years of experience with ongoing compliance when it comes to affordable housing projects and has also worked with various supportive services partners on past projects.

****See attached exhibit 1d. Development and Service Team Background for more information on MSP Property Management's experience and qualifications.**

If a Property Manager has yet to be identified, please describe how one will be selected.

N/A

PROJECT FINANCING

U. BUDGET SUMMARY: Indicate the sources and uses of all funds for this project.

The County requires that the developer defer 40% of the developer fee as a financing source. If the sources and uses for a project indicate that less than 40% of the developer fee has been deferred, the amount requested will be reduced by the difference between the percentage of the developer fee deferred and 40%

For example: Assume the developer fee is \$1,000,000 and \$350,000, or 35% of the fee is deferred. Also assume the request for county funding is \$500,000. The actual award would be reduced by \$50,000 and the project would receive an award of \$450,000, if selected.

SOURCE	AMOUNT	USES	AMOUNT
FIRST MORTGAGE	6,000,000	LAND	1,900,000
DANE COUNTY FUNDS	1,440,000	CONSTRUCTION	17,166,653
CITY OF MADISON FUNDS (If full amount of City funds are not received, gap to be filled with Dane County Funds)	2,356,000	CONTINGENCY	856,833
FHLB AHP	900,000	ARCHITECT/ENGINEER	367,550
DEFERRED DEVELOPER FEE	808,374	INTERIM/CONSTRUCTION	695,950
TAX CREDIT PROCEEDS	12,092,662	PERMANENT FINANCING	145,050
		SOFT COSTS	421,500
		SYNDICATION COSTS	9,500
		DEVELOPER FEE	1,659,000
		RESERVES/LEASE-UP	375,000
TOTAL	23,597,036	TOTAL	23,597,036

V. Which of the identified sources have been secured?

We secured an award of WHEDA Low Income Housing Tax Credits (LIHTC) in May 2021. Our proforma is projecting an estimated tax credit equity amount of \$12,092,662 (51.2% total sources) based on current equity pricing of \$0.89 in the tax credit marketplace. This projected equity is subject to potential changes (positive or negative) in tax credit market pricing until the time of firm commitment not expected to occur until late 2021.

Supportable first mortgage debt of \$6,000,000 (25.4% total sources) can be achieved based on projected operating income and expenses of the development.

We applied for \$900,000 (3.8% total sources) in Chicago FHLB - Affordable Housing Program funds in June 2021. FHLB Chicago will announce those awards in November/December 2021.

Our deferred development fee of \$808,374 (3.4% total sources) represents 48.7% of the total development fee for this proposal.

We applied to the City of Madison Affordable Housing Fund on July 15, 2021 for \$2,356,000 (10.0% of total sources). We expect to be notified of City of Madison Affordable Housing Funds awarded to this development by November 2021. There is no guarantee our award will be approved nor approved at the amount requested.

We are showing the gap of \$1,440,000 (6.1% of total sources) as our request for Dane County Funds. As there are a total of 97 affordable unit bedrooms, the per affordable unit bedroom cost comes out to be \$14,845.36 of Dane County Funds per affordable unit bedroom.

Regarding Dane County & City of Madison funds, the 2021 AHDF Guidelines state, "Applicants should indicate the full level of support needed from the County to make the project feasible even if the project is located in the City of Madison, and should not assume they will be able to layer sources of City and County funds. The County and the City will attempt to coordinate the awards from their respective programs accordingly" (Page 4). If we are not awarded City of Madison Funds in the amount requested, the remaining gap would be an additional request of Dane County Funds. City of Madison & Dane County Funds combined are \$3,796,000 (16.1% of total sources). If this full amount were to be funded by Dane County Funds, the per affordable unit bedroom cost would be \$39,134.02 of Dane County Funds per affordable unit bedroom.

- W. If the project will be applying for tax credits, please indicate which applications will be submitted (e.g. 4%, 9%, senior), the proposed timeline for submittal.

The Heights Apartments, a family development, applied for 9% WHEDA Low Income Housing Tax Credits (LIHTC) in December 2020 in the General set-aside and received an award of tax credits in May 2021.

- X. **FUNDS NEEDED:** In the space below, please describe why AHDF funds are needed to ensure the viability of this project.

As noted above, The Heights Apartments is located in perhaps the most underserved area for affordable housing in the City of Madison. This is almost certainly a result of the exceedingly high cost to develop multifamily housing in this area. Land prices are very high and generally require vertical construction beyond the typical four stories. As such, high land cost is compounded by high construction cost. Finally, because there is no room for surface parking, all parking needs must be met below grade again at a higher cost than other areas in Dane County.

The Dane County Affordable Housing Funds will enhance the project's ability to reduce the first mortgage debt to provide housing opportunities for residents at the lowest income levels, including 16 of the 30% CMI units, 32 of the 50% CMI units, and 14 of the 60% CMI units spread across one, two, and three-bedroom units. This funding will also help address the feasibility of constructing three-bedroom units to address the high need for these larger units. The proposed project will contain 16 three-bedroom units (20.3% of total units), 12 of which are affordable, to help address this recognized need. This level of funding support will ensure that 62 units of affordable housing are constructed to further advance the affordable housing goals and distribution goals of Dane County and the City, including housing for some of the lowest income residents.

As mentioned above, we are showing the gap of \$1,440,000 (6.1% of total sources) as our request for Dane County Funds. As there are a total of 97 affordable unit bedrooms, the per affordable unit bedroom cost comes out to be \$14,845.36 of Dane County Funds per affordable unit bedroom.

Regarding Dane County & City of Madison funds, the 2021 AHDF Guidelines state, "Applicants should indicate the full level of support needed from the County to make the project feasible even if the project is located in the City of Madison, and should not assume they will be able to layer sources of City and County funds. The County and the City will attempt to coordinate the awards from their respective programs accordingly" (Page 4). If we are not awarded City of Madison Funds in the amount requested, the remaining gap would be an additional request of Dane County Funds.

City of Madison & Dane County Funds combined are \$3,796,000 (16.1% of total sources). If this full amount were to be funded by Dane County Funds, the per affordable unit bedroom cost would be \$39,134.02 of Dane County Funds per affordable unit bedroom.

This amount of funding will help to fully ensure the completion of this development from the unknowns that remain in construction costs, tax credit equity pricing, changes in bank debt interest rates, and our ability to secure an award of funding from FHLB. Given the project's excellent location along a prominent transit corridor in a high land cost location, this funding will help offset the high land costs and construction costs to develop affordable housing in a well-established neighborhood that is underserved for affordable housing.

Y. **OPERATING BUDGET:** Complete the 20-Year Operating Budget, identifying the income and expenses, use additional pages as necessary. An Excel file may be submitted in lieu of the Operating Budget provided that it contains all of the same column and row headers.

OPERATING BUDGET

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
INCOME										
Gross Potential Rent										
Vacancy										
Other Income										
Total Income										
OPERATING EXPENSES										
Marketing										
Payroll										
Other Administrative Costs										
Management Fees										
Utilities										
Security										
Maintenance Expenses										
Property Taxes										
Insurance										
Reserves for Replacement										
Total Operating Expenses										
Net Operating Income										
Debt Service										
Asset Management										
Cash Flow										

	Year 11	Year 12	Year 13	Year 14	Year 15	Year 16	Year 17	Year 18	Year 19	Year 20
INCOME										
Gross Potential Rent										
Vacancy										
Other Income										
Total Income										
OPERATING EXPENSES										
Marketing										
Payroll										
Other Administrative Costs										
Management Fees										
Utilities										
Security										
Maintenance Expenses										
Property Taxes										
Insurance										
Reserves for Replacement										
Total Operating Expenses										
Net Operating Income										
Debt Service										
Asset Management										
Cash Flow										

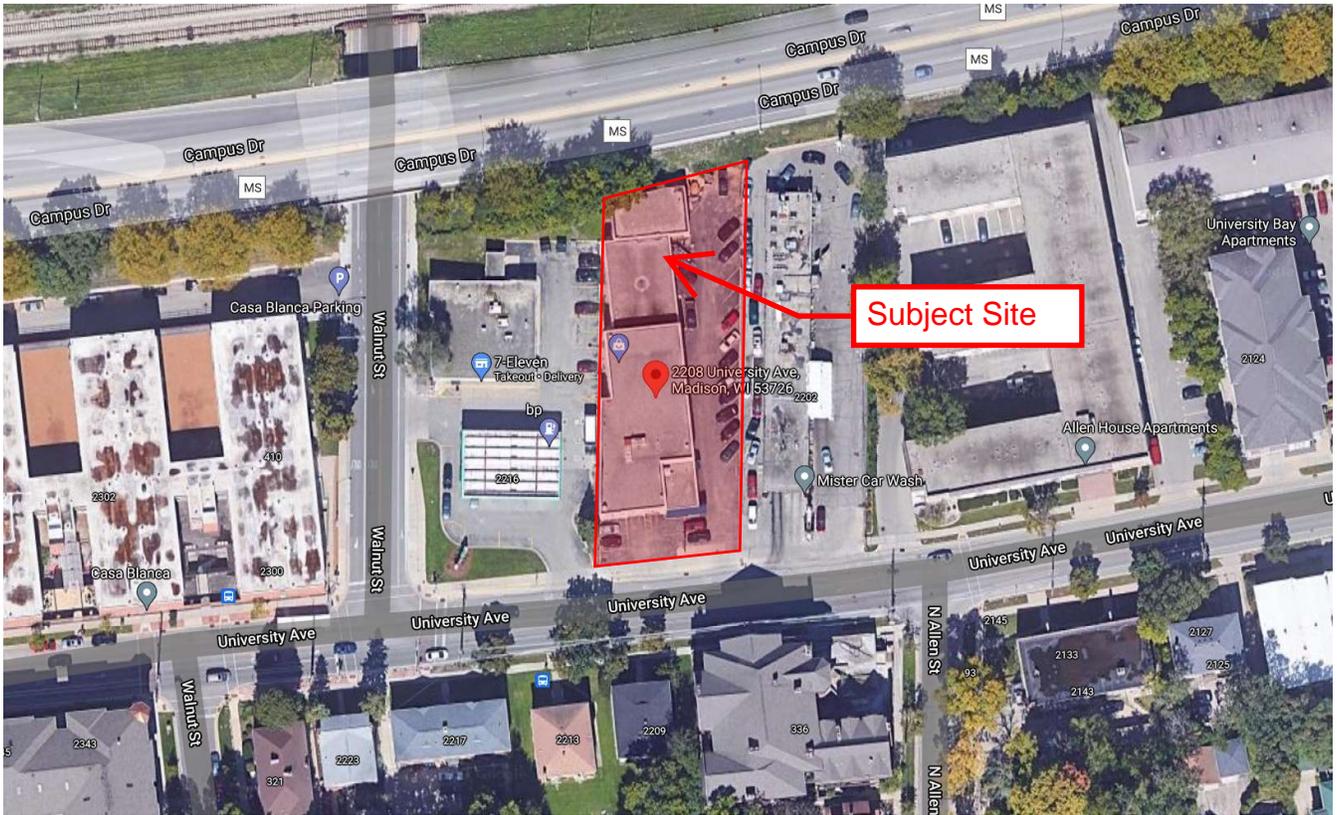
1b. Operating Budget

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
INCOME										
Gross Potential Rent	\$1,045,428	\$1,066,337	\$1,087,663	\$1,109,417	\$1,131,605	\$1,154,237	\$1,177,322	\$1,200,868	\$1,224,886	\$1,249,383
Vacancy	-\$73,180	-\$74,644	-\$76,136	-\$77,659	-\$79,212	-\$80,797	-\$82,413	-\$84,061	-\$85,742	-\$87,457
Other Income	\$76,642	\$79,303	\$81,993	\$84,713	\$86,479	\$88,283	\$90,125	\$92,006	\$93,927	\$95,889
Total Income	\$1,048,890	\$1,070,996	\$1,093,520	\$1,116,470	\$1,138,872	\$1,161,723	\$1,185,034	\$1,208,814	\$1,233,071	\$1,257,816
OPERATING EXPENSES										
Marketing	-\$4,400	-\$4,532	-\$4,668	-\$4,808	-\$4,952	-\$5,101	-\$5,254	-\$5,411	-\$5,574	-\$5,741
Payroll	-\$96,000	-\$98,880	-\$101,846	-\$104,902	-\$108,049	-\$111,290	-\$114,629	-\$118,068	-\$121,610	-\$125,258
Other Administrative Costs	-\$14,200	-\$14,626	-\$15,065	-\$15,517	-\$15,982	-\$16,462	-\$16,956	-\$17,464	-\$17,988	-\$18,528
Management Fees	-\$68,178	-\$70,223	-\$72,330	-\$74,500	-\$76,735	-\$79,037	-\$81,408	-\$83,850	-\$86,366	-\$88,957
Utilities	-\$68,400	-\$70,452	-\$72,566	-\$74,743	-\$76,985	-\$79,294	-\$81,673	-\$84,123	-\$86,647	-\$89,246
Security										
Maintenance Expenses	-\$68,400	-\$70,452	-\$72,566	-\$74,743	-\$76,985	-\$79,294	-\$81,673	-\$84,123	-\$86,647	-\$89,246
Property Taxes	-\$158,000	-\$162,740	-\$167,622	-\$172,651	-\$177,830	-\$183,165	-\$188,660	-\$194,320	-\$200,150	-\$206,154
Insurance	-\$21,100	-\$21,733	-\$22,385	-\$23,057	-\$23,748	-\$24,461	-\$25,195	-\$25,950	-\$26,729	-\$27,531
Reserves for Replacement	-\$23,700	-\$24,411	-\$25,143	-\$25,898	-\$26,675	-\$27,475	-\$28,299	-\$29,148	-\$30,022	-\$30,923
Total Operating Expenses	-\$522,378	-\$538,049	-\$554,191	-\$570,816	-\$587,941	-\$605,579	-\$623,746	-\$642,459	-\$661,733	-\$681,585
Net Operating Income	\$526,512	\$532,947	\$539,329	\$545,654	\$550,931	\$556,144	\$561,288	\$566,355	\$571,338	\$576,231
Debt Service	-\$466,113	-\$466,113	-\$466,113	-\$466,113	-\$466,113	-\$466,113	-\$466,113	-\$466,113	-\$466,113	-\$466,113
Asset Management	-\$3,000	-\$3,090	-\$3,183	-\$3,278	-\$3,377	-\$3,478	-\$3,582	-\$3,690	-\$3,800	-\$3,914
Cash Flow	\$57,399	\$63,744	\$70,034	\$76,263	\$81,441	\$86,553	\$91,593	\$96,552	\$101,425	\$106,204

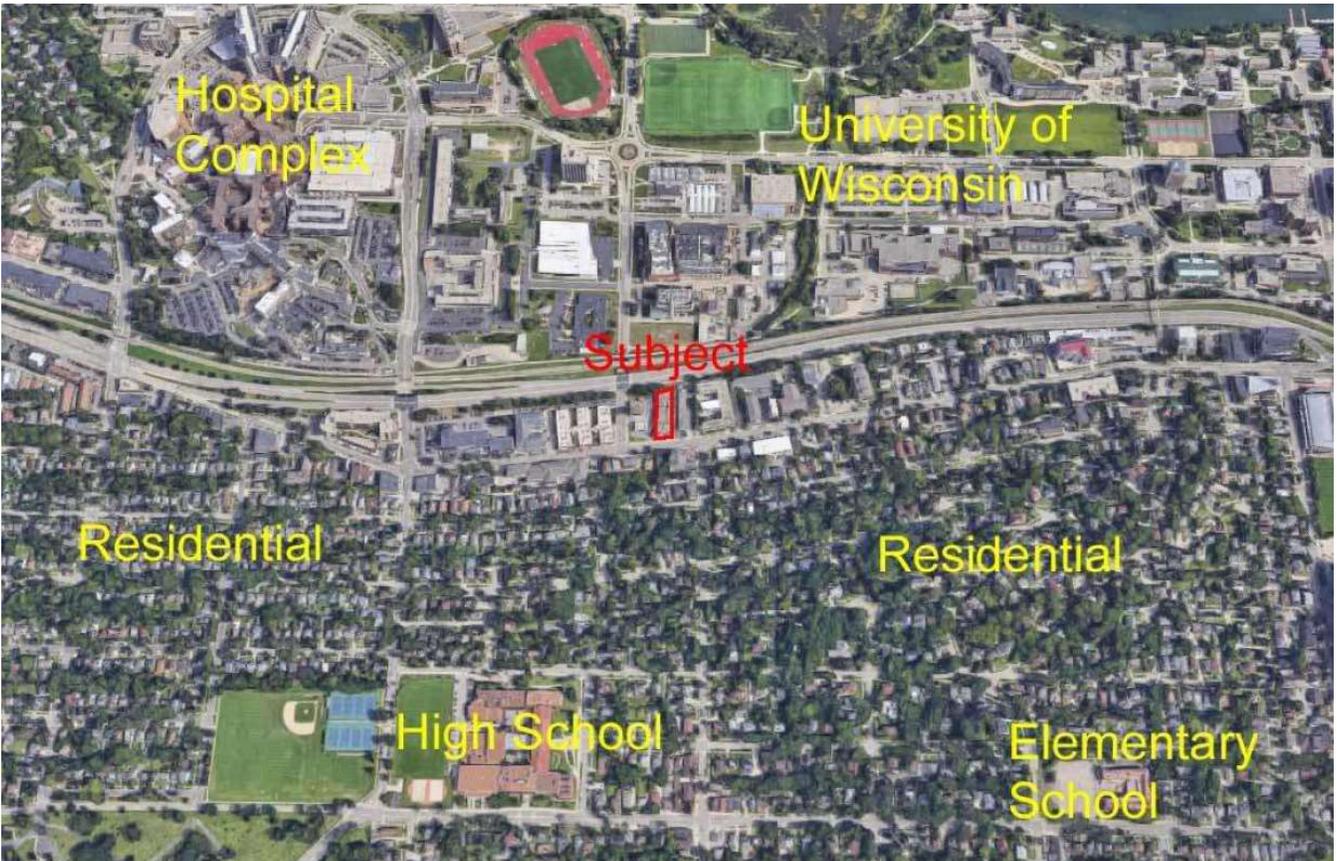
	Year 11	Year 12	Year 13	Year 14	Year 15	Year 16	Year 17	Year 18	Year 19	Year 20
INCOME										
Gross										
Potential Rent	\$1,274,371	\$1,299,858	\$1,325,855	\$1,352,373	\$1,379,420	\$1,407,008	\$1,435,149	\$1,463,852	\$1,493,129	\$1,522,991
Vacancy	-\$89,206	-\$90,990	-\$92,810	-\$94,666	-\$96,559	-\$98,491	-\$100,460	-\$102,470	-\$104,519	-\$106,609
Other Income	\$97,893	\$99,940	\$102,030	\$104,164	\$106,344	\$108,571	\$110,845	\$113,167	\$115,540	\$117,963
Total Income	\$1,283,058	\$1,308,808	\$1,335,075	\$1,361,871	\$1,389,205	\$1,417,089	\$1,445,533	\$1,474,549	\$1,504,149	\$1,534,344
OPERATING EXPENSES										
Marketing	-\$5,913	-\$6,091	-\$6,273	-\$6,462	-\$6,655	-\$6,855	-\$7,061	-\$7,273	-\$7,491	-\$7,715
Payroll	-\$129,016	-\$132,886	-\$136,873	-\$140,979	-\$145,209	-\$149,565	-\$154,052	-\$158,673	-\$163,434	-\$168,337
Other Administrative Costs	-\$19,084	-\$19,656	-\$20,246	-\$20,853	-\$21,479	-\$22,123	-\$22,787	-\$23,470	-\$24,175	-\$24,900
Management Fees	-\$91,625	-\$94,374	-\$97,205	-\$100,121	-\$103,125	-\$106,219	-\$109,405	-\$112,688	-\$116,068	-\$119,550
Utilities	-\$91,924	-\$94,682	-\$97,522	-\$100,448	-\$103,461	-\$106,565	-\$109,762	-\$113,055	-\$116,446	-\$119,940
Security										
Maintenance Expenses	-\$91,924	-\$94,682	-\$97,522	-\$100,448	-\$103,461	-\$106,565	-\$109,762	-\$113,055	-\$116,446	-\$119,940
Property Taxes	-\$212,339	-\$218,709	-\$225,270	-\$232,028	-\$238,989	-\$246,159	-\$253,544	-\$261,150	-\$268,984	-\$277,054
Insurance	-\$28,357	-\$29,207	-\$30,084	-\$30,986	-\$31,916	-\$32,873	-\$33,859	-\$34,875	-\$35,921	-\$36,999
Reserves for Replacement	-\$31,851	-\$32,806	-\$33,791	-\$34,804	-\$35,848	-\$36,924	-\$38,032	-\$39,172	-\$40,348	-\$41,558
Total Operating Expenses	-\$702,032	-\$723,093	-\$744,786	-\$767,130	-\$790,143	-\$813,848	-\$838,263	-\$863,411	-\$889,313	-\$915,993
Net Operating Income	\$581,026	\$585,715	\$590,289	\$594,741	\$599,061	\$603,241	\$607,270	\$611,138	\$614,836	\$618,352
Debt Service	-\$466,113	-\$466,113	-\$466,113	-\$466,113	-\$466,113	-\$466,113	-\$466,113	-\$466,113	-\$466,113	-\$466,113
Asset Management	-\$4,032	-\$4,153	-\$4,277	-\$4,406	-\$4,538	-\$4,674	-\$4,814	-\$4,959	-\$5,107	-\$5,261
Cash Flow	\$110,881	\$115,449	\$119,899	\$124,222	\$128,411	\$132,454	\$136,343	\$140,067	\$143,616	\$146,978

1c. Maps

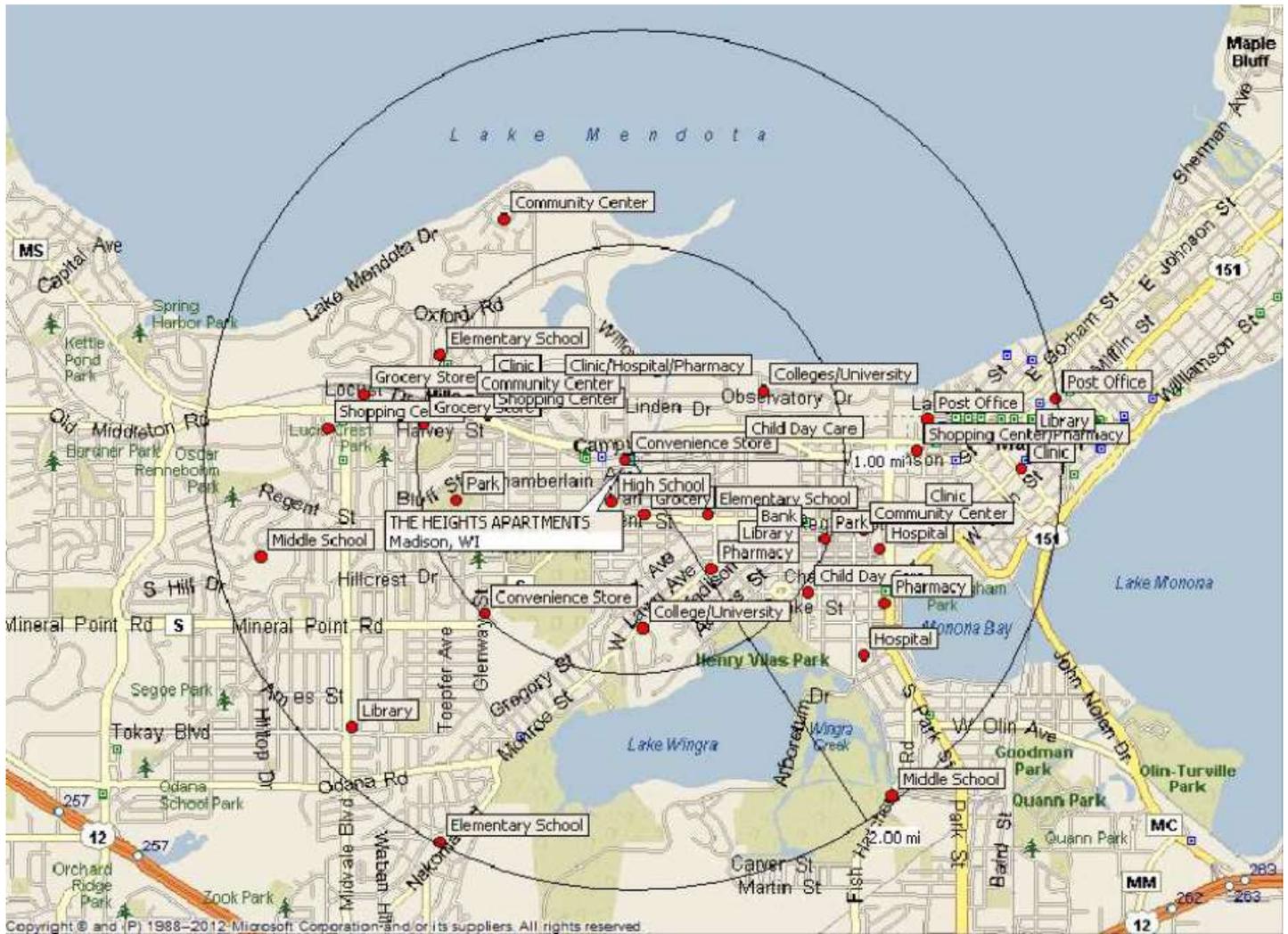
Detailed Site Map



General Use Map

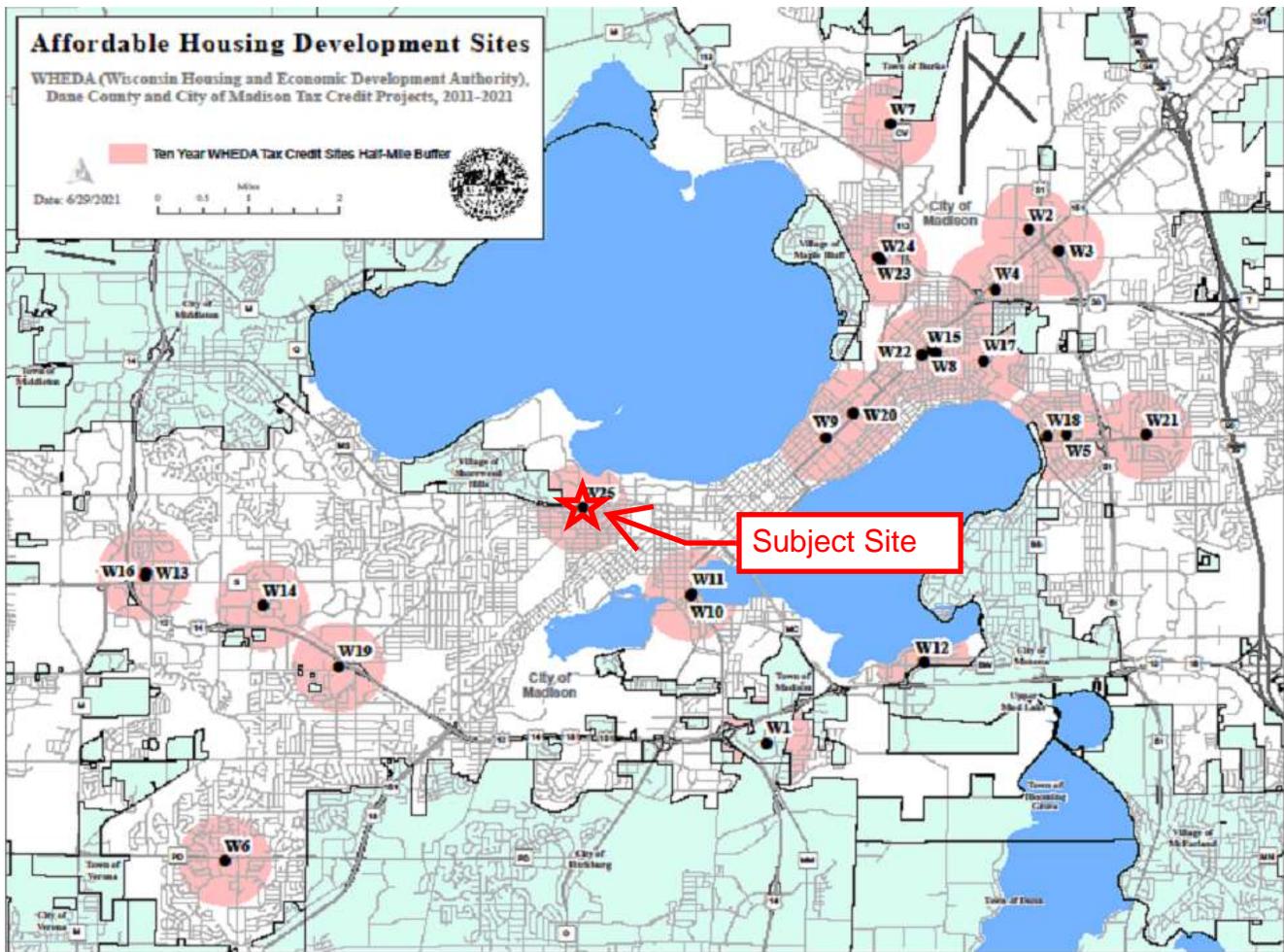


Linkage Map



The smallest ring shown above is approximately a 1-mile radius from the site. The larger ring shown above is approximately a 2-mile radius from the site.

Dane County 2021 AHDF Attachment A Map



Please note that our proposed project is the exact same project listed as W25 on the Dane County 2021 AHDF Attachment A map – The Heights Apartments located at 2208 University Avenue. We received an award of WHEDA tax credits in May 2021 and plan to start construction on this project in early 2022. No improvements regarding this project are currently onsite and this is not a subsequent phase of an existing project. There is currently an automotive repair shop located on the site. As our project is the same exact project listed as W25, it is our understanding that we will still receive the full 10 points under the “Project Disbursement” category for being located more than one-half mile of any point indicated on the map (other than the project itself).

1d. Development and Service Team Background

MSP COMPANIES



REAL ESTATE

CONSTRUCTION

DEVELOPMENT

OWNERSHIP

PROPERTY MANAGEMENT



MSP is a multifaceted real estate company with headquarters in Mendota Heights, Minnesota, offering a full spectrum of real estate services including site acquisition, brokerage, development, construction, property management and asset management.

- MSP Real Estate was founded in 1988 by Milo Pinkerton, whose philosophy is to develop high quality properties in strategic markets to ensure the best investment for us, our partners and the communities in which we build. The current portfolio includes upwards of 2,900 units of affordable and market rate housing, senior independent housing, and assisted and memory care housing in three states: Minnesota, Wisconsin and Indiana.

In August 2015, MSP acquired a 6-building office park in Mendota Heights, Minnesota, adding 420,000 square feet to our growing portfolio, and in 2018 MSP purchased an 80,700 square foot office/warehouse building in West Bloomington, Minnesota.

- MSP Development Company has become one of the Midwest's leading developers of senior housing communities. To date, we have developed over 2,200 units of senior housing in 15 communities in Wisconsin and Minnesota. The development arm of MSP Real Estate has focused on senior housing campuses that provide a continuum of care for its residents. These communities consist of mixed-income independent senior apartments, assisted living, and memory care. In addition, we specialize in Section 42 Affordable Housing Tax credit and market rate developments.
- MSP Construction, Inc. is responsible for general contracting services for MSP developments. Acting as our own General Contractor allows us to save costs and ensure quality on our development projects.
- MSP Property Management, LLC was formed in 2005 to provide professional property management services to its affordable housing and market-rate housing portfolio in Minnesota and Wisconsin.
- Heritage Assisted Living was founded in 2000 and has become an industry leading manager of assisted living and memory care communities. In 2017 Heritage was the country's 72nd largest senior housing provider. Heritage Senior Living's vision is to complement MSP's current portfolio of independent senior apartments by creating a series of assisted/memory care campuses that allow residents to age in place.

MSP Companies is poised to take another giant leap forward, as we continue to expand our footprint as an industry leader in the Upper Midwest region. We are fully committed to improving the design of our housing by providing better products and services for the people we serve.



MSP Real Estate, Inc.

MSP Real Estate, Inc. (MSPRE) and its subsidiaries Heritage Assisted Living LLC, MSP Development Company, Inc., MSP Construction, Inc. and MSP Property Management, LLC, make up a full service real estate development company.

Established in 1988 by Milo Pinkerton, MSPRE has assembled a team with experience and tenacity. We are a long-term owner that owns over 90 percent of what we have built.

MSPRE has experience with public/private development projects utilizing TIF, HOME Funds, Federal Home Loan Bank funding, CBDG, Metropolitan Council grants, and DTED grants. MSPRE has extensive knowledge of real estate development gained over the past 30 years with 40 projects totaling over \$350 Million in value.



Senior Housing

MSP has become one of the Midwest's leading developers of senior housing communities, ranking 72nd in the nation's largest providers of senior housing. To date, we have developed over 2,100 units of senior housing in 15 communities in Wisconsin and Minnesota. MSPRE has developed senior condominiums, independent apartments, assisted living and memory care.

Over the past 10 years, MSPRE has focused on developing senior housing campuses that provide a continuum of care for its residents. These communities consist of mixed-income independent senior apartments, assisted living and memory care residences.



Affordable Housing

MSPRE specializes in Section 42 Affordable Housing Tax credit development. To date, MSPRE has received over \$15 Million in tax credit allocations in three Midwestern states, creating projects worth a total cost of over \$95 Million. This portfolio consists of approximately 1000 units of senior housing and 550 units of family housing.

MSPRE has experienced developing properties using both 9% tax credits and 4% tax credits with tax exempt bond financing.

Market Rate Housing

Louisiana Oaks Apartments is a 200-unit market rate development in St. Louis Park, Minnesota. This property was recognized as the 2002 MADACS Awarding-winning (“Property Excellence Award – Best New Development – Market Rate”) in Minnesota.



MSP Acquisitions

In 2015 MSP acquired the Mendota Heights Business Center in Mendota Heights, MN. With this acquisition of this 6-building office center MSP added 420,000 square feet of office space to the portfolio, and in 2018 MSP purchased an 80,700 square foot office/warehouse building



Heritage Assisted Living

Founded in 2000, Heritage Assisted Living is an industry leading manager of assisted living and memory care communities. Today we own and operate 15 communities in Wisconsin totaling over 2,900 beds. We are one of the fastest growing Assisted Living companies in the region and now employ upwards of 600 people.



MSP Construction

MSP Construction, Inc. is responsible for general contracting service for MSP developments. Acting as our own General Contractor allows us to save costs and ensure quality on all our development projects.

In 2017 to 2018 MSP Construction built over 520 units with construction projects costs totaling over \$63 Million. MSP Construction has constructed over 2,500 units since our first project in 2000.



MSP Property Management

MSP Property Management, LLC (MSPPM) was formed in 2006 to more fully service its affordable housing and market-rate housing in Minneapolis and Northwest Wisconsin. MSPPM currently manages over 730 units in 12 locations.

Management Team

Milo Pinkerton, President & CEO

Milo has developed more than 2900 units spanning over 30 years. Milo's unique background of architecture, finance, real estate and construction has enabled MSP projects to be of consistent high quality, on time and on budget.



Heritage Senior Living was formed in 2000, as a health care housing company for independent, assisted and memory care seniors and has since grown to the country's 72nd largest operation. Every year Heritage is constructing over \$30 Million in purpose-built housing, primarily in Wisconsin.

Milo is primarily responsible for overseeing and directing all aspects of the MSP Family of Companies, ensuring steady growth, consistent profitability and increasing cash flows annually. Milo works hands on with the development and construction company and coordinates management and direction of Heritage and MSP through its various staff directors.

Prior to forming MSP Real Estate, Inc. Milo was vice president and manager of special projects for ITT Real Estate Services, where he was in charge of the disposition of \$50 Million of troubled real estate nationwide. Milo was also project director with a regional development/construction company, Orville E. Madsen and sons, based in Madison, Wisconsin, in charge of developing over 450 units.

Milo has a Master's of Science in Business, Real Estate Investment from the University of Wisconsin and a Master of Architecture Degree from the University of Minnesota. He is licensed in Minnesota and Wisconsin as a real estate broker.

Management Team

Tammy Schafer, Vice President of Operations

Tammy Schafer leads our Heritage Senior Living properties that offer Independent Living, Assisted Living and Memory Care. Tammy has been in the senior care field for 23 years and has held positions ranging from Executive Director to Senior Vice-President of Operations over 1300 units.



During her career Tammy has served on numerous state and national boards related to senior services. She is licensed in multiple states as a Nursing Home Administrator and is a preceptor for state education programs. Tammy has a true passion for education and training which she shared for a number of years as an adjunct professor for Southern Nazarene University.

Tammy holds a Bachelors of Science Degree in Family Studies and Gerontology and a Masters of Science degree in Business Management.

Management Team

Brian Martin, Vice President of Asset Management

Brian Martin, as Vice President of Asset

Management oversees the financial performance of all MSP-owned properties, and is instrumental in the opening and lease-up of all new construction projects. In addition, Brian oversees the acquisition, financing, maintenance and information technology departments for all Heritage and MSP-owned facilities.



Brian has been in Real Estate Management for over 11 years. He began his career as a site manager in the Madison area overseeing a 60-unit tax credit property as well as a market-rate campus housing portfolio. In 2010 he was promoted to Area Manager and was responsible for a portfolio of 20 properties and over 1200 units. During his time as Area Manager, Mr. Martin oversaw the successful completion of over 12 new lease up properties in Wisconsin and Iowa. In early 2014 Mr. Martin was promoted to the position of Regional Manager and then a year later to Regional Asset Manager where he was responsible for a portfolio of roughly 50 properties and more than 3350 units throughout Wisconsin, Illinois and Iowa. His experience covers market rate, tax-exempt bond, HUD Section 8 and HOME, USDA Rural Development and Low Income Housing Tax Credit financed developments.

Management Team

Lars Johnson, Chief Financial Officer

Lars has over seventeen years of accounting experience in the health care industry. He was formerly the Vice President of Finance at Southview Senior Communities located in the Minneapolis/St. Paul area. His background includes health maintenance organization, financial analysis, and accounting. In addition, he spent nearly a decade in public accounting working with clients on financial modeling, strategic planning, feasibility studies and serving clients as an interim CFO/Controller.



Lars holds a Bachelor of Arts degree in business administration and a Masters of Business Administration from the University of St. Thomas. He is an active CPA, licensed by the Minnesota Board of Accountancy. Furthermore, he is a member of the American Institute of Certified Public Accountants (AICPA) and the Minnesota Society of Certified Public Accountants (MNCPA.) He has also served Care Providers of Minnesota as both a board member and on the reimbursement committee.

Management Team

Mark Hammond, Vice President of Development and General Counsel

Mark Hammond, as Vice President of Development & General Counsel, leads all real estate development and construction activities and assists the company in identifying and overseeing legal issues in other core business units.

Mark's primary responsibility is the identification and management of new development opportunities in senior housing campuses, and tax credit affordable housing opportunities. Mark actively manages all aspects of the development process, including site acquisition and approval, financing, design and value engineering, construction, and lease-up.



Prior to joining MSP, Mark worked at Weber Holdings, where he co-lead the development of a \$50M mixed-use, full-block redevelopment project, and a \$30M adaptive reuse conversion of an 1898-built chocolate factory into a 67-room boutique hotel. During these two development projects, Mark simultaneously asset managed a 300,000 square foot Class A office campus and a 150,000 square foot industrial portfolio. Prior to his time at Weber Holdings, Mark interned with the Acquisitions group of leading institutional real estate advisor Bentall Kennedy.

Mark has served on numerous boards that promote economic development and revitalization. He is currently the Vice Chair of the Wauwatosa Community Development Authority. Mark is also active with the University of Wisconsin Real Estate Alumni Association and is a member of the State of Wisconsin Bar Association.

Mark holds a Bachelor's Degree in Economics, an MBA in Real Estate, and a Juris Doctor, all from the University of Wisconsin-Madison.

Management Team

Ben Shearer, Vice President of Construction



Ben is responsible for overseeing the companies' senior housing and affordable apartment construction from conception to completion. He has 16 years of experience in commercial construction management and holds a Bachelor of Science in Construction Management from the University of Wisconsin-Stout.

Ben has managed over 130 construction projects throughout the Midwest, Southwest and West Coast in numerous markets including Senior Living, Hospitality, Retail, Office, Restaurant, Tenant Improvement, and Light Industrial. Originally from Wisconsin, Ben spent nearly 10 years of his career living in Arizona.

1d.i Obtaining & Utilizing Section 42 Tax Credits

As our Tax Credit project lists demonstrate below, since 1991 MSP Real Estate has secured awards for tax credits for 28 total projects in the Midwest:

- 16 elderly projects that have provided 1,043 units of senior housing
- 10 family projects that have provided (or will provide) 635 units of family housing
- 2 combined elderly & family projects that will provide an additional 173 units of elderly housing and 73 units of family housing

In addition to the 28 projects shown below that have either been completed or under construction, MSP Real Estate has secured tax credits for 2 additional projects that are planned to start construction in early 2022. With these projects included, MSP Real Estate has secured tax credits for 30 projects total in the Midwest.

Since 1991, MSP Development has been applying for and securing awards for Low Income Housing Tax Credits allocated by the Wisconsin Housing and Economic Development Authority (WHEDA), Minnesota Finance Authority and Indiana Housing Authority. Please review our list of developments completed in the following tables:

TAX CREDIT Elderly (Section 42) APARTMENTS

<u>Project Names/ Locations</u>	<u>Units</u>	<u>Financing</u>	<u>Completion Date</u>
<i>The Oscar Senior Apartments, Madison</i>	55	Bank	Summer 2022
<i>River Parkway Apartments, Wauwatosa</i>	118	Bank	August 2021
<i>Normandy Square Apartments, Madison</i>	58	Bank	August 2019
<i>Middleton Senior Apartments, Middleton</i>	56	Bank	October 2012
<i>New Berlin Senior II, New Berlin</i>	34	Bank	December 2021
<i>Chippewa Senior Apartments II, Chippewa Falls</i>	24	HOME	October 2011
<i>West Allis Senior Apartments, West Allis</i>	122	WHEDA Bond	April 2009
<i>Monona Senior Apartments, Monona</i>	88	WHEDA Bond	September 2009
<i>Lincoln Village, Port Washington</i>	49	Bank	December 2002
<i>Homestead Village, Chippewa Falls</i>	48	Bank	February 2000
<i>Deer Creek Village, New Berlin</i>	145	Bank	October 2001
<i>Silver Creek Village, Glendale</i>	65	WHEDA Bond	August 2000
<i>Lexington Village, Greenfield</i>	120	Bank	December 1998
<i>Silver Lake Pointe, Moundsview MN</i>	83	Bank	September 1995
<i>Courtyard, West Allis</i>	63	Bank	September 1995
<i>Mill View, Kiel</i>	24	Rural Development	March 1995
<i>Station House, Antigo</i>	40	Rural Development	1991
<i>Village Plaza, Paddock Lake</i>	24	Rural Development	1991
Total Completed	1,043		
Total In Progress	173		
Total Units	1,216		

TAX CREDIT Family (Section 42) APARTMENTS

<u>Project Names/ Locations</u>	<u>Units</u>	<u>Financing</u>	<u>Completion Date</u>
<i>The Oscar Family Apartments, Madison</i>	55	Bank	Summer 2022
<i>Taylor Pointe Apartments, McFarland</i>	51	Bank	Spring 2022
<i>River Parkway Townhomes, Wauwatosa</i>	18	Bank	May 2021
<i>The Grove Apartments, Madison</i>	112	Bank	September 2020
<i>The Landing, Chippewa Falls</i>	40	Bank	June 2016
<i>Meadow Ridge Apartments, Waukesha</i>	70	Bank	October 2014
<i>New Berlin City Center, New Berlin</i>	102	Bank	December 2012
<i>Silverlake Commons, Moundsview MN</i>	50	MHFA	Feb. 1999 - Sold 2017
<i>Cityside Townhomes, Marshall MN</i>	50	MHFA	Apr. 1997 - Sold 2017
<i>Parkside Townhomes, Redwood Falls MN</i>	30	FNMA	Feb. 1997 - Sold 2017
<i>Valley Farms Apartments, Westfield IN</i>	92	Rural Development	May 1996
<i>Lincoln Square Apartments, Chisholm MN</i>	38	Bank	Aug. 1995 - Sold 2013
Total Completed	602		
Total In Progress	106		
Total Units	708		

1d.ii Participating in Public/Private Joint Ventures

River Parkway Apartments – Independent Senior Living Apartments & Multi-Family Townhomes

River Parkway Apartments is 136-unit project that consists of a 118-unit senior independent living apartment building and 18 multi-family townhome units located in Wauwatosa, WI. 92 units are reserved for low income seniors and families who earn no more than 60% of the area median income. This site required demolition of industrial buildings, environmental remediation, and fill to raise the site out of the floodplain. The City provided \$1,951,000 in tax increment financing, \$900,000 in FHLB of Chicago affordable housing funds, and WHEDA low-income housing tax credits. This development eliminated an underutilized and blighted site that will continue to provide much needed affordable housing to the City of Wauwatosa. This project is currently under construction with an anticipated opening of August 2021.

Contact Information: Paulette Enders – Development Director (414)479-3531



(Rendering of River Parkway Apartments above)

The Grove Apartments – Multi-Family Apartment Building

The Grove Apartments is a mixed-used redevelopment site that replaced the former Pinney Library and retail center located on the east side of Madison, WI. This project is a 4-story building of 112 units that consists of two buildings that are interconnected with underground parking. Of the 112 units, 95 units are set aside for residents earning no more than 60% of the area median income. This project features first floor commercial space facing along Cottage Grove Road, a 4th floor community room and terrace that has views overlooking Lake Monona. This project received \$3 million in financing from the City of Madison’s affordable housing fund. Other financing sources came from Dane County’s affordable housing development fund, Federal Home Loan Bank of Chicago affordable housing funds, and WHEDA low-income housing tax credits. This project was completed in September 2020.

Contact Information: Julie Spears – Community Development Specialist (608)267-1983



(Rendering of The Grove Apartments)

Normandy Square – Independent Senior Living Apartments

In 2016, Normandy Square senior apartments is a mixed-used redevelopment site located near the Market Square Shopping Center on the west side of Madison, WI. Normandy Square is a 3-story building with underground parking that consists of 58 units along with 2,000 square feet of commercial space on the first floor. Of the 58 units, 48 of the units are set aside for residents earning no more than 60% of the area median income. The project was financed in part with City of Madison's affordable housing trust fund, Dane County's affordable housing development fund, and WHEDA low-income housing tax credits. This project was completed in 2019 and took 12 months to construct and was fully leased up in 4 months. In the Senior Housing News 2019 Architecture and Design Awards, Normandy Square came in 2nd place nationally in the senior housing affordable housing category.

Contact Information: Julie Spears – Community Development Specialist (608)267-1983



(Picture of Normandy Square Senior Apartment Building)

Middleton Independent Tax Credit and Heritage Assisted Living and Memory Care

2012 – Heritage Middleton a 135-unit senior housing campus developed at a vacant sentry store in Middleton, WI. MSP put the site under contract in 2011 and worked with the City to help remove an eyesore on the gateway to Madison through Middleton. The site required excavation and haul off approximately 10 feet of soil and replacing that soil with engineered fill. This was due to the site previously sitting at the edge of a lakebed. The City provided \$2,100,000 in tax increment financing and Dane County provided a low interest loan in the amount of \$460,000. MSP also financed this development with tax credits and a 7/10 loan from WHEDA. The \$18,000,000 development consists of a 4 story 56-unit independent tax credit senior building interconnected to a 2 story 79 unit assisted living memory care community. The project is extremely dense on a site of only 2.2 acres but fits the urban design standards encouraged by the City. Construction took 12 months and the project has been full with a long waiting list on the affordable independent side since almost day one of certificate of occupancy.

Contact Information: Abby Attoun – Director of Planning Community Development (608)821-8343



(View of Senior Independent Tax Credit building at Middleton Campus)

1d.iii Developing Multifamily Housing for Low-Income Households

As made clear in our project lists above, MSP has very deep experience developing multifamily housing for low-income households. All of our recent tax credit developments have been primarily comprised of units for low income households.

Further, as indicated in our staff profiles, our current team has a unique blend of experience and educational background with low income multifamily and senior housing developments:

- Milo Pinkerton has long term expertise and success with this unique development program. Over the past 32 years, Milo has developed a reputation for high integrity and delivering results to partners and other stakeholders.

MSP Real Estate has a team of seasoned real estate development professionals with over a combined 40 years of direct housing and/or real estate development experience. This means that we not only bring deep knowledge and experience, but also have ample staffing to provide dedicated project management to each new project under development.

As previously stated, MSP Real Estate has assembled a team of seasoned professionals and consultants to augment our in-house team. We have consistently worked with this team on past projects and intend to continue these working relationships in order to ensure project success. Our team includes the following:

- **Outside Legal Counsel:** Foley & Lardner (Madison, WI) - Wayman Lawrence & Katie Rist
- **Accounting:** SVA (Madison, WI) – Glen Weyenberg, Mike Kendhammer
- **Architecture:** Dimension IV (Madison, WI) – Jerry Bourquin
- **Engineering:** CJ Engineering (Milwaukee, WI) – Chris Jackson

We have partnered with a total of six different tax credit syndicators on our past tax credit awards.

1d.iv Developing Permanent Supportive Housing

MSP Real Estate has incorporated the supportive housing model in all of our recent affordable housing developments. These developments set aside all or a portion of the projects' 30% CMI units for homeless individuals, those with disabilities, and other targeted populations and connects them with service providers as needed to support these residents housing stability. Below is a chart showing MSP's five most recent projects with 30% supportive housing units, target populations, and who the supportive service partners are.

Project	# of 30% Supportive Housing units	Target Population	Supportive Service Partner
Taylor Pointe	11	-Veterans -Homeless/Nearly Homeless -Special Needs -Formerly Incarcerated	-Madison-area Urban Ministry (MUM) dba JustDane -Dane County Veterans Services (referral only) -The Salvation Army
The Oscar	22	-Homeless/Nearly Homeless -Formerly Incarcerated -Veterans -Special Needs	-Madison-area Urban Ministry (MUM) dba JustDane -Dane County Veterans Services (referral only) -The Salvation Army
River Parkway	24	-Veterans -Special Needs -Homeless/Nearly Homeless	-Social Development Commission -Milwaukee County Veterans Service (referral only) -Aging Resource Center of Milwaukee County (referral only)
The Grove	23	-Veterans -Special Needs -Homeless/Nearly Homeless -Formerly Incarcerated	-Madison-area Urban Ministry (MUM) dba JustDane -The Salvation Army -Dane County Veterans Services (referral only) -Porchlight -Community Action Coalition for South Central Wisconsin (referral only)
Normandy Square	12	-Veterans -Homeless/Nearly Homeless -Formerly Incarcerated	-Madison-area Urban Ministry (MUM) dba JustDane -Middleton Outreach Ministry -Community Action Coalition for South Central Wisconsin (referral only)

1d.v Property Management

MSP Property Management



1295 Northland Drive Ste 270
Mendota Heights MN 55120
952-351-4540
952-935-7202

6234 Maywood Avenue
Middleton WI 53562
608-831-7004
608-359-9493

www.msphousing.com

List of MSP Property Managed Properties: 16 Senior and 7 Family projects.

Project Name	Location	Number of Units	Senior/Family	Tax Credit Yes/No
River Parkway	Wauwatosa, WI	136	Senior/Family	Yes
The Grove	Madison, WI	112	Family	Yes
Normandy Square	Madison, WI	58	Senior	Yes
Middleton Senior	Middleton, WI	56	Senior	Yes
New Berlin Senior II	New Berlin, WI	34	Senior	Yes
Chippewa Senior II	Chippewa Falls, WI	24	Senior	Yes
Homestead Village	Chippewa Falls, WI	48	Senior	Yes
West Allis Senior	West Allis, WI	122	Senior	Yes
Monona Senior	Monona, WI	88	Senior	Yes
Lincoln Village	Port Washington, WI	49	Senior	Yes
Deer Creek Village	New Berlin, WI	145	Senior	Yes
Silver Creek Village	Glendale, WI	65	Senior	Yes
Lexington Village	Greenfield, WI	120	Senior	Yes
Courtyard	West Allis, WI	63	Senior	Yes
Meadow Ridge	Waukesha, WI	70	Family	Yes
New Berlin City Center	New Berlin, WI	102	Family	Yes
The Landing	Chippewa, WI	40	Family	Yes
Central Pointe	New Berlin, WI	75	Family	No
Village Plaza	Paddock Lake, WI	24	Senior	Yes
Station House	Antigo, WI	40	Senior	Yes
Mill View	Kiel, WI	24	Senior	Yes
Valley Farms	Westfield, IN	92	Family	Yes
Total		1,587		

MSP Property Management and Heritage Senior Living Management have their accounting staff located at offices located in Mendota Heights, MN with property management staff located in offices in Madison and West Allis, WI. We do have a strong local presence in Dane County through our senior campuses that we developed, own, and manage in Middleton and Monona, and many of our construction suppliers and subcontractors are based out of Dane County.

MSP Property Management, LLC (MSPPM) was formed in 2006 to provide professional property management services to its affordable housing and market-rate housing portfolio in Minnesota and Wisconsin. MSPPM currently manages over 1,500 units in 15 locations throughout Wisconsin, MN, and IN. In 2017, 3 family properties (130 units) were sold in Minnesota that MSPPM also managed.

MSP Property Management, will be the property manager of record for The Heights Apartments.

Since 2006 both MSP property management and Heritage Senior Living has managed the complexities of Low Income Housing Tax Credit Compliance.

Staff knowledge of program requirements–

All team members are kept up to date on any State or Federal Policy changes and Compliance Department attends Training on a regular basis according to the needs of the State Agency and their recommendations. Property management staff do attend WHEDA compliance seminars on an as needed basis.

Staff stability–

All properties and departments are staffed according to pro forma, unit count and state recommendations. Our human resource department has the designated position of 'Recruiter' for all our management company staffing needs when employment vacancies need to be filled.

Processing certifications and recertifications –

All Certs and Recerts are completed in a timely manner according to the regulations set by the State Agency and/or Funding Program. Compliance Resources (Becky Haag) provides additional third party quality assurance (compliance) oversight.

Fees current or past due–

All state agencies requiring fee's for Annual Reporting or Processing Utility Approvals are up to date.

Tenant files completeness and organization –

All tenant files are third-party audited for accuracy by Compliance Resources (Becky Haag) and MSP/Heritage Senior Living management outlines all file set-up so organization and completeness is the same, no matter which property you walk onto.

Responsiveness to federal and state housing compliance issues including AG 134, Equal Opportunity, affirmative fair marketing practices, 504 and LIHTC. –

All Federal and State Housing Audits or Issue Responses are handled according to the time limit provided per notification. Our goal at MSP/Heritage Senior Living is to turn around any audit items prior to or earlier than the deadlines provided.

Compliance History-Number and quality of 8823's issued

MSP Property Management has been managing affordable and market rate housing since 2006. Heritage Senior Living Management has been managing assisted living, memory care and independent affordable senior housing since 2000. **In the past 5 years there have only been a few minor tenant file issues that required resolution related to missing documentation only. No**

substantial reportable recapture of credit issues has ever been reported on these managed properties to the IRS. Each state has their own standards of practice on when/why to issue an 8823's but we have experienced the same results with our Minnesota based properties that interface with the Minnesota Housing Authority. (These properties sold in 2017.)

Liz Johnson, our area property manager has multiple years' experience with tax credit compliance. She continually monitors the site staff for tax credit compliance and reporting requirements as mandated by the Wisconsin Housing Economic Development Authority.

Our third-party consultant, Becky Haag, Compliance Specialists (23 years' experience) reviews ALL tenant files for tax credit compliance as well as recertification compliance.

MSP Property Management provides all property management functions including Tax Credit certification, recertification, ongoing compliance, all accounting functions, day to day management and maintenance. MSP Property management has grown in size and oversight starting with 66 units in 2 projects in 2006 to over 1,500 units in 15 locations in Wisconsin in 2021. We did sell 3 multifamily properties comprising 130 total affordable family units in Minnesota in 2017 that were also managed by MSP Property Management.

Lars Johnson, our Chief Financial Officer, heads up an accounting team that employs 6 full time accountants with over 100 years combined of accounting experience.

Brian Martin and Liz Johnson have over 25 plus years combined Asset Management and Property management experience. They monitor monthly reports related to rent collection, occupancy, budget to actual costs, leasing status, work orders and tax credit compliance, along with addressing ongoing inspections and reporting for state and lender requirements. Most of our sites are then staffed with on-site managers and maintenance staff dependent on needs of individual properties.

We have within the MSP Property Management and Heritage Senior Living management umbrella 19 full time maintenance staff to take care of the day to day physical plant operations for all our properties.

1d.vi Provision of Supportive Services

MSP has substantial experience in the provision of support services on mixed-income properties where we set aside our 30% CMI units as supportive housing units. The 30% CMI units generally make up 20% or greater of the project's total units. We are committed to identifying the right service providers to meet the objectives of the funding source whether it be city, county or federal tax credit funding that requires a supportive housing component to the development.

The Heights Apartments will provide supportive services through our supportive service partners (The Salvation Army of Dane County and Dane County Veterans Service Office) and case management. Those supportive services are in place to increase the independence and long-term housing success of the individuals/families receiving this assistance. Below is a chart showing MSP's most recent projects with supportive housing, target populations, and who the supportive service partners are.

Project	# of 30% Supportive Housing units	Target Population	Supportive Service Partner
Taylor Pointe	11	-Veterans -Homeless/Nearly Homeless -Special Needs -Formerly Incarcerated	-Madison-area Urban Ministry (MUM) dba JustDane -Dane County Veterans Services (referral only) -The Salvation Army
The Oscar	22	-Homeless/Nearly Homeless -Formerly Incarcerated -Veterans -Special Needs	-Madison-area Urban Ministry (MUM) dba JustDane -Dane County Veterans Services (referral only) -The Salvation Army
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Normandy Square	12	-Veterans -Homeless/Nearly Homeless -Formerly Incarcerated	-Madison-area Urban Ministry (MUM) dba JustDane -Middleton Outreach Ministry -Community Action Coalition for South Central Wisconsin (referral only)

2. Tenant Selection Plan & Tenant Screening Criteria

RESIDENT SELECTION PLAN – MULTI-FAMILY

This property is a non-age restricted apartment community for low-to-moderate income families. This property subscribes to the following procedures for qualifying applicants for occupancy in this rental development.

Additional restrictions may apply dependent on financing.

Equal Housing Opportunity

MSP Property Management, LLC. and this rental community adhere to local, state, and the federal Fair Housing Law (Title VIII of the Civil Rights Act of 1968, The Fair Housing Amendments Acts of 1988 and Section 504 of the Rehabilitation Act of 1973, all as amended), which stipulates that it is illegal to discriminate against any person on the basis of race, color, creed, religion, sex, national origin, marital status, status with regard to receipt of public assistance, disability, familial status, sexual orientation and gender identity.

THIS IS AN EQUAL HOUSING OPPORTUNITY COMMUNITY

Age and Occupancy Standards

Occupancy standards for this development are no more than 2 people per bedroom. Exceptions may be made on non-senior properties for minors under the age of 2 years old. Minimum occupancy preference is that each affordable unit will be occupied by a minimum of one person per bedroom at the time of occupancy for non-age restricted units.

Income Requirements

Income requirements at this development are prescribed by the Low Income Housing Tax Credit Program ("the Program") outlined in Section 42 of the Internal Revenue Code ("Section 42"). Income limits are issued and annually updated by the Department of Housing and Urban Development for each state by county and/or metropolitan statistical area according to family size. (Refer to Attachment A of this document for the current income limits for this development.) The applicant must demonstrate a financial ability to pay the monthly contribution toward rent, meaning a household may not pay more than 45% of their gross monthly income toward rent. Adjustments to this policy may be made by management depending upon a household's total assets.

Resident Selection Procedures

The following procedures are the established resident selection criteria used by management to determine applicant eligibility:

- A. A formal application form must be completed by all applicants, including a Release of Information Consent Form.
- B. A consumer credit report will be prepared by a credit-reporting agency that will reflect past and present credit history and criminal background search will be completed.
- C. Household income qualification and Program eligibility will be determined in accordance with Program regulations.

- D. Landlord or housing history, including eviction judgement will be determined in accordance with Program regulations.

Occupancy Preferences

Preference for occupancy will be given to households desiring as follows:

- A. Preference will be given on a first come first serve basis for all units. There will be a preference for affordable units given to residents with a minimum of 1 household member to a bedroom. The appropriate earnest money deposit and application fee (if applicable) must accompany each rental application in order to be processed. Apartments will not be held for more than 48 hours without the application and earnest money deposit. For units that are identified for supportive housing, those units will be held open for a minimum of 30 days or until WI OHS or local collaborative long term support partners, in conjunction with the management agent, finds a person meeting the target definition and requisite income qualifications to lease the unit. After the 30 days, the unit may be leased to any otherwise income qualifying applicant(s). If the application is accepted, the earnest money will be put toward the security deposit balance. If the application is rejected, the earnest money will be returned to the applicant within 21 days of the rejection notification. The application fee (if applicable) is non-refundable 48 hours after the application and fee are submitted to management for processing. This fee is used by management to cover costs of processing applications and running credit and criminal history reports, etc.
- B. 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 will offer the units in the following order:
1. To current residents who would benefit from the available unit's accessibility features, but whose current unit does not have such features.
 2. To eligible and qualified households on the waiting list with disabilities who would benefit from the available unit's accessibility features.
 3. To other eligible and qualified households on the waiting list (i.e., without disabilities) who may desire the unit, however management 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 unit's features.

When an accessible unit becomes available, households that need (and currently do not have) the accessibility features assume a position at the top of the waiting list.

Unit-Transfers

All requests for unit-transfers must be in writing and will be processed in the order received. Unit-transfers may be requested after completion of the initial lease term and all lease obligations have been fulfilled (e.g., there are outstanding issues such as unpaid rent, late charges, damages beyond normal wear and tear, significant violations of the lease or House Rules, etc.). It is management's policy to alternate the preference between current residents (without "reasonable accommodations") requiring transfers and new move-in residents on the waiting list. If a resident desires to transfer to another unit in the development, management will re-verify that the household will continue to be Program eligible and income qualified in accordance with Section 42, prior to the unit-transfer.

Rental Application

The rental application for an apartment is designed to give management enough information to determine Program eligibility. Completion of the rental application by a household does not mean the applicant has been approved for occupancy. Approval for occupancy is determined only after all information on the application is verified through the certification process.

Selection Criteria/Certification Process

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 application may be rejected based on one or more of the following criteria. See Tenant Screening Criteria B for those applicants applying for 30% supportive service units.

- A. Insufficient/Inaccurate Information on Application.
If management determines that the applicant has not fully cooperated in all aspects of the application process, or if it is determined that the applicant has falsified information, it is cause for immediate rejection of the application.
- B. Credit and Financial Standing
 1. Management will consider whether all applicants have a satisfactory history of meeting financial obligations, (including timely payment of rent, outstanding judgments or a history of late payments of bills). If management rejects an application based upon the credit report, the applicant will be provided with the name of the credit-reporting agency that performed the credit check. 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.
 2. The inability to verify credit references is a factor for rejection of an application. Consideration will be given to special circumstances in which credit has not been established.
- C. History of Residency
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. An Applicant may not be denied admission on the basis that that the applicant is or has been a victim of domestic violence, dating violence, sexual assault, or stalking, if the applicant or tenant otherwise qualifies for admission as stated under the **Compliance with the Violence Against Women Act (VAWA)**.
- D. Other Reasons for Rejection (unless prohibited by local, state or federal law) include, but are not limited to:
 - a. A household member's conviction record (see Attachment B): (Management will take into account evidence that the individual has maintained a good tenant history and/or after the criminal conduct occurred. Management will not reject applicants solely based on arrest records (without conviction));
 - b. Anyone who will live in the apartment who is currently engaged in the use of illegal drugs. (Management will not discriminate against qualified applicants who are former drug users or who have undergone drug or chemical sensitivity treatment. (see Attachment B));
 - c. Rent delinquency;
 - d. False, inaccurate or missing information on the rental application and other related documentation;
 - e. Refusal to accept the lease provisions (rules and regulations, occupancy standards, amount of rent, the unit must be the primary place of residency, etc.) or the Program requirements.

- E. Management will not deny applicants based on the following:
- a. 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;
 - b. Lack of housing history;
 - c. Information on credit report that is disputed, in repayment, or unrelated to a past housing or utility (gas, electric, and water only) obligations;
 - d. Inability to meet financial obligations other than housing and utilities necessary for housing (gas, electric, water);
 - e. 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;
 - f. 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;
 - g. Wisconsin Circuit Court Access records;
 - h. Membership in a class protected by Dane County fair housing ordinances and non-discrimination ordinances in the municipality where the project is located.

Pet Policy

Pets may be permitted at this development. Refer to pet lease addendum for pet requirements (breed restrictions may apply). Preapproval by management is required and pet lease will be executed between the household and the owner. Service animals as defined in Section 504 of the Rehabilitation Act of 1973, 42 USC Part 12100 (1990) and the Fair Housing Amendments Act, 42 USC Sect. 3604 (1988) and 24 CFR Sect. 100.204 (1989), are permitted. Service animals include "any guide dog, signal dog, or other animal individually trained to provide assistance to an individual with a disability." Confirmation of the need for a specific service animal may be required from a medical professional. *(A companion animal for a person with an emotional disability is also considered a "service animal." This type of service animal requires verification from a medical professional that the individual meets the definition of "disabled," and that there is a need for a specific companion animal.)*

Application Approvals

If management approves an application, the applicant will be notified by phone or in writing of their acceptance. The applicant shall have two calendar working days from initial notification to accept the apartment. If the applicant does not respond within two (2) working days of the notification, management reserves the right to cancel the application and remove the applicant from the waiting list. It is the applicant's responsibility to notify management of changes of address and phone numbers.

Application Rejections

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. Notice of denial includes a written explanation of the Tenant Selection Plan criteria the applicant failed to meet. 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. Notice of denial should inform the applicant how to seek an approval of the housing providers decision.

Denial Process

Prior to a denial based on a criminal record, management 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, management 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, management is encouraged to meet with the applicant to review their application and make an individualized determination of the eligibility, considering: (a) factors identified in management'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 reasonable accommodation of the applicant's disability. In making a denial decision, management 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. Management 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: (1) the action or inaction forming the base for denial, (2) who participated in the action or inaction, (3) when the action or inaction was committed, and (4) 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. Management 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.
7. A written decision of the application shall be provided to the applicant within ten working days after the in-person appeal meeting.

Short Term Lease Policy (offered at management's discretion)

This property may impose a short term lease fee policy for leases under 9 months, which will require pre-approval from the Area or Regional Manager. A short term lease fee up to \$200/month may apply. Short term leases will not be allowed to expire during the fall through winter months of October through April. On all Section 42 apartments, the initial minimum lease term available is six months. The lease dates must constitute a full six month term (a move-in on the 30th of a month does not equate to a full month's occupancy). Short term leases may not be eligible for rent specials. All short term leases will require a sixty (60) day notice to vacate.

Screening Criteria

This property uses a 3rd party scoring model to screen applicants. See Tenant Screening Criteria B for those applicants applying for 30% supportive service units.

Applicants will not be denied solely due to:

- A lack of housing history;
- A low credit score, provided that the applicant has a co-signor and/or is enrolled in credit repair program;
- Information on a credit report that is or has been formally disputed, in repayment, or unrelated to a past housing or housing utility obligation;
- The applicant owing money to a prior landlord for rent or damages, or to a utility company, provided the applicant has entered into a payment arrangement with the debtor and is current on the repayment arrangement;

Exceptions may be made for special conditions, such as medical collections, government rental assistance, or applicants without credit history. Scoring criteria is subject to change.

Attachment A: Current Income Limits

Attachment B: Criminal History/Zero-Tolerance Policy, Screening Criteria, Release Form

Attachment A: Current Income Limits

Family Size	1	2	3	4	5	6	7	8
Dane 30%	21,660	24,750	27,840	30,930	33,420	35,880	38,370	40,830
Dane 50%	36,100	41,250	46,400	51,550	55,700	59,800	63,950	68,050
Dane 60%	43,320	49,500	55,680	61,860	66,840	71,760	76,740	81,660

Attachment B: Criminal History/Zero-Tolerance Policy, Screening Criteria, Release Form

Attachment B

SCREENING CRITERIA & RELEASE FORM

CREDIT REPORT SCREENING:

This property uses a 3rd party scoring model to screen credit history. Scoring parameters are subject to change.

Exceptions may be made for special conditions, such as medical collections, government rental assistance, or applicants without credit history.

FALSIFICATION OF INFORMATION:

Any falsification of information listed on the application will be grounds for denial.

CRIMINAL CONVICTIONS/CURRENT DRUG USE:

Management will consider all household member(s)' criminal conviction records (within the bounds of local, state and federal laws) as part of our resident selection criteria. Management will deny all applicants having previous felony convictions or history of misdemeanors, etc., to the extent of the law. Management will deny any applicant subject to local, state or federal sex offender registry requirements.

SIGNATURE CLAUSE:

I have read and understand the above-mentioned criteria. I authorize investigation of all statements contained in this application for residency as necessary. I agree that this signed release of information may be photocopied at the discretion of MSP Property Management (Agent for Owner) and should be considered as valid as the original. I authorize the owner, its subsidiaries, and its agents to investigate my credit worthiness through any credit bureau or other reasonable means. I further authorize investigation of my criminal background/history. This release for information will expire thirteen (13) months from the date of signature.

Each applicant 18 years of age and older must sign and date below.

Signature of Applicant	Date	Signature of Applicant	Date
Signature of Applicant	Date	Signature of Applicant	Date



Tenant Screening Criteria

MSP Property Management LLC (MSPPM) has extensive knowledge in qualifying and making sure residents are eligible for tax credit or market rate units they are applying for. MSPPM has over 14 years of experience providing management services in the state of Wisconsin and the Midwest. MSPPM will find eligible tenants through various advertising and outreach efforts. For all of our market rate and tax credit units at or above 40% CMI MSPPM will be employing a criteria 'A' screening tool based on income, credit worthiness, and criminal background checks.

For the project's 30% CMI units, we will apply our 'B' screening criteria. For these 30% units, MSPPM will qualify those residents based on a less stringent set of criteria than what is used in our 'A' screening practices. This 'B' tenant screening tool will allow MSPPM to provide more housing choices for applicants in the 30% CMI level and will affirmatively market these units to the specifically targeted population being proposed for these 30% units. The 'B' tenant screening policies allow for greater flexibility to mitigate housing barriers associated with challenged applicants.

MSPPM will also adhere to the eight (8) "Fair Tenant Selection Criteria" selected under the Dane County AHDF 2021 application for The Heights Apartments. To the extent there are any inconsistencies between MSPPM's criteria and the eight (8) selected "Fair Tenant Selection Criteria" in the Dane County 2021 application, MSPPM will apply the eight (8) selected Dane County "Fair Tenant Selection Criteria."

Tenant Screening Criteria – Criteria B

Income

Test – Monthly Income > 2 Times Rental Amount

If No, other considerations:

- Co-signor
- Ability to provide proof of past ability to pay amount of rent
- Verification of ability to pay through case manager or program source acceptable to landlord

Prior Tenant History

Test – Less than 3 eviction filings in the last 5 years

Test – Only 1 eviction judgement in the last 5 years accepted if has the following:

- Co-signor
- Written payment plan with landlord owed money and proof that payment plan is being adhered to

Behavioral Evictions – Denial if within the last 5 years. No Co-signor opportunity is available to applicants denied for this reason.

Landlord References

Test – Need 1 year of satisfactory landlord reference or 3 years of satisfactory reference in the last 5 years.

- If no history will need co-signor
- Multiple adult member households with only one member references acceptable application may be approved
- 5 day notices for rent can be disregarded with applicant if they have HUD-VASH Voucher

- 5 day for drugs/alcohol or other behavior acceptable with written verification of case management support

Criminal Background Check

Test – Deny for violent felony convictions within the last 50 years but allow for appeals and consideration for extenuating circumstances

Test – Deny for non-violent felony convictions within the last 15-30 years but allow for appeals and consideration for extenuating circumstances

Test – Use in-house Yardi criteria for misdemeanor convictions that require a 5, 7, 15, or 30 year lookback (see table next page).

Test – All registered Sex Offenders/Sex Crimes will be denied

MSP 'B"SCREENING CRITERIA CRIMINAL OFFENSES

CRIMINAL RECORDS				
Offenses	Felony (Years)	Misdemeanor (Years)	Patterns of Misdemeanors	Return Records
1) Alcohol Related	7	0		ALWAYS
2) Arson	50	15		
3) Assault &/or Battery	50	7		
4) Bad Checks	15	7		
5) Burglary	50	7		
6) Crimes Against Animals	15	7		
7) Crimes Against Children	50	7		
8) Crimes Against Gov't or Gov't Officials	30	0		
9) Crimes Involving Computers (Cybercrime)	15	0		
10) Destruction/Damage/Vandalism of Property	30	15		
11) Disturbance to Peace & Order	15	0		
12) Domestic Crimes	30	15		
13) Drug	15	7		
14) Drug - Sale, Manufacture, Distribution	30	15		
15) Embezzlement	30	0		
16) Fraud	30	0		
17) Gambling	15	0		
18) Harassment	30	7		
19) Homicide	50	15		
20) Kidnapping	50	15		
21) Organized Crime/Conspiracy	50	0		
22) OUI, OVI, DWI	15	0		
23) Petty Theft	15	7		
24) Purposefully Obstructs, Impairs or Perverts the Law	30	7		
25) Robbery	30	7		
26) Sex Crimes - Other	50	30		
27) Sex Crimes Against a Person	50	30		
28) Theft/Larceny	30	15		
29) Traffic Violations	15	-		
30) Trespassing	30	0		
31) Weapons	30	7		
32) Incarceration (Due to Conviction) Release Date	30	0		
33) Any Offense Not Listed	5	5		

August 3, 2021

Mr. Mark Hammond
Vice President of Development MSP Real Estate
7901 W. National Avenue
West Allis, WI 53214

RE: Management Agreement – Fair Tenant Selection Criteria & Tenancy Addendum –
The Heights Apartments

Dear Mr. Hammond,

MSP Property Management (MSPPM), LLC will be the property management company for The Heights Apartments, a 79-unit multifamily project, in the City of Madison. MSPPM has over 14 years of management experience with over 1,500 units throughout Wisconsin in both affordable and market-rate housing.

Per the Dane County Affordable Rental Housing Affordable Housing Development Fund 2021, MSPPM agrees to MSP Real Estate's responses in the Dane County Application for 2021 Affordable Housing Development Fund and will adhere to the eight (8) selected criteria under Question O: Fair Tenant Selection Criteria. MSPPM will also follow the denial process under Question O: Fair Tenant Selection Criteria. Question O selections are attached for reference.

Per the Dane County Affordable Rental Housing Affordable Housing Development Fund 2021, MSPPM agrees to MSP Real Estate's responses in the Dane County Application for 2021 Affordable Housing Development Fund and will adhere to all the tenancy addendum provisions under Question P: Tenancy Addendum. Question P selections are attached for reference.

If you have any questions, feel free to call me at (608) 359-9493.

Sincerely,



Brian Martin
Vice President of Asset Management
MSP Property Management, LLC

- O. **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	
<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 type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input 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.)
<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.

Will the project incorporate the denial process detailed below?

Yes	No
<input checked="" type="checkbox"/>	<input 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.
7.	A written decision on the application shall be provided to the applicant within ten working days after the in-person appeal meeting.

P. **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"/>

a.	Security Deposits. The amount of a security deposit shall not be more than one month's rent.
b.	Late Fees and Other Fees. 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.
c.	Rights of Youth to Access Common Spaces. 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.
d.	Good Cause for Termination. 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.
e.	<p>Reasonable Guest Rules. 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>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>(1) A notice of the ban is issued to the tenant stating the:</p> <p>(a) name of the person banned,</p> <p>(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>(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>(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 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>
f.	Parking Policies. 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.

**5. Certification of Registration for Any Green Energies/
Sustainability Certification - N/A**

6a. Salvation Army of Dane County



Brian Peddle
General

Commissioner Brad Bailey
Territorial Commander

Major Steven J. Merritt
Divisional Commander

Major Andrew Shiels
Capital Area Coordinator
Madison Temple Corps Officer

Major Melissa Shiels
Capital Area Program Director
Madison Temple Corps Officer

Captains Vong and Ting Luangkhamdeng
Madison Genesis Corps Officers

July 7, 2021

Mr. Mark Hammond
Director of Development MSP Real Estate
7901 W. National Ave.
West Allis, WI 53214

RE: WHEDA Tax-Credit Rental Housing Development
The Heights Apartments – 2208 University Avenue, Madison, WI 53726

Dear Mr. Hammond,

The Salvation Army is a worldwide religious and charitable organization dedicated to serving those in need without discrimination. In Dane County, we have one worship and community center and two homeless shelters. Alongside the Single Women's Shelter and the Emergency Family Shelter, The Salvation Army of Dane County host six housing programs and a Diversion Program – an effort to keep families and individuals from entering the shelter system at all.

My understanding is that The Heights Apartments, located at 2208 University Avenue, will be an affordable rental development that will create approximately 16 supportive housing units for individuals/families earning 30% or less of the Dane County area median income. The target population for these supportive housing units is individuals/families whose incomes qualify for the 30% rent restricted units. The available 16 supportive housing units will be generally spread across a mix of 1, 2, & 3 bedroom units at the 30% rent restricted level, but MSP will work with The Salvation Army to target units types with the greatest need which is currently understood to be slighter greater for 2 and 3 bedroom units but generally needed across all unit types. MSP Real Estate will notify the Salvation Army of the number of supportive housing units to be targeted for Salvation Army specific referrals as the project progresses, but currently anticipates approximately 5-10 units to be targeted to Salvation Army referrals.

The Salvation Army will refer individuals and families that it provides assistance to under our Dane County Assists With New Starts (DAWNS) program and our RISE program to The Heights Apartments. Individuals and families transitioning from homelessness to housing can be offered a rapid rehousing package through our DAWNS and RISE programs. This package consists of weekly case management sessions, security deposit, and first month's rental assistance for the DAWNS program and up to a years' rental assistance in our RISE program. Additional rental assistance may be granted on an individual case by case basis. Cas management support can last up to two years and will be provided at the resident's apartment or Salvation Army offices. The Salvation Army will extend its monetary rental resources and caseworker support under our DAWNS and RISE programs to individuals/families that it refers to live at The Heights Apartments.

The Salvation Army strongly supports the proposed apartment community that MSP Real Estate intends to build as a new affordable housing option that will assist the City of Madison's efforts to promote housing stability and/or prevent homelessness.

If you have any questions feel free to call me at (608)-250-2237.

Sincerely,



Melissa Sorensen
Social Services Executive Director
The Salvation Army of Dane County

The Salvation Army of Dane County - P. O. Box 8455, Madison, WI 53708-8455 - 608.256.2321

“...THERE IS NO REWARD EQUAL TO THAT OF DOING THE MOST GOOD TO THE MOST PEOPLE IN THE MOST NEED.” - EVANGELINE BOOTH

Have you remembered The Salvation Army in your will?

6b. Dane County Veterans Service Office

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (the “MOU”) is made on this 18th day of November, 2020 (the “Effective Date”) by and between Dane County Veterans Service Office (CVSO) and MSP Real Estate, Inc or its assigns (Owner) and MSP Property Management LLC (Property Management Agent).

WITNESSETH

WHEREAS, the Developer is the developer of 78 proposed apartment units in a development to be located at 2208 University Avenue, Madison, WI.

WHEREAS, the Dane County Veterans Service Office is an organization which assists eligible veterans and their dependents in applying for state and federal veterans benefits, and whose mission is to serve all veterans and their families, with dignity and compassion, by providing assistance in the preparation and submission of claims for benefits to which they may be entitled, and to serve as their principal advocate and link to services on veterans’ related issues.

WHEREAS, the intent of this Memorandum is to confirm our mutual desire and commitment to initiate a collaborative relationship to ensure eligible veterans are aware of the availability of affordable housing units in this development, and establish communication to connect future low income residents with appropriate services and service providers.

WHEREAS, the Developer is seeking financial support from the Wisconsin Housing and Economic Development Authority (WHEDA) through the Section 42 Low Income Housing Tax Credit Program (LIHTC) to construct the property.

WHEREAS, anticipating that the application will be well received by WHEDA, and hopeful that it will receive funding that will allow construction of the community, the Developer wishes to proactively establish an area referral network that includes the Dane County Veterans Service Office.

NOW THEREFORE, Developer and the Dane County Veterans Service Office agree:

- 1) The proposed project intends to provide 16 “supportive housing units” (30% CMI units) at very affordable rents. The target population for the supportive housing units is individuals, families, veterans and the senior population who have permanent developmental, physical, sensory, medical or mental health disabilities or a combination of impairments that make them eligible for long term care services.
- 2) Should the proposed project be constructed, Developer and/or its property management agent will, whenever there is a vacant supportive housing unit, contact your office and other area local partners asking for referrals of prospective residents who are low income and are veterans. This contact will be made by the Developer or their onsite management agent staff via email or phone.
- 3) The Developer’s property management agent will establish a waiting list of prospective residents based on referrals described above.
- 4) The Developer and its property management agent will endeavor to make existing and prospective residents aware of services and resources available by provision of a tenant resource area within the common area of the proposed development. The tenant resource area will consist of contact information for the CVSO as well as materials and brochures of the Dane County Aging and Disability Resource Center (ADRC), and other area collaborative partners. New residents will also receive a copy of the CVSO and ADRC brochure directly from the property manager at the time of lease signing. Our onsite management agent staff will be coached regarding “who and how” with regards to the CVSO and ADRC to help

connect residents to the appropriate service networks.

- 5) The proposed project will not provide long term services, nor charge fees related to long term services to residents, but will rather refer residents to the CVSO, the ADRC, and other area local partners in order to assist residents to locate the services and funding appropriate to their individual need.
- 6) Residents will not be required to receive any services in order to reside in the development. Residents that desire to receive services will have a choice in service provider(s).

Administrative Provisions

Duration

This MOU is subject to the project receiving an award of LIHTC, with operations expected to commence in the Spring of 2023. The initial period shall be 12 months from commencement of leasing operations. Either party may terminate this agreement with 30 days' notice at the end of the initial period.

Amendments

This MOU may be amended when such an amendment is agreed to in writing by all signatories. 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 they will have access to certain confidential information regarding the other party's operations related to this project. It is further agreed that the parties will not at any time disclose confidential information and/or material without the consent of that party unless such disclosure is authorized by this MOU or required by law. Unauthorized disclosure of confidential information shall be considered a breach of this MOU. Where appropriate, client releases will be secured before confidential information is exchanged. Confidential client information will be handled with the utmost discretion and judgment.

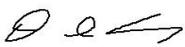
Nondiscrimination

There shall be no discrimination of any person or group of persons on account of race, color, creed, religion, sex, marital status, sexual orientation, age, handicap, ancestry, or national origin in the operation of the project.

Signatories:

Dane County Veterans Service Office

MSP Real Estate, Inc.

By: 

By: *Mark Hammond*

Date: November 30, 2020

Date: 11.30.2020

Name: Daniel A. Connery

Name: Mark Hammond

Title: Dane County CVSO

Title: VP of Development