

# DANE COUNTY APPLICATION FOR 2022 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 July 13, 2022**. Upload application materials to the **Dane County AHDF Dropbox**.

## APPLICATION SUMMARY


<b>ORGANIZATION NAME</b>	Lutheran Social Services & JT Klein Company, Inc.		
<b>MAILING ADDRESS</b> <small>If P.O. Box, include Street Address on second line</small>	818 S. Park Street Madison, WI 53715		
<b>TELEPHONE</b>	(608) 661-2345	<b>LEGAL STATUS</b>	
<b>FAX NUMBER</b>	N/A	<input type="checkbox"/> Private, Non-Profit <input checked="" type="checkbox"/> Private, For Profit <input type="checkbox"/> Other: LLC, LLP, Sole Proprietor	
<b>NAME CHIEF ADMIN/ CONTACT</b>	Jacob T. Klein	Federal EIN: <u>47-4551112</u>	
<b>INTERNET WEBSITE (if applicable)</b>	jtklein.com	Unique Entity Identifier (UEI):	
<b>E-MAIL ADDRESS</b>	jacob@jtklein.com		

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

PROJECT NAME	PROJECT CONTACT PERSON	PHONE NUMBER	E-MAIL
38Ten Parmenter I & II	Jacob T. Klein	6086612345	jacob@jtklein.com

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

TOTAL PROJECT COST	AMOUNT OF AHDF FUNDS REQUESTED	PERCENT OF AHDF FUNDS TO TOTAL PROJECT COST
\$38,780,000.00	\$1,750,000.00	4.51%



\_\_\_\_\_  
Signature of Chief Elected Official/Organization Head

\_\_\_\_\_  
Jacob T. Klein  
Printed Name

\_\_\_\_\_  
President  
Title

\_\_\_\_\_  
7/12/22  
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:	38Ten Parmenter I & II
Project Address:	3809-3815 Tribeca Drive
City, State, Zip:	Middleton, WI 53562
Parcel Number:	070802281652
Census Tract:	109.04

- 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.

38Ten Parmenter I & II is a two phase project located at 3809 & 3815 Tribeca Drive in Middleton Wisconsin. The City of Middleton has been supportive of 38Ten Parmenter since it was first brought to their attention for preliminary zoning approval in 2019. This project has received numerous letters of support from City alders and a letter of recommendation from the City of Middleton Affordable Housing Committee.

38Ten Parmenter received unanimous PDD-SIP final zoning approval in November of 2021. The building permit has received City staff approval and will be issued once all park and impact fees have been paid, which are estimated to be paid upon closing in August 2022. The first phase of 38Ten has received TIF financing, and the second phase is slated for review of its TIF financing approval later this summer.

38Ten Parmenter will be a positive impact on the community and aligns perfectly with the City of Middleton’s and Dane County’s affordable housing goals. The City of Middleton has prided itself on it’s support of affordable housing with financial incentives and flexible zoning. These projects will be the 5<sup>th</sup> and 6<sup>th</sup> housing developments done by Jacob Klein in the city of Middleton.

- 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 current zoning of the site is a Planned Development District – Specific Implementation Plan (PDD-SIP) and multifamily use specific to these projects is permitted. There are no variances, special or conditional use permits or any other items requiring a public hearing needed to develop this proposal.

- D. **PROJECT DESCRIPTION:** Provide a detailed description of the project, including proposed affordability period.

38Ten Parmenter I & II is a two phase workforce housing development aiming to help bridge the affordable housing gap affecting Middleton and Dane County. Both phases have already received two separate WHEDA 9% tax credit awards, and will meet all income, occupancy and rent restrictions set by WHEDA. Both phases of 38Ten proceed with construction within 3 months of each other. Construction is slated to start in September of 2022.

38Ten is located one of the fastest growing areas of Middleton, the Parmenter Corridor. Middleton is one of the largest concentrations of employment within Dane County and the Parmenter Corridor has had exponential job growth in the workforce fields. As with many areas within Dane County, the City of Middleton is growing faster than the housing demand can keep up with it. Every day thousands of people commute to Middleton for jobs and would benefit from affordable housing located closer to their employment. 38Ten Parmenter I & II will help keep Middleton residents close to their place of work at an affordable price. In addition to being a high quality housing development, 38Ten is within walking distance to Middleton Public Schools. This will allow families to thrive within the highly rated Middleton Public School District. This neighborhood is well served for affordable housing and will provide future residents with plenty of neighborhood amenities such as parks, grocery stores, shops, and restaurants. Additionally this area is well served by public transportation, within multiple Madison Metro Transit bus stops within 0.5 miles.

The primary developer of the first phase of 38Ten Parmenter is Lutheran Social Services (LSS), one of the oldest and most successful non-profits within Wisconsin. Additionally, LSS will be providing supportive services and coordinating the HSC list for the development. Phase I will be 54 units within a 3 story development containing 1, 2, & 3 bedroom units.

JT Klein Company, Inc. is a co-developer on phase 1 and will be the primary developer of the second phase of 38Ten. Phase II will consist of 76 units within a 4 story building containing 1, 2, and 3 bedroom units. An additional co-developer on both phases is DA Development LLC, a City of Madison certified Minority Business Enterprise. This diverse development team will give 38Ten I & II an array of perspectives, giving the project highest chance of success

Both phases will contain a wide range of affordable units and market rate units. Both phases will have a minimum affordability period of 30 years. Additionally, both phases of 38Ten will provide a substantial amount of first floor 3 bedroom units designed for families with children. A full breakdown of unit types and AMI set asides is provided in section "H".

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

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

In the City of Middleton and Dane County in general, there is an enormous, unmet demand for high quality affordable housing units targeted for extremely low-income individuals who need support services. JTK believes in an integrated housing model, which targets a wide spectrum of tenants, ranging from low-income to market rate; designed for people with and without disabilities.

38Ten Parmenter will create (11) 30% AMI units in phase 1 and (16) 30% AMI units in phase 2 for a combined total of 27 units targeting 30% AMIs. The targeted populations for these units are, veterans, persons with mental or physical disabilities, and persons on the HSC list. In order to best serve these targeted populations, 38Ten Parmenter has partnered with LSS to provide a wide variety of supportive services and potential case work management to these units. For over 100 years, LSS has offered case management and service coordination linking with appropriate providers. Specific service needs are anticipated to include:

- Case management with an emphasis on independent living skills and employment/education goals including:
- Disabilities
- Counseling

--Education and job training  
 --Financial literacy training  
 --Behavioral health and primary health care, including:  
 --Counseling -Transportation to and from healthcare appointments and services  
 --Parenting services to promote the well-being of children and families  
 --Chemical dependency treatment

Tenants will be individually informed of potential supportive services upon signing their lease or when they are given keys. Additionally, marketing materials will be made available, and onsite meetings will be scheduled.

JTK will also be working with the CVSO to provide supportive housing units for veterans and individuals 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. MOM will be assisting LSS to help provide and/ or coordinate services for families from the Dane County Coordinated Entry Program.

The 27 targeted population units will all be held open exclusively for the targeted populations outline above for a minimum of 30 days. During that 30 day time period, JTK will work with MOM, LSS, and CVSO to provide outreach and inform targeted individuals of 38Ten Parmenter. The supportive service providers will assign qualifying tenants complete applications and navigate the income and screening processes. After the 30 day period has expired, JTK will continue to work with the supportive service providers to target these populations, but will also start to accept applications from other income qualifying applicants. If the supportive service provider has an application in process, 38Ten will provide flexibility to hold the unit open longer, even after the 30 day period has expired.

Roughly 6 months prior to targeted occupancy, 38Ten will set up regular monthly meetings between Oakbrook, the developers, and the supportive service providers. These meetings will discuss marketing, targeted outreach, and construction process to keep all parties informed.

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

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

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
Purchase Site	June 2021
Final City Zoning	November 2021
Approval of TIF Financing	November 2021 & August 2022
WHEDA 9% Tax Credit Award	May 2021 & May 2022
Finish Architect Construction Drawings	June 2022
Collection and Award Bids	July 2022
Close on Financing- Phase 1	August 2022
Start Construction- Phase 1	September 2022
Close on Financing- Phase 2	November 2022
Start Construction- Phase 2	December 2022
Begin Marketing- Both Phases	June 2023
Accept Applications	August 2023
Certified Occupancy- Phase 1	November 2023
Certified Occupancy- Phase 2	February 2024
Stabilized Occupancy- Phase 1	March 2024
Stabilized Occupancy- Phase 2	July 2024

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:		3809 Tribeca Drive					Projected Monthly Unit, including Utilities				
% of County Median Income (CMI)	Total # of Units	# of Bedrooms					\$ Rent for Studios	\$ Rent for 1 BRs	\$ Rent for 2 BRs	\$ Rent for 3 BRs	\$ Rent for 4+ BRs
		# of Studios	# of 1 BRs	# of 2 BRs	# of 3 BRs	# of 4+ BRs					
≤30%	11		11				580				
40%											
50%	22		10	3	9		966	1160	1340		
60%	12		1	11			1080	1280			
Affordable Sub-total	45		22	14	9						
80%											
Market	9		5	2	2		1125	1600	1800		
Total Units	54		27	16	11		Notes:				

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

ADDRESS #2:		3815 Tribeca Drive					Projected Monthly Unit, including Utilities				
% of County Median Income (CMI)	Total # of Units	# of Bedrooms					\$ Rent for Studios	\$ Rent for 1 BRs	\$ Rent for 2 BRs	\$ Rent for 3 BRs	\$ Rent for 4+ BRs
		# of Studios	# of 1 BRs	# of 2 BRs	# of 3 of BRs	# of 4+ BRs					

≤30%	16		16				580			
40%										
50%	30		17	3	10		966	1160	1340	
60%	16			10	6			1280	1526	
<b>Affordable Sub-total</b>	62		33	13	16					
80%										
<b>Market</b>	14		7	4	3		1150	1600	1800	
<b>Total Units</b>	76		40	17	19		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: 1000 each (2 distinct community rooms)
<input type="checkbox"/>	Garages, number: and monthly rent:
<input checked="" type="checkbox"/>	Surface parking, number: 58 and monthly rent: 0
<input checked="" type="checkbox"/>	Underground parking, number 120 and monthly rent: 0

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

38Ten Parmenter I & II will offer a variety of on-site amenities designed to appeal to both individuals & families. Each building will contain a community room, an exercise facility, individual resident storage units, trash chute, heated underground parking, and on-site leasing offices. 38Ten Parmenter will also feature a variety of exterior amenities such as an enclosed childrens play area and outdoor patios with lounge seating and gas grills. The sidewalk area around the property will also feature multiple doggy bag stations and waste containers. Green features such as electric vehicle charging and solar photovoltaic installation are also included.

## 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.

As mentioned previously, this development is located in the Parmenter Redevelopment Corridor, one of the fastest growing areas in all of Dane County. Within the last few years this area has transformed and added hundreds of commercial, retail, & restaurant jobs. This parcel is the ideal location for an affordable housing project as it addresses a variety of the challenges facing Dane County citizens.

38Ten Parmenter will be located within walking distance of multiple Middleton public schools. The Middleton School district is consistently rated within the top 25% of Wisconsin public schools by the Wisconsin Department of Public Instructions, making this location ideal for families with school aged children. Additionally, 38Ten will have fantastic access to transportation for local workers and commuters. Within .5 miles are multiple Madison Metro Transit bus stops, that gives resident bus access throughout the Cities of Madison, Middleton, Sun Prairie, Fitchburg, & Monona. For

residents with vehicles, 38Ten is located just off the Beltline, making transportation to any location within Dane County very efficient.

This location is also within close proximity to many other social and recreational facilities. A short car or bus ride will take future residents to downtown Middleton which contains the Middleton public library, city hall, a Unity Point health clinic, and several outdoor community spaces. A short walk away is the Keva sports facility, which has multiple indoor/outdoor basketball courts, volleyball courts, soccer fields, and badminton courts that will allow residents access to year round organized activities.

Just South of the site is the Pheasant Branch Conservancy, which contains over 1,000 acres of trails and protected wild life areas.

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

<b>Type of Amenities &amp; Services</b>	<b>Name of Facility</b>	<b>Distance from Site</b>
Full Service Grocery Store	Kwik Trip - 7545 Airport Rd	0.3 miles
	Pick n' Save - 6800 Century Ave	0.9 miles
	Costco - 2150 Deming Way	1.1 miles
Public Elementary School	Northside Elementary School - 3620 High Rd	0.6 miles
Public Middle School	Kromrey Middle School - 7009 Donna Drive	0.9 miles
Public High School	Middleton High School - 2100 Bristol St	1.3 miles
Job-Training Facility, Community College, or Continuing Education Programs	Madison College West - 8017 Excelsior Dr, Madison, WI 53717	2.78 miles
Childcare	Primerose School of Middleton - 3000 Deming Way	0.8 miles
	Clubhouse For Kids II - 3150 Deming Way	1.1 miles
Public Library	Middleton Public Library - 7425 Hubbard Ave	1.4 miles
Neighborhood or Community Center	Madison4Kids - 2501 Parmenter	0.9 miles
	St Middleton Senior Center - 7448 Hubbard Ave	1.5 miles
Full Service Medical Clinic or Hospital	UW Health - Deming Way Clinic -2349 Deming Way	1.1 miles
	Meriter Medical Clinic - 7780 Elmwood	1.4 miles

Pharmacy	Pick n' Save - 6800 Century Ave	0.9 miles
Public Park or Hiking/Biking Trails	Hawkridge Park	0.9 miles
Banking	Monona Bank - 3207 Parmenter St	0.5 miles
Retail	Costco - 2150 Deming Way	1.1 miles
	Greenway Station -1620 Deming Way	1.7 miles
Other (list the amenities)	Senior Center: Middleton Senior Center	1.4 miles
	Post Office	1.4 miles
	Churches: St. Andrew's Lutheran Church	0.3 miles

- 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.

The Metro Transit has numerous bus stops throughout Middleton that run all the way to the Capitol Square in Madison. The fares are \$2.00 for adults, \$1.25 for youth, and \$1.00 for seniors. Monthly passes are available for \$65.00 for adult, \$32.50 for seniors, \$35.00 for youth, and \$28.00 for qualifying low income individuals.

There are three bus routes within a half mile (0.5) of 38Ten located at the corner of Parmenter St. and Century Ave. The times listed below are from this location.

Bus route 70:  
 To Downtown Middleton: 11 min  
 To Greenway Station: 9 min  
 To Hilldale Mall: 17 min  
 To Capitol Square: 38 min

Bus route 72:  
 To Hilldale Mall: 18 min  
 To Greenway Station: 20 min  
 To Capitol Square: 36 min

Bus route 78:  
 To Greenway Station: 8 min  
 To Downtown Middleton: 11 min  
 To Whitney Way/Tokay Blvd: 20 min

## 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.

As mentioned previously, 38Ten contains partnerships between multiple developers, resulting in a diverse team. Lutheran Social Services will be the primary developer on phase 1, with JT Klein Company and minority developer DA Development co-developing this phase. JTK will be the primary developer on phase 2, with DA Development also co-developing phase 2.

As a part this partnership, LSS will provide a variety of supportive services to the targeted residents of 38Ten Parmenter. Tenants will have access to the help they need through an LSS Service Coordinator who will help to address their specific challenges and arrange services that they may learn the skills necessary to develop and maintain a healthy stable lifestyle. Supportive services will be designed for the targeted populations listed in category "E" but will be available any tenants residing within the 38Ten community.

A designated Service Coordinator will be responsible for linking the target population at the site with supportive, medical or advocacy services in the general community for which they are entitled, with a desired outcome of keeping them independent in their units. LSS will be on-site and will work with residents to identify funding sources and develop an on-going Supportive Services Plan, based on the needs of the tenants, to ensure supportive services are made available to tenants at the Project. LSS will establish a regular schedule of on or off-site plans to meet with tenants to ensure introduction to, on-going management of, and completion of supportive services programs. Residents will be made aware of array of services available to them during their new resident orientation. Residents will also be reminded of service opportunities through resident newsletters, calendars, and flyers posted at mailboxes and near entry doors. Services offered by the LSS Service Coordinator are voluntary to all residents at 38Ten Parmenter.

N. **PARTNERING 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; and, if units are unable to be filled from the by-name list, to willingness to expand access to units to households qualifying as homeless under other federal statutes. If project will not implement an HSC preference on any project units, indicate how the proposed project will forward the goal of ending homelessness without the HSC preference.

JT Klein Company is committed to working to help further Dane County's Housing First goals, and will continue to pursue these goals at 38Ten Parmenter. JT Klein is willing to work with the Dane County Homeless Services Consortium (HSC) to help provide housing and end homelessness in Dane County. 38Ten Parmenter will target 27 units individuals/families that are receiving case management services on the Community-wide Priority List for Housing. To assist in coordination with HSC, JTK will be entering into an agreement with the LSS and MOM to work hand in hand with HSC to place qualified tenants and provide ongoing case management for these tenants.

As outlined above, the 27 targeted population units will all be held open exclusively for the targeted populations outline above for a minimum of 30 days. As a member of the targeted populations, persons on the HSC will be included in the exclusive outreach and application process. During that 30 day time period, JTK will work with MOM, LSS, and CVSO to provide outreach and inform targeted individuals of 38Ten Parmenter. The supportive service providers will assign qualifying tenants complete applications and navigate the income and screening processes. After the 30 day period has expired, JTK will continue to work with the supportive service providers to target these populations, but will also start to accept applications from other

income qualifying applicants. If the supportive service provider has an application in process, 38Ten will provide flexibility to hold the unit open longer, even after the 30 day period has expired.

Total # of Project Units	# of Units Targeted to Individuals/Families on HSC community by-name list	% of Units Targeted to Individuals/Families on HSC community by name list
130	27	20.77%

Describe the process and anticipated timeline for outreach, application submittal, and tenant screening for HSC-set aside units.

6 months prior to anticipated occupancy, regular coordination meetings will be held, and outreach will begin to the targeted populations. To meet WHEDA's qualification requirements, applications cannot be older than 120 days prior to occupancy. 120 days prior to occupancy, the 27 units will start accepting applications for targeted populations, including persons on the HSC list. These units will have a 30 day exclusive set aside in which only targeted populations can apply. After the 30 day period, 38Ten will continue to work with the supportive service providers to continue placing these units if possible.

- 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	
Required for funding	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Inability to meet a minimum income requirement if the applicant can demonstrate the ability to comply with the rent obligation based on a rental history of paying at an equivalent rent to income ratio for 24 months
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Lack of housing history
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Membership in a class protected by Dane County fair housing ordinances and non-discrimination ordinances in the municipality where the project is located.
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Credit score
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Information on credit report that is disputed, in repayment, or unrelated to a past housing or utility (gas, electric, and water only) obligations.
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Inability to meet financial obligations other than housing and utilities necessary for housing (gas, electric, water).
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Owing money to a prior landlord or negative rent payment history if the tenant's housing and utility costs were more than 50% of their monthly income.
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Owing money to a prior landlord or negative rent or utility payment history if applicant does one of the following: (1) establishes a regular record of repayment of the obligation; 2) signs up for automatic payment of rent to the housing provider; or (3) obtains a representative payee.
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Wisconsin Circuit Court Access records;
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Criminal activity, except: (i) a criminal conviction within the last two years for violent criminal activity or drug related criminal activity resulting in a criminal conviction, and (ii) if the program or project is federally assisted, criminal activity for which federal law currently requires denial. ( <i>Violent criminal activity</i> is defined in 24 C.F.R

			<p>§ 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. )</p>
--	--	--	---

Will the project incorporate the denial process detailed below?

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

	Prior to a denial based on a criminal record, the housing provider shall provide the applicant access to a copy of the criminal record at least five days prior to the in-person appeal meeting and an opportunity to dispute the accuracy and relevance of the report, which is already required of HUD assisted housing providers. See 24 C.F.R. § 982.553(d), which applies to public housing agencies administering the section 8 rent assistance program.
1.	Prior to a denial based on a criminal record, the housing provider shall provide the applicant the opportunity to exclude the culpable family member as a condition of admission of the remaining family members.
2.	Prior to a denial decision, the housing provider is encouraged to meet with the applicant to review their application and make an individualized determination of their eligibility, considering: (a) factors identified in the provider's own screening policies, (b) if applicable, federal regulations, and (c) whether the applicant has a disability that relates to concerns with their eligibility and an exception to the admissions rules, policies, practices, and services is necessary as a reasonable accommodation of the applicant's disability. In making a denial decision, the housing provider shall consider all relevant circumstances such as the seriousness of the case, the extent of participation or culpability of individual family members, mitigating circumstances related to the disability of a family member, and the effects of denial on other family members who were not involved in the action or failure.
3.	The property manager will base any denial on sufficient evidence. An arrest record or police incident report is not sufficient evidence. Uncorroborated hearsay is not sufficient evidence.
4.	Denial notices shall include the following: a) The reason for denial with details sufficient for the applicant to prepare a defense, including: i) The action or inaction forming the basis for the denial, ii) Who participated in the action or inaction, iii) When the action or inaction was committed, and iv) The source(s) of information relied upon for the action or inaction. b) Notice of the applicant's right to a copy of their application file, which shall include all evidence upon which the denial decision was based. c) Notice of the applicant's right to copies of the property manager's screening criteria. d) Notice of the right to request an in-person appeal meeting on the denial decision by making a written request for a hearing within 45 days. The housing provider is not required to hold the unit open while the appeal is pending. e) Notice of the right to have an advocate present at the in-person appeal meeting and of the right to be represented by an attorney or other representative. f) Notice of the right to present evidence in support of their application, including, but not limited to evidence related to the applicant's completion or participation in a rehabilitation program, behavioral health treatment, or other supportive services.

5.	If the applicant requests an in-person appeal meeting, the hearing will be conducted by a person who was not involved in or consulted in making the decision to deny the application nor a subordinate of such a person so involved.
6.	The in-person appeal meeting shall be scheduled within ten working days of the request, unless the applicant requests a later date.
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.	<b>Security Deposits.</b> The amount of a security deposit shall not be more than one month's rent.
b.	<b>Late Fees and Other Fees.</b> Late fees must be set forth in the rental agreement. Late fees shall not exceed 5% of the tenant's portion of the monthly rent. Other penalty fees are prohibited. All other fees must be directly related to the cost for a specific amenity or service provided to the tenant and comply with all applicable laws.
c.	<b>Rights of Youth to Access Common Spaces.</b> Youth under the age of 18 are allow to use and enjoy common areas without supervision. This does not preclude reasonable rules in ensure the safety of children and youth.
d.	<b>Good Cause for Termination.</b> A tenancy may not be terminated during or at the end of the lease unless there is good cause. Good cause is defined in include the following: (i) a serious violation of the lease; (ii) repeated minor violations of the lease; or (iii) a refusal to re-certify program eligibility. Repeated means a pattern of minor violations, not isolated incidents. Termination notices and procedures shall comply with Chapter 704 of Wisconsin Statutes and federal law, when applicable. Written notice is required for non-renewal and shall include the specific grounds for non-renewal and the right of the tenant to request a meeting to discuss the non-renewal with the landlord or landlord's property management agent within fourteen (14) days of the notice. If requested, the landlord or property management agent will meet with the tenant to discuss the non-renewal, allow the tenant to respond to the alleged grounds for non-renewal, and pursue a mutually acceptable resolution.
e.	<p><b>Reasonable Guest Rules.</b> Tenants have the right to have guests. In the event the property management establishes rules related to guests, they must be reasonable. Unreasonable rules include, but are not limited to the following: (1) Prior authorization of guests by the property management, unless the guest is staying for an extended period of time (e.g. more than 2 weeks); (2) Prohibition on overnight guests; (3) Requiring that the resident be with the guest at all times on the property. (4) Requiring guests to show ID unless requested by the tenant. (5) Subjecting caregivers, whether caring for a child or children, or an adult with disabilities, to limitations on the number of days for guests.</p> <p>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><b>f.</b></p>	<p><b>Parking Policies.</b> Parking policies and practices must comply with applicable laws. Vehicles shall not be towed to a location that is more than 6 miles from the rental premises, unless there is not a towing company with a tow location available within 6 miles.</p>

**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:	Luthern Social Services - 1 Service Coordinator staff member
Scope of Services provided to tenants and approaches supportive service partner will use to address needs of tenant population:	<p>These services may include, but are not limited to, the following:</p> <ul style="list-style-type: none"> <li>• Completion of an intake assessment by the Service coordinator. It is understood and agreed that the resident has to voluntarily agree to participation in the process.</li> <li>• Development of a case management plan. This plan may include referral to other resources, including the Disability Resource Center, and other community supports.</li> <li>• The scheduling of regular educational services with an emphasis on presentations designed to assist residents in overcoming barriers as identified on the tenant assessments. Potential sessions include self-improvement, employment opportunities and financial management.</li> <li>• Other empowerment services will also include: <ul style="list-style-type: none"> <li>o Assistance with Benefits – Through connection to educational workshops and seminars along with in person counseling and assistance, LSS will help individuals access their benefits that have been made available to them. These services will help pay for care, access to Medicare, Veterans benefits, pensions, welfare assistance, and social security among other benefits.</li> <li>o Employment Services - LSS has the mission and goal to empower people to take control of their lives by becoming independent, productive members of the community. One way to attack this goal is to promote, plan, and provide, health, welfare, and economic well-being for tenants by coordinating employment services counseling they need in order to become a more stable member of the community. Content of employability assistance includes coordination, provision of, or referral of but not limited to: Assessment regarding readiness for employment; Evaluating interest area; Increasing skill level; Resume development, and; Interview skills. These services will be accompanied with continued support and counseling on an as needed basis for individuals seeking out this education.</li> <li>o Financial Literacy - LSS Financial Counseling is a non-profit, full-service credit counseling agency. Services include budget and debt counseling, debt management plans, bankruptcy counseling and education, credit report review, financial education, and many others. LSS Financial counselors assist</li> </ul> </li> </ul>

	<p>their clients to become financially literate and empower them with the skills they need to understand their finances and create financial plans for their futures. All financial counselors are fully-certified along with other specialized training and certifications. LSS Financial Counseling is an accredited and trusted provider and is associated with associations such as the National Foundation for Credit Counseling and Council on Accreditation.</p> <p>The goal of the Service Coordinator is to enhance the success of resident with an identified disability, to promote their ability to remain a tenant at 38Ten Parmenter. The services identified above will enhance independent living success and promote dignity of residents by addressing needs with a one-on-one approach.</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>On-site</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>N/A</p>
<p>The frequency of services provided and/or a proposed schedule of when services are available to tenants:</p>	<p>Upon move-in, each resident will be given a packet on the services available to them and a LSS representative will be present to answer any resident questions. LSS will begin services by holding on-site informational sessions during the lease-up phase to provide a foundation of understanding to the residents. After the lease-up phase, LSS will develop an on-going Supportive Service Plan based on the needs of the tenant, to ensure supportive services are made available to the residents at 38Ten Parmenter. LSS will establish within the supportive services plan, a regular schedule of on-site plans to meet with residents to ensure introduction to, on-going management of, and completion of supportive services programs. JTK will provide a dedicated meeting space for LSS and residents to use for quarterly schedules meetings. Meetings will be available by appointment as necessary and residents will be able to easily contact the LSS employee on site through dedicated office hours or by phone or email.</p>
<p>How the supportive services partnership will be funded, including if the respondent is providing funding to support the partnership:</p>	<p>JT Klein Company, Inc. and Lutheran Social Services will enter into a supportive services agreement, in a form mutually agreeable to JTK and LSS. This agreement will include the creation of a "Service Payment Account" which will be used to fund all supportive services and referrals throughout the JTK portfolio. The Service Payment Account will be funded by a portion of Developer Fee and Cash Flow Fees from a tax credit project co-developed by LSS and JTK.</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>Having developed and managed HUD subsidized housing since 1983 LSS entered the competitive work of tax credit housing in 2014. Since that time they have been fortunate enough to be partners in eleven (11) awards, including:</p> <ol style="list-style-type: none"> <li>1. Pebble Ridge - Madison, a 50 unit development in partnership with Herman &amp; Kittle Properties (HKP)</li> <li>2. Jackson Square - Oshkosh, a 54 unit development in partnership with HKP</li> <li>3. Croft Place - New Richmond, a 51 unit development in partnership with HKP</li> <li>4. Haymarket Lofts - Milwaukee, a 72 unit development in partnership with HKP</li> <li>5. Tennyson Ridge - Madison, a 72 unit development in partnership with TW Sather and WHPC</li> <li>6. Gold Medal Lofts - Racine, a 79 unit development in partnership with J. Jeffers &amp; Co. (Jeffers)</li> <li>7. Horlick Lofts - Racine, a 77 unit development currently under construction, in partnership with Jeffers</li> <li>8. Candice Lofts - Jefferson, a 36 unit development in partnership with Gorman &amp; Co (Gorman)</li> <li>9. Union Corners - Madison, a 59 unit development in partnership with Gorman</li> <li>10. Valor on Washington - Madison, a 59 unit development currently under construction, in partnership with Gorman</li> <li>11. Thirteen31 Apartments - Milwaukee, an 89 unit development currently under construction, in partnership with Rule Enterprises</li> </ol>
<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>JT Klein Company, Inc. is co-developing with Lutheran Social Services (LSS) to provide a variety of supportive services to the targeted residents of 38Ten Parmenter. Tenants will have access to the help they need through an LSS Service Coordinator who will help to address their specific challenges, and arrange services, that they may learn the skills necessary to develop and maintain a healthy, stable lifestyle. A designated Service Coordinator will be responsible for linking the target population at the site with supportive, medical or advocacy services in the general community for which they are entitled, with a desired outcome of keeping them independent in their units. LSS will establish a communication plan with the 38Ten Parmenter property management team prior to the start of marketing, which implements a partnership approach to supporting the tenants at 38Ten. It is important for the tenants of 38Ten Parmenter to view LSS and the property management as a team, working together to provide a safe and thriving community at 38Ten. LSS and the property management team will implement bi-weekly check in calls or in person meetings to discuss property updates, unit turnover, eviction prevention, and overall tenant or property needs. Additionally facilitation of an annual meeting where tenants, management and the service provider can meet to discuss any issues or concerns.</p>

R. **SUPPORTIVE SERVICES:** Describe the experience and qualifications of the organization that will be providing supportive services.

Supportive services will be provided by:

1. Lutheran Social Services
2. Dane County Veterans Service Office (Referrals)

1. Lutheran Social Services

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

Specific services to be offered include:

- Completion of an intake assessment by the Service Coordinator. It is understood and agreed that the resident has to voluntarily agree to participation in the process.
- Development of a case management plan. This plan may include referral to other resources, including Veteran or disability resources specifically if applicable.
- The Service Coordinator will facilitate programming and supportive services for the project. This will be done through meetings between tenants and management to discuss any issues or concerns, as well as the scheduling of regular educational workshops or presentations. There will be an emphasis on presentations designed to assist residents in overcoming barriers as identified on the tenant assessments. Potential sessions could include, self-improvement, employment or educational opportunities, and financial management. LSS will establish a communication plan with the 38Ten Parmenter property management team prior to the start of marketing, which implements a partnership approach to supporting the tenants at both developments. It is important for the tenants at 38Ten Parmenter to view LSS and property management as a team, working together to provide a safe and thriving community. LSS and the property management team will implement bi-weekly check in calls or in person meetings to work discuss property updates, unit turnover, eviction prevention, and overall tenant or property needs. Additionally, facilitation of an annual meeting where tenants, management and the service provider can meet to discuss any issues or concerns

2. Dane County Veterans Service Office (Referrals) The Dane County Veterans Service Office (CVSO) works directly with local veterans to help them access state/federal benefits and providing them with referrals to resources such as affordable housing. The management teams will work directly with CVSO during the lease up period to place veterans into supportive service units or other affordable units the veterans would qualify for. After lease up, a waiting list will be established to help place future veterans. 38Ten Parmenter will display the CVSO contact information as well as materials and brochures of the Dane County Aging and Disability Resource Center.

## 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.

JT Klein Company, Inc.

In November 2014, Jacob T. Klein formed JT Klein Company, Inc. with the ambition to develop affordable and senior housing for Wisconsin's low-income families and seniors. Over the past 16 years Jacob has been involved with the development and construction of affordable and market rate apartments, independent senior apartments, assisted living and memory care. Jacob's role includes site identification, market analysis, securing entitlements, sourcing debt and equity financing and construction project management. Between his experience with his former firm and with JT Klein Company, Jacob has developed over 1,350 units with project costs totaling over \$200,000,000. He has also served as construction project manager for over 600 of those units with construction contracts of exceeding \$60,000,000.

38Ten Parmenter will be a 114 unit workforce housing project developed by JT Klein Company. This development will be supported by the professional experience of a handpicked development team. Each member of the development team has long standing working relationship with JTK, which helps meet the rigorous standards required of each development and build a high quality product efficiently.

Jacob T. Klein- President/Founder

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

Prior to forming JT Klein Company, Inc. in 2014, Mr. Klein served as Vice President and Project Partner at MSP Development and Heritage Assisted Living. During his tenure at MSP Jacob developed over 1,000 units with project costs exceeding \$150,000,000. Since 2014, JT Klein Company has been awarded ten LIHTC awards, including four in the last 12 months, from WHEDA to support the development of over 650 new apartment units in Dane County. JT Klein Company was recognized as one of 2016's Top 50 affordable housing developers in the nation by Affordable Housing Finance Magazine.

Lutheran Social Services of Wisconsin and Upper Michigan (LSS)

Since 1989, LSS's service coordination program has facilitated a variety of supportive services within multi-family residential communities. LSS's program is designed to promote and support self-sufficiency and independence for older adults, individuals living with disabilities, and others by connecting them with necessary resources and services. In 2019 alone, LSS offered onsite Service Coordination in safe, affordable and accessible homes for 2,697 residents. Over 93% of those residents stated they remained or became connected to their community. LSS offers a variety of Housing programs to fulfill the vision of healthy communities for all ages, needs, and incomes.

- HUD Subsidized Housing: LSS owns and manages more than 30 subsidized communities, totalling more than 425 units.

- Market Rate Housing: LSS manages Eastridge Estates, a 64 units independent living community for adults 55 and older.

- Services to Persons experiencing Homelessness: LSS is involved in a variety of services to bring individuals and families out of homelessness and into permanency in housing through Tenant Based Rental Assistance, Housing First, and Case Management Services

- Affordable Housing/Tax Credit Empowerment Services: The LIHTC Program highlights LSS's commitment to remove barriers by providing quality, affordable rental housing. LSS's development partners bring the experience and resources necessary to rejuvenate existing buildings as well as develop new apartments and mixed use spaces. LSS brings development and supportive service experience as well as the ability to secure soft funds to better ensure award and ultimate success of the development.

-Service Coordination: LSS service coordinators embody the core value; believe in the infinite worth of every person. Based on resident interests and needs, we offer information and referral in the following empowerment areas:

- Child and Adult Education
- Financial Literacy
- Employment Services
- Health and Government Benefits

DA Development LLC.

DA Development is certified Minority Business Enterprise development company specializing in low income house tax credit projects. Since formation in 2020, DA Development has been the co-developer on 4 affordable housing developments that successfully WHEDA tax credit awards. Founder and president Danny Afable has been working in real estate, specifically multi-family rental housing, since his first internship in the Summer of 2010. While completing his degree in business economics & finance at Marquette University, he began working as an assistant property manager with Oakbrook Corporation. During his time at Oakbrook, Mr. Afable managed a variety of housing types ranging from market rate projects, to section 42 affordable family and senior housing. He eventually would be promoted to a multi-site property manager before pivoting into the development and construction of real estate. Prior to forming DA Development, Mr. Afable was an integral part of several successful Madison development firms, in which his responsibilities included site acquisition, entitlements, construction management, and grant funding procurement. His diverse background and experience give him unique insight on what a project needs to be successful.

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

JT Klein has partnered with Oakbrook Corporation on all current and future developments within it's portfolio. Oakbrook's multifamily property management group has extensive experience managing apartment communities of all types and sizes including urban mixed use properties. These properties consist of senior or family communities which operate as market rate properties or were financed with Section 42 Low Income Housing Tax Credits or under various other state and federal programs. Oakbrook Corporation currently employs over 280 individuals and manages over 6,900 apartments in 80 different properties in Wisconsin, Iowa and Illinois, and 46 commercial properties in the Madison area totaling over 1,700,000 square feet. With state-of-the-art software products, Oakbrook is equipped to provide a range of financial reports to property owners and other direct real time reports to tenants. These reports include balance sheets, income statements (with comparisons of actual to budget), sources and uses of funds statements, investor reports, occupancy and marketing reports, state and federal compliance reports, operating budgets which include proposed capital improvements. Oakbrook provides tenant communications that include real time work order status reports, leases with electronic signatures, online rental payments and rental applications.

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



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

We are in an unprecedented time for construction pricing and material supply chain. Since the 2020 Covid pandemic, construction costs have risen between 10-15% each year, if not more. Rising construction costs paired with rising interest rates have made affordable housing even harder to build. In December of 2021, JT Klein completed the construction bidding process of two other affordable projects, University Park Commons & Oak Ridge at University Park I. Since that time, construction costs have continued to rise. JTK has received preliminary bids for the first phase of 38Ten, and costs have risen between 8-15% since December 2021 depending on the trade.

38Ten I & II will be an incredible project that will provide a substantial amount of affordable bedrooms across a variety of AMIs and unit sizes. We are requesting \$1,750,000 of Dane County AHDF to help offset the rising construction costs. This development contains 184 affordable bedrooms, which equals a request of approximately \$9,500 of funding per bedroom. 38Ten Parmenter I and II have received final zoning, financing commitments, and WHEDA tax credit awards, making it a shovel ready project. If awarded, this development will be able to utilize the funds immediately to move this much needed project forward.

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
<b>INCOME</b>										
Gross Potential Rent	Please see the attached excel file									
Vacancy										
Other Income										
Total Income										
<b>OPERATING EXPENSES</b>										
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
<b>INCOME</b>										
Gross Potential Rent										
Vacancy										
Other Income										
Total Income										
<b>OPERATING EXPENSES</b>										
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										



**38Ten Parmenter I**

Sources	Amount
First Mortgage	\$ 5,000,000.00
TIF	\$ 995,000.00
Tax Credit Equity	\$ 7,250,000.00
Deferred Developer Fee	\$ 465,000.00
FHLBC Loan	\$ 675,000.00
ARPA	\$ 995,000.00
<b>TOTAL</b>	<b>\$ 15,380,000.00</b>

Uses	Amount
Land/Site Utilities	\$ 618,408.00
Site Work	\$ 400,000.00
Construction	\$ 10,760,000.00
Contingency	\$ 550,000.00
Architect/Engineer	\$ 170,000.00
Construction Loan Related Fees	\$ 700,000.00
Permanent Financing Fees	\$ 220,000.00
Soft Costs/ Syndication Costs	\$ 230,000.00
City Impact Fees	\$ 220,000.00
Development Fee & OH	\$ 1,134,000.00
Reserves/Lease Up Expenses	\$ 377,592.00
<b>TOTAL</b>	<b>\$ 15,380,000.00</b>

**38Ten Parmenter II**

Sources	Amount
First Mortgage	\$ 7,900,000.00
TIF	\$ 1,650,000.00
Tax Credit Equity	\$ 11,040,000.00
Deferred Developer Fee	\$ 660,000.00
HOME Funds	\$ 400,000.00
Dane County AHDF	\$ 1,750,000.00
<b>TOTAL</b>	<b>\$ 23,400,000.00</b>

Uses	Amount
Land/Site Utilities	\$ 870,353.00
Site Work	\$ 400,000.00
Construction	\$ 16,500,000.00
Contingency	\$ 845,000.00
Architect/Engineer	\$ 260,000.00
Construction Loan Related Fees	\$ 1,178,000.00
Permanent Financing Fees	\$ 350,000.00
Soft Costs/ Syndication Costs	\$ 350,000.00
City Impact Fees	\$ 350,000.00
Development Fee & OH	\$ 1,596,000.00
Reserves/Lease Up Expenses	\$ 700,647.00
<b>TOTAL</b>	<b>\$ 23,400,000.00</b>

38Ten Parmenter I Operating Budget																				
	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13	Year 14	Year 15	Year 16	Year 17	Year 18	Year 19	Year 20
<b>Income</b>																				
Gross Potential Rent	\$ 751,188	\$ 766,212	\$ 781,536	\$ 797,167	\$ 813,110	\$ 829,372	\$ 845,960	\$ 862,879	\$ 880,136	\$ 897,739	\$ 915,694	\$ 934,008	\$ 952,688	\$ 971,742	\$ 991,177	\$ 1,011,000	\$ 1,031,220	\$ 1,051,845	\$ 1,072,881	\$ 1,094,339
Vacancy	\$ (52,583)	\$ (53,635)	\$ (54,708)	\$ (55,802)	\$ (56,918)	\$ (58,056)	\$ (59,217)	\$ (60,402)	\$ (61,610)	\$ (62,842)	\$ (64,099)	\$ (65,381)	\$ (66,688)	\$ (68,022)	\$ (69,382)	\$ (70,770)	\$ (72,185)	\$ (73,629)	\$ (75,102)	\$ (76,604)
Other Income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Income</b>	<b>\$ 698,605</b>	<b>\$ 712,577</b>	<b>\$ 726,828</b>	<b>\$ 741,365</b>	<b>\$ 756,192</b>	<b>\$ 771,316</b>	<b>\$ 786,743</b>	<b>\$ 802,477</b>	<b>\$ 818,527</b>	<b>\$ 834,897</b>	<b>\$ 851,595</b>	<b>\$ 868,627</b>	<b>\$ 886,000</b>	<b>\$ 903,720</b>	<b>\$ 921,794</b>	<b>\$ 940,230</b>	<b>\$ 959,035</b>	<b>\$ 978,215</b>	<b>\$ 997,780</b>	<b>\$ 1,017,735</b>
<b>Operating Expenses</b>																				
Marketing	\$ (5,800)	\$ (5,974)	\$ (6,153)	\$ (6,338)	\$ (6,528)	\$ (6,724)	\$ (6,926)	\$ (7,133)	\$ (7,347)	\$ (7,568)	\$ (7,795)	\$ (8,029)	\$ (8,269)	\$ (8,517)	\$ (8,773)	\$ (9,036)	\$ (9,307)	\$ (9,587)	\$ (9,874)	\$ (10,170)
Payroll	\$ (67,500)	\$ (69,525)	\$ (71,611)	\$ (73,759)	\$ (75,972)	\$ (78,251)	\$ (80,599)	\$ (83,016)	\$ (85,507)	\$ (88,072)	\$ (90,714)	\$ (93,436)	\$ (96,239)	\$ (99,126)	\$ (102,100)	\$ (105,163)	\$ (108,318)	\$ (111,567)	\$ (114,914)	\$ (118,362)
Other Administrative	\$ (16,350)	\$ (16,841)	\$ (17,346)	\$ (17,866)	\$ (18,402)	\$ (18,954)	\$ (19,523)	\$ (20,108)	\$ (20,712)	\$ (21,333)	\$ (21,973)	\$ (22,632)	\$ (23,311)	\$ (24,011)	\$ (24,731)	\$ (25,473)	\$ (26,237)	\$ (27,024)	\$ (27,835)	\$ (28,670)
Management Fees	\$ (37,559)	\$ (38,311)	\$ (39,077)	\$ (39,858)	\$ (40,656)	\$ (41,469)	\$ (42,298)	\$ (43,144)	\$ (44,007)	\$ (44,887)	\$ (45,785)	\$ (46,700)	\$ (47,634)	\$ (48,587)	\$ (49,559)	\$ (50,550)	\$ (51,561)	\$ (52,592)	\$ (53,644)	\$ (54,717)
Utilities	\$ (67,500)	\$ (69,525)	\$ (71,611)	\$ (73,759)	\$ (75,972)	\$ (78,251)	\$ (80,599)	\$ (83,016)	\$ (85,507)	\$ (88,072)	\$ (90,714)	\$ (93,436)	\$ (96,239)	\$ (99,126)	\$ (102,100)	\$ (105,163)	\$ (108,318)	\$ (111,567)	\$ (114,914)	\$ (118,362)
Security	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance Exp.	\$ (35,000)	\$ (36,050)	\$ (37,132)	\$ (38,245)	\$ (39,393)	\$ (40,575)	\$ (41,792)	\$ (43,046)	\$ (44,337)	\$ (45,667)	\$ (47,037)	\$ (48,448)	\$ (49,902)	\$ (51,399)	\$ (52,941)	\$ (54,529)	\$ (56,165)	\$ (57,850)	\$ (59,585)	\$ (61,373)
Property Taxes	\$ (97,200)	\$ (100,116)	\$ (103,119)	\$ (106,213)	\$ (109,399)	\$ (112,681)	\$ (116,062)	\$ (119,544)	\$ (123,130)	\$ (126,824)	\$ (130,629)	\$ (134,548)	\$ (138,584)	\$ (142,741)	\$ (147,024)	\$ (151,434)	\$ (155,977)	\$ (160,657)	\$ (165,476)	\$ (170,441)
Insurance	\$ (13,000)	\$ (13,390)	\$ (13,792)	\$ (14,205)	\$ (14,632)	\$ (15,071)	\$ (15,523)	\$ (15,988)	\$ (16,468)	\$ (16,962)	\$ (17,471)	\$ (17,995)	\$ (18,535)	\$ (19,091)	\$ (19,664)	\$ (20,254)	\$ (20,861)	\$ (21,487)	\$ (22,132)	\$ (22,796)
Reserves for Replacement	\$ (16,200)	\$ (16,200)	\$ (16,200)	\$ (16,200)	\$ (16,200)	\$ (16,200)	\$ (16,200)	\$ (16,200)	\$ (16,200)	\$ (16,200)	\$ (16,200)	\$ (16,200)	\$ (16,200)	\$ (16,200)	\$ (16,200)	\$ (16,200)	\$ (16,200)	\$ (16,200)	\$ (16,200)	\$ (16,200)
<b>Total Operating Expenses</b>	<b>\$ (356,109)</b>	<b>\$ (365,931)</b>	<b>\$ (376,040)</b>	<b>\$ (386,444)</b>	<b>\$ (397,153)</b>	<b>\$ (408,175)</b>	<b>\$ (419,520)</b>	<b>\$ (431,196)</b>	<b>\$ (443,215)</b>	<b>\$ (455,585)</b>	<b>\$ (468,318)</b>	<b>\$ (481,424)</b>	<b>\$ (494,913)</b>	<b>\$ (508,798)</b>	<b>\$ (523,090)</b>	<b>\$ (537,801)</b>	<b>\$ (552,944)</b>	<b>\$ (568,531)</b>	<b>\$ (584,575)</b>	<b>\$ (601,090)</b>
<b>Net Operating Income</b>	<b>\$ 342,495</b>	<b>\$ 346,646</b>	<b>\$ 350,789</b>	<b>\$ 354,921</b>	<b>\$ 359,039</b>	<b>\$ 363,141</b>	<b>\$ 367,223</b>	<b>\$ 371,281</b>	<b>\$ 375,312</b>	<b>\$ 379,312</b>	<b>\$ 383,278</b>	<b>\$ 387,204</b>	<b>\$ 391,087</b>	<b>\$ 394,922</b>	<b>\$ 398,704</b>	<b>\$ 402,429</b>	<b>\$ 406,091</b>	<b>\$ 409,685</b>	<b>\$ 413,205</b>	<b>\$ 416,646</b>
Debt Service	\$ (294,888)	\$ (294,888)	\$ (294,888)	\$ (294,888)	\$ (294,888)	\$ (294,888)	\$ (294,888)	\$ (294,888)	\$ (294,888)	\$ (294,888)	\$ (294,888)	\$ (294,888)	\$ (294,888)	\$ (294,888)	\$ (294,888)	\$ (294,888)	\$ (294,888)	\$ (294,888)	\$ (294,888)	\$ (294,888)
Asset Management	\$ (5,000)	\$ (5,000)	\$ (5,000)	\$ (5,000)	\$ (5,000)	\$ (5,000)	\$ (5,000)	\$ (5,000)	\$ (5,000)	\$ (5,000)	\$ (5,000)	\$ (5,000)	\$ (5,000)	\$ (5,000)	\$ (5,000)	\$ (5,000)	\$ (5,000)	\$ (5,000)	\$ (5,000)	\$ (5,000)
<b>Cash Flow</b>	<b>\$ 42,607</b>	<b>\$ 46,758</b>	<b>\$ 50,901</b>	<b>\$ 55,033</b>	<b>\$ 59,151</b>	<b>\$ 63,253</b>	<b>\$ 67,335</b>	<b>\$ 71,393</b>	<b>\$ 75,424</b>	<b>\$ 79,424</b>	<b>\$ 83,390</b>	<b>\$ 87,316</b>	<b>\$ 91,199</b>	<b>\$ 95,034</b>	<b>\$ 98,816</b>	<b>\$ 102,541</b>	<b>\$ 106,203</b>	<b>\$ 109,797</b>	<b>\$ 113,317</b>	<b>\$ 116,758</b>

**38Ten Parmenter II OPERATING BUDGET**

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13	Year 14	Year 15	Year 16	Year 17	Year 18	Year 19	Year 20
<b>INCOME</b>																				
Gross Potential Rent	\$1,036,152	\$1,056,875	\$1,078,013	\$1,099,573	\$1,121,564	\$1,143,996	\$1,166,875	\$1,190,213	\$1,214,017	\$1,238,298	\$1,263,064	\$1,288,325	\$1,314,091	\$1,340,373	\$1,367,181	\$1,394,524	\$1,422,415	\$1,450,863	\$1,479,880	\$1,509,478
Vacancy	-\$72,531	-\$73,982	-\$75,461	-\$76,970	-\$78,510	-\$80,080	-\$81,682	-\$83,315	-\$84,982	-\$86,681	-\$88,415	-\$90,183	-\$91,987	-\$93,827	-\$95,703	-\$97,617	-\$99,570	-\$101,561	-\$103,592	-\$105,664
Other Income	\$37,600	\$38,352	\$39,119	\$39,901	\$40,699	\$41,513	\$42,344	\$43,191	\$44,054	\$44,935	\$45,834	\$46,751	\$47,686	\$48,640	\$49,612	\$50,605	\$51,617	\$52,649	\$53,702	\$54,776
<b>Total Income</b>	<b>\$1,001,221</b>	<b>\$1,021,245</b>	<b>\$1,041,670</b>	<b>\$1,062,504</b>	<b>\$1,083,754</b>	<b>\$1,105,429</b>	<b>\$1,127,537</b>	<b>\$1,150,088</b>	<b>\$1,173,090</b>	<b>\$1,196,552</b>	<b>\$1,220,483</b>	<b>\$1,244,892</b>	<b>\$1,269,790</b>	<b>\$1,295,186</b>	<b>\$1,321,090</b>	<b>\$1,347,512</b>	<b>\$1,374,462</b>	<b>\$1,401,951</b>	<b>\$1,429,990</b>	<b>\$1,458,590</b>
<b>OPERATING EXPENSES</b>																				
Marketing	\$8,200	\$8,446	\$8,699	\$8,960	\$9,229	\$9,506	\$9,791	\$10,085	\$10,388	\$10,699	\$11,020	\$11,351	\$11,691	\$12,042	\$12,403	\$12,775	\$13,159	\$13,553	\$13,960	\$14,379
Payroll	\$95,000	\$97,850	\$100,786	\$103,809	\$106,923	\$110,131	\$113,435	\$116,838	\$120,343	\$123,953	\$127,672	\$131,502	\$135,447	\$139,511	\$143,696	\$148,007	\$152,447	\$157,021	\$161,731	\$166,583
Other Administrative Costs	\$23,000	\$23,690	\$24,401	\$25,133	\$25,887	\$26,663	\$27,463	\$28,287	\$29,136	\$30,010	\$30,910	\$31,837	\$32,793	\$33,776	\$34,790	\$35,833	\$36,908	\$38,015	\$39,156	\$40,331
Management Fees	\$50,061	\$51,062	\$52,084	\$53,125	\$54,188	\$55,271	\$56,377	\$57,504	\$58,654	\$59,828	\$61,024	\$62,245	\$63,490	\$64,759	\$66,054	\$67,376	\$68,723	\$70,098	\$71,500	\$72,929
Utilities	\$95,000	\$97,850	\$100,786	\$103,809	\$106,923	\$110,131	\$113,435	\$116,838	\$120,343	\$123,953	\$127,672	\$131,502	\$135,447	\$139,511	\$143,696	\$148,007	\$152,447	\$157,021	\$161,731	\$166,583
Security																				
Maintenance Expenses	\$49,000	\$50,470	\$51,984	\$53,544	\$55,150	\$56,804	\$58,509	\$60,264	\$62,072	\$63,934	\$65,852	\$67,827	\$69,862	\$71,958	\$74,117	\$76,340	\$78,631	\$80,990	\$83,419	\$85,922
Property Taxes	\$144,400	\$148,732	\$153,194	\$157,790	\$162,523	\$167,399	\$172,421	\$177,594	\$182,922	\$188,409	\$194,062	\$199,883	\$205,880	\$212,056	\$218,418	\$224,970	\$231,720	\$238,671	\$245,831	\$253,206
Insurance	\$18,000	\$18,540	\$19,096	\$19,669	\$20,259	\$20,867	\$21,493	\$22,138	\$22,802	\$23,486	\$24,190	\$24,916	\$25,664	\$26,434	\$27,227	\$28,043	\$28,885	\$29,751	\$30,644	\$31,563
Reserves for Replacement	\$22,800	\$23,484	\$24,189	\$24,914	\$25,662	\$26,431	\$27,224	\$28,041	\$28,882	\$29,749	\$30,641	\$31,561	\$32,507	\$33,483	\$34,487	\$35,522	\$36,587	\$37,685	\$38,815	\$39,980
<b>Total Operating Expenses</b>	<b>\$505,461</b>	<b>\$520,124</b>	<b>\$535,217</b>	<b>\$550,753</b>	<b>\$566,744</b>	<b>\$583,205</b>	<b>\$600,148</b>	<b>\$617,589</b>	<b>\$635,542</b>	<b>\$654,021</b>	<b>\$673,044</b>	<b>\$692,625</b>	<b>\$712,781</b>	<b>\$733,530</b>	<b>\$754,888</b>	<b>\$776,874</b>	<b>\$799,506</b>	<b>\$822,804</b>	<b>\$846,788</b>	<b>\$871,476</b>
Net Operating Income	\$495,760	\$501,121	\$506,453	\$511,751	\$517,009	\$522,224	\$527,389	\$532,499	\$537,548	\$542,530	\$547,439	\$552,268	\$557,009	\$561,657	\$566,202	\$570,638	\$574,955	\$579,147	\$583,203	\$587,114
Debt Service	\$425,768	\$425,768	\$425,768	\$425,768	\$425,768	\$425,768	\$425,768	\$425,768	\$425,768	\$425,768	\$425,768	\$425,768	\$425,768	\$425,768	\$425,768	\$425,768	\$425,768	\$425,768	\$425,768	\$425,768
Asset Management	\$5,000	\$5,150	\$5,305	\$5,464	\$5,628	\$5,796	\$5,970	\$6,149	\$6,334	\$6,524	\$6,720	\$6,921	\$7,129	\$7,343	\$7,563	\$7,790	\$8,024	\$8,264	\$8,512	\$8,768
<b>Cash Flow</b>	<b>\$64,992</b>	<b>\$70,203</b>	<b>\$75,380</b>	<b>\$80,519</b>	<b>\$85,614</b>	<b>\$90,660</b>	<b>\$95,651</b>	<b>\$100,582</b>	<b>\$105,447</b>	<b>\$110,239</b>	<b>\$114,952</b>	<b>\$119,579</b>	<b>\$124,112</b>	<b>\$128,546</b>	<b>\$132,871</b>	<b>\$137,080</b>	<b>\$141,164</b>	<b>\$145,115</b>	<b>\$148,922</b>	<b>\$152,578</b>

July 12, 2022

Jenna Wuthrich  
Dane County Department of Human Services  
1202 Northport Drive  
Madison, WI 53704

RE: Proof of Registration for 2020 Enterprise Green Communities Certification

Dear Mrs. Wuthrich

This letter is intended to serve as documentation of 38Ten Parmenter I & II's proof of registration and commitment to meet the 2020 Enterprise Green Communities Certification. The attached screenshot is of the Enterprise 360 portal in which both phases of 38Ten Parmenter have been officially registered.

Per the Enterprise Criteria Checklist, each phase will complete all mandatory measures and will also achieve at least 40 optional points to receive an Enterprise Green Communities Certification. Once construction drawings and architect energy calculations have been determined, a prebuild application will be submitted to Enterprise.

Please do not hesitate to reach out with any questions.

Best,



Jacob T. Klein  
Managing Member

New Certification Show 25 entries

Search:  X Clear Filters

Action	Certification Name	Project Owner Name	Project Developer Name	Cert. Street Address	City	State	Certification Status	Date of Last Status Change	Total/Intended Points	Pending Waiver Requests	Expedited	Energy Model Approved	HPD Proj #
<a href="#">View/Edit</a>	38Ten Parmenter I 2020-NC-004171 Certification Workbook 2020	Taylor Laufenberg	Jacob Klein	3809 Tribeca Drive	Middleton	WI	In Progress			0/0	No	N/A	N/A
<a href="#">View/Edit</a> <a href="#">Map</a>	38Ten Parmenter II 2020-NC-004170 Certification Workbook 2020	Taylor Laufenberg	Jacob Klein	3815 Tribeca Drive	Middleton	WI	In Progress			0/0	No	N/A	N/A

Showing 1 to 2 of 2 entries

Previous 1 Next



July 12, 2022

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

RE: 38Ten Parmenter I & II Apartments, Middleton, WI

Dear Jacob,

This letter serves as evidence of Oakbrook Corporation's commitment to serve as the Property Management agent for 38Ten Parmenter I & II, a two phase 130-unit affordable multifamily property located in Middleton, WI. Oakbrook has significant experience in managing high-quality affordable housing projects throughout Wisconsin and has previously partnered with JT Klein on other successful housing developments.

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

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

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

Sincerely,

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

Michael C. Morey  
Senior Vice President

# Tenant Selection Plan

---

38Ten Parmenter I

July 12, 2022

## TABLE OF CONTENTS

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



I. **Introduction**

a. **Development Description** 38Ten Parmenter I, located in Middleton, WI (“Development”) is a proposed 54-unit apartment community serving low-to-moderate income individuals that will be owned by JT Klein Company (“Owner”) and managed by Oakbrook Corporation (“Management”). The Owner and Management, on behalf of the Owner, subscribe to the following procedures in qualifying applicants for occupancy in this Development, which includes 45 units subject to the statutory and regulatory requirements of the Federal Low Income Housing Tax Credit program (“LIHTC”).

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

b. **Tenant Type**

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

1. Supportive Service Units – Eleven (11) units at the Development are designated for Veterans, persons with disabilities, and those at risk of homelessness.

c. **Unit Distribution**

- i. 11 units at up to 30% of the median income in Dane County, WI
- ii. 22 units at up to 50% of the median income in Dane County, WI
- iii. 12 units at up to 60% of the median income in Dane County, WI
- iv. 9 market rate units

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

e. **Nondiscrimination Policies**

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

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

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

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

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

8. The Section 504 Coordinator for this property is:

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

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

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

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

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

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

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

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

## II. **Preferences**

- a. **Establishing Preferences** – Preferences are not permitted if they in any way negate affirmative marketing efforts or fair housing obligations. The following preferences apply to the Development:
  - i. **Existing Tenant Preference**: The following actions are always given priority if applicable, and if not, State Mandated Preferences take precedence.
    1. A unit transfer for household seeking protections under VAWA
    2. A unit transfer based on the need for an accessible unit
    3. A unit transfer for a medical reason certified by a doctor
    4. A unit transfer of a non-handicapped individual living in a handicapped accessible unit to accommodate a handicapped applicant on the Waiting List
    5. A unit transfer for other reasons approved by Management
  - ii. **Supportive Housing Preference**: Preference will be given to veterans, persons with disabilities, and/or individuals at risk for homelessness for the 11 (eleven) units set aside as supportive housing units.
  - iii. **State/Federal Mandated Preferences**: The Development must comply with any state or federal mandated preferences as described below:
    1. Displaced from an urban renewal area

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

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

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

c. **Selection of Households for Participation**

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

d. **When a Preference is Denied**

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

e. **Exceptions to the Preference Rule**

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

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

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

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

IV. **Waiting List Procedures**

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

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

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

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

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

**a. Application Requirements**

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

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

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

**VI. Eligibility Requirements**

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

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

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

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

**VII. Occupancy Standards**

- a.** The standards used at this development are:
    - i.** Maximum number of persons allowed in a 1BR unit is two (2) persons. The minimum number of persons required for a 1BR unit is one (1) person.
    - ii.** Maximum number of persons allowed in a 2BR unit is four (4) persons. The minimum number of persons required for a 2BR unit is one (1) person.
    - iii.** Maximum number of persons allowed in a 3BR unit is six (6) persons. The minimum number of persons required for a 3BR unit is two (2) persons.
- NOTE: Exceptions may be made on non-senior properties for minors under the age of two years old.

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

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

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



d. Arson

- ii. Additional criminal history will be considered and may be the cause of rejection:
  - 1. Assault
  - 2. Domestic abuse resulting in assault or battery charges unless applicant is a victim of domestic violence, dating violence, sexual assault, or stalking as defined by the Violence Against Women Act (VAWA)
  - 3. Weapons violations
  - 4. Other violent felonies not listed above
  - 5. Fugitive felon status or parole violations
  - 6. Theft, burglary, breaking and entering, fraud or larceny
  - 7. Vandalism exceeding \$1,000
  - 8. Disturbing the peace (repeat offender)
  - 9. Criminal trespass
  - 10. Other criminal behavior that would threaten the health, safety, or right to peaceful enjoyment of the premises by other residents or people who live in the immediate vicinity of the site or the health and safety of the owner, employees, contractors, subcontractors or agents of the owner.
- iii. Management will consider the criminal activity that occurred during the following periods:
  - 1. Misdemeanors during the past seven-year period
  - 2. Gross misdemeanors during the past fifteen-year period
  - 3. Felonies (not listed as automatic rejections) during the past ten-year to thirty-year period

d. **History of Residence**

- i. Management will consider whether the applicant or any other person who will be living in the unit, has a history of physical violence to persons or property, or has exhibited living habits at prior residences that could adversely affect the health, safety, and quiet enjoyment of other residents at the rental community. Management will consider all circumstance regarding this type of activity as well as the period during which it occurred.

- e. **Household Characteristics** – Household size or household characteristics were not appropriate for the specific type of unit available at the time of application.

**IX. Rejection Procedures**

- a. If Management rejects an application, a formal letter of rejection will be sent to the applicant at the address shown on the application unless otherwise notified. If the cause for rejection is due to an unfavorable applicant report, the applicant will be notified of the reporting service, their address and telephone number for direct contact with the service. If it can be verified that the applicant 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 applicant-reporting information with the applicant.

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

- a. **Persons with Disabilities**

- i. An applicant with disabilities will be given priority for an accessible unit if such applicant deems that this type of unit is appropriate for their household.
- ii. If the household determines that the accessible unit is not appropriate for the household's needs, the household's name will be returned to its place on the Waiting List.

# Tenant Selection Plan

---

38Ten Parmenter II

July 12, 2022

## TABLE OF CONTENTS

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

I. **Introduction**

- a. **Development Description** 38Ten Parmenter Apartments located in Middleton, WI (“Development”) is a proposed 76-unit apartment community serving low-to-moderate income individuals that will be owned by JT Klein Company (“Owner”) and managed by Oakbrook Corporation (“Management”). The Owner and Management, on behalf of the Owner, subscribe to the following procedures in qualifying applicants for occupancy in this Development, which includes 62 units subject to the statutory and regulatory requirements of the Federal Low Income Housing Tax Credit program (“LIHTC”).
- i. The LIHTC Requirements mean collectively, LIHTC of the Internal Revenue Code of 1986, as amended, 26 U.S.C. LIHTC, its implementing federal tax regulations set forth in 26 CFR Part 1.42, the Low Income Housing Tax Credit Extended Use Agreement between the Owner and the Wisconsin Housing & Economic Development Authority (“WHEDA”) for the Development, and all applicable IRS revenue rulings, revenue procedures, tax assistance memoranda, and related written guidance and notices.
- b. **Tenant Type**
- i. The Development is designated as housing for individuals & families
    - 1. Supportive Service Units – Sixteen (16) units at the Development are designated for Veterans, persons with disabilities, and those at risk of homelessness.
- c. **Unit Distribution**
- i. 16 units at up to 30% of the median income in Dane County, WI
  - ii. 30 units at up to 50% of the median income in Dane County, WI
  - iii. 16 units at up to 60% of the median income in Dane County, WI
  - iv. 14 market rate units
- d. **Rent Structure** – Note that the tenant rent payment will not exceed the HUD annual published limits for the LIHTC program.
- e. **Nondiscrimination Policies**
- i. General: Federal civil rights laws addressing fair housing prohibit discrimination against applicants or tenants on the basis of race, color, national origin, sex, gender, age, disability, religion, and familial status. **Wisconsin** fair housing regulations prohibit discrimination against applicants or tenants for federally protected classes plus the following: sexual orientation, marital status, ancestry, lawful source of income, and victims of domestic abuse or other crimes. **Dane County fair housing regulations prohibit discrimination on the basis of federal and state protected classes plus the following: physical condition, mental illness, and handicap (including the right to service and companion animals), type of military discharge, physical appearance, gender identity and gender expression (including transgendered people), domestic partnership status, political beliefs, student status, and receipt of rental assistance.**

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

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

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

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

8. The Section 504 Coordinator for this property is:

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

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

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

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

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

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

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

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

## II. **Preferences**

- a. **Establishing Preferences** – Preferences are not permitted if they in any way negate affirmative marketing efforts or fair housing obligations. The following preferences apply to the Development:
  - i. **Existing Tenant Preference**: The following actions are always given priority if applicable, and if not, State Mandated Preferences take precedence.
    1. A unit transfer for household seeking protections under VAWA
    2. A unit transfer based on the need for an accessible unit
    3. A unit transfer for a medical reason certified by a doctor
    4. A unit transfer of a non-handicapped individual living in a handicapped accessible unit to accommodate a handicapped applicant on the Waiting List
    5. A unit transfer for other reasons approved by Management
  - ii. **Supportive Housing Preference**: Preference will be given to veterans, persons with disabilities, and/or individuals at risk for homelessness for the 16 units set aside as supportive housing units.
  - iii. **State/Federal Mandated Preferences**: The Development must comply with any state or federal mandated preferences as described below:
    1. Displaced from an urban renewal area



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

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

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

c. **Selection of Households for Participation**

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

d. **When a Preference is Denied**

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

e. **Exceptions to the Preference Rule**

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

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

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

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

IV. **Waiting List Procedures**

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

number (if applicable). **A separate Waiting List will be maintained for the sixteen (16) units set aside as supportive housing units.**

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

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

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

**a. Application Requirements**

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

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

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

**VI. Eligibility Requirements**

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

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

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

**VII. Occupancy Standards**

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

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

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

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

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

d. Arson

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

**IX. Rejection Procedures**

- a. If Management rejects an application, a formal letter of rejection will be sent to the applicant at the address shown on the application unless otherwise notified. If the cause for rejection is due to an unfavorable applicant report, the applicant will be notified of the reporting service, their address and telephone number for direct contact with the service. If it can be verified that the applicant 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 applicant-reporting information with the applicant.

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

- a. **Persons with Disabilities**

- i. An applicant with disabilities will be given priority for an accessible unit if such applicant deems that this type of unit is appropriate for their household.
- ii. If the household determines that the accessible unit is not appropriate for the household's needs, the household's name will be returned to its place on the Waiting List.

### Population Served

All residents of 38Ten Parmenter will be given information on the services offered. A wide variety of services will be offered that will meet the needs of families with preference to individuals with physical, mental or developmental disabilities.

The service coordination will be handled by Lutheran Social Services of Wisconsin & Upper Michigan, Inc. (LSS). The responsibilities associated with the coordination of services are estimated to be part-time.

### Supportive Services

JT Klein Company, Inc. is partnering with Lutheran Social Services (LSS) to provide a variety of supportive services to the targeted residents of 38Ten Parmenter. Tenants will have access to the help they need through an LSS Service Coordinator who will help to address their specific challenges, and arrange services, that they may learn the skills necessary to develop and maintain a healthy, stable lifestyle. A designated Service Coordinator will be responsible for linking the target population at the site with supportive, medical or advocacy services in the general community for which they are entitled, with a desired outcome of keeping them independent in their units.

LSS will be on-site and will work with residents to identify funding sources and develop an on-going Supportive Services Plan, based on needs of the tenants, to ensure supportive services are made available to the tenants at the Project. LSS will establish a regular schedule of on or off-site plans to meet with tenants to ensure introduction to, on-going management of, and completion of supportive services programs. Residents will be made aware of array of services available to them during their new resident orientation. Residents will also be reminded of service opportunities through resident newsletters, calendars, and flyers posted at mailboxes and near entry doors. Services offered by the LSS Service Coordinator are voluntary to all residents at 38Ten Parmenter. LSS will establish a regular schedule of on or off-site plans to meet with the tenants to ensure introduction to, on-going management of, and completion of supportive services programs.

These services may include, but are not limited to, the following:

- Completion of an intake assessment by the Service coordinator. It is understood and agreed that the resident has to voluntarily agree to participation in the process.
- Development of a case management plan. This plan may include referral to other resources, including the Disability Resource Center, and other community supports.
- The scheduling of regular educational services with an emphasis on presentations designed to assist residents in overcoming barriers as identified on the tenant assessments. Potential sessions include self-improvement, employment opportunities and financial management.
- Other empowerment services will also include:
  - *Assistance with Benefits* – Through connection to educational workshops and seminars along with in person counseling and assistance, LSS will help individuals access their benefits that have been made available to them. These services will help pay for care, access to Medicare, Veterans benefits, pensions, welfare assistance, and social security among other benefits.

- *Employment Services* - LSS has the mission and goal to empower people to take control of their lives by becoming independent, productive members of the community. One way to attack this goal is to promote, plan, and provide, health, welfare, and economic well-being for tenants by coordinating employment services counseling they need in order to become a more stable member of the community. Content of employability assistance includes coordination, provision of, or referral of but not limited to: Assessment regarding readiness for employment; Evaluating interest area; Increasing skill level; Resume development, and; Interview skills. These services will be accompanied with continued support and counseling on an as needed basis for individuals seeking out this education.
- *Financial Literacy* - LSS Financial Counseling is a non-profit, full-service credit counseling agency. Services include budget and debt counseling, debt management plans, bankruptcy counseling and education, credit report review, financial education, and many others. LSS Financial counselors assist their clients to become financially literate and empower them with the skills they need to understand their finances and create financial plans for their futures. All financial counselors are fully-certified along with other specialized training and certifications. LSS Financial Counseling is an accredited and trusted provider and is associated with associations such as the National Foundation for Credit Counseling and Council on Accreditation.

The goal of the Service Coordinator is to enhance the success of resident with an identified disability, to promote their ability to remain a tenant at 38Ten Parmenter. The services identified above will enhance independent living success and promote dignity of residents by addressing needs with a one-on-one approach.

### **Lutheran Social Services' Experience with Providing Supportive Services**

Lutheran Social Services of Wisconsin & Upper Michigan, Inc. provides a multitude of services including but not limited to the following services:

- Services to promote the well-being of children and families.
- Quality mental health services for people of all ages.
- Innovative services for older adults and their family caregivers.
- Comprehensive addiction and recovery services. Our programs work in partnership with most Wisconsin counties, the Department of Health Services, and state and federal corrections departments.
- LSS operates multiple subsidized housing apartment buildings for older adults, persons with developmental disabilities, persons with chronic mental illness, and persons with physical disabilities.
- Services for persons with disabilities, including support and supervision within more independent living situations and support to learn skills in order to remain independent.
- Services aimed at organizing communities to better provide individuals with their most basic needs of shelter, food, clothing, hope and connection with the ultimate goal to alleviate the conditions associated with poverty, homelessness, disaster and isolation



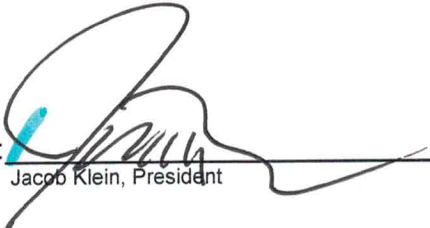
Traditional service provision through LSS has long included services to individuals with disabilities. LSS has experience working with the above preferred population. Current LSS programs known to include disabled individuals as participants/service recipients include:

- HUD Housing and HUD and Tax Credit Housing Service Coordination
- Off the Square Club- a daytime drop in center for people with serious and persistent mental illness as well as homelessness. Emotional support, vocational and recreational opportunities, and structuring of individual schedules are available.
- Rapid Rehousing and Housing First programming in Dane, Eau Claire, Racine and Kenosha Counties, in Wisconsin, and several counties in the Upper Peninsula in Michigan. Including active participation in and attendance at the Dane County Continuum of Care meetings, as well as the Veterans Committee on Homelessness.
- Veterans Housing and Recovery Programming - residential facilities for homeless veterans to receive the job training, education, counseling and rehabilitative services they need to obtain steady employment, affordable housing and the skills to sustain a productive lifestyle
- Outpatient Treatment Services- intensive outpatient treatment for adults and adolescents dealing with addiction.
- Quality Mental Health clinics and services
- Comprehensive addiction and recovery services. Our programs work in partnership with most Wisconsin counties, the Department of Health Services, and the state and federal corrections departments.
- Community Supported Living and Support Brokering for older adults and individuals with disabilities


These services will enhance independent living success and promote the dignity of residents by addressing needs with a one-on-one approach. This approach will include ongoing follow-up and case management where needed. Through provision of the wrap around service model, families and individuals at 38Ten Parmenter will have the tools necessary to strengthen family relations, identify necessary and beneficial resources, and positively impact their length of tenancy in this community.

The attached Marketing Plan demonstrates how the target population can be attracted to the development and how residents will be connected with a service provider.

JT KLEIN COMPANY, INC.

By:   
Jacob Klein, President

LUTHERAN SOCIAL SERVICES OF  
WISCONSIN AND UPPER MICHIGAN,  
INC.

By:   
Dennis Hanson, Vice President of Residential Services

### Population Served

All residents of 38Ten Parmenter II will be given information on the services offered. A wide variety of services will be offered that will meet the needs of families with preference to individuals with physical, mental or developmental disabilities.

The service coordination will be handled by Lutheran Social Services of Wisconsin & Upper Michigan, Inc. (LSS). The responsibilities associated with the coordination of services are estimated to be part-time.

### Supportive Services

JT Klein Company, Inc. (JTK) is partnering with Lutheran Social Services (LSS) to provide a variety of supportive services to the targeted residents of 38Ten Parmenter II. Tenants will have access to the help they need through an LSS Service Coordinator who will help to address their specific challenges, and arrange services, that they may learn the skills necessary to develop and maintain a healthy, stable lifestyle. A designated Service Coordinator will be responsible for linking the target population at the site with supportive, medical or advocacy services in the general community for which they are entitled, with a desired outcome of keeping them independent in their units.

LSS will be on-site and will work with residents to identify funding sources and develop an on-going Supportive Services Plan, based on needs of the tenants, to ensure supportive services are made available to the tenants at the Project. LSS will establish a regular schedule of on or off-site plans to meet with tenants to ensure introduction to, on-going management of, and completion of supportive services programs. Residents will be made aware of array of services available to them during their new resident orientation. Residents will also be reminded of service opportunities through resident newsletters, calendars, and flyers posted at mailboxes and near entry doors. Services offered by the LSS Service Coordinator are voluntary to all residents at 38Ten Parmenter II. LSS will establish a regular schedule of on or off-site plans to meet with the tenants to ensure introduction to, on-going management of, and completion of supportive services programs.

These services may include, but are not limited to, the following:

- Completion of an intake assessment by the Service coordinator. It is understood and agreed that the resident has to voluntarily agree to participation in the process.
- Development of a case management plan. This plan may include referral to other resources, including the Disability Resource Center, and other community supports.
- The scheduling of regular educational services with an emphasis on presentations designed to assist residents in overcoming barriers as identified on the tenant assessments. Potential sessions include self-improvement, employment opportunities and financial management.
- Other empowerment services will also include:
  - *Assistance with Benefits* – Through connection to educational workshops and seminars along with in person counseling and assistance, LSS will help individuals access their benefits that have been made available to them. These services will help pay for care, access to Medicare, Veterans benefits, pensions, welfare assistance, and social security among other benefits.

- *Employment Services* - LSS has the mission and goal to empower people to take control of their lives by becoming independent, productive members of the community. One way to attack this goal is to promote, plan, and provide, health, welfare, and economic well-being for tenants by coordinating employment services counseling they need in order to become a more stable member of the community. Content of employability assistance includes coordination, provision of, or referral of but not limited to: Assessment regarding readiness for employment; Evaluating interest area; Increasing skill level; Resume development, and; Interview skills. These services will be accompanied with continued support and counseling on an as needed basis for individuals seeking out this education.
- *Financial Literacy* - LSS Financial Counseling is a non-profit, full-service credit counseling agency. Services include budget and debt counseling, debt management plans, bankruptcy counseling and education, credit report review, financial education, and many others. LSS Financial counselors assist their clients to become financially literate and empower them with the skills they need to understand their finances and create financial plans for their futures. All financial counselors are fully-certified along with other specialized training and certifications. LSS Financial Counseling is an accredited and trusted provider and is associated with associations such as the National Foundation for Credit Counseling and Council on Accreditation.

The goal of the Service Coordinator is to enhance the success of resident with an identified disability, to promote their ability to remain a tenant at 38Ten Parmenter II. The services identified above will enhance independent living success and promote dignity of residents by addressing needs with a one-on-one approach.

### **Lutheran Social Services' Experience with Providing Supportive Services**

Lutheran Social Services of Wisconsin & Upper Michigan, Inc. provides a multitude of services including but not limited to the following services:

- Services to promote the well-being of children and families.
- Quality mental health services for people of all ages.
- Innovative services for older adults and their family caregivers.
- Comprehensive addiction and recovery services. Our programs work in partnership with most Wisconsin counties, the Department of Health Services, and state and federal corrections departments.
- LSS operates multiple subsidized housing apartment buildings for older adults, persons with developmental disabilities, persons with chronic mental illness, and persons with physical disabilities.
- Services for persons with disabilities, including support and supervision within more independent living situations and support to learn skills in order to remain independent.
- Services aimed at organizing communities to better provide individuals with their most basic needs of shelter, food, clothing, hope and connection with the ultimate goal to alleviate the conditions associated with poverty, homelessness, disaster and isolation

Traditional service provision through LSS has long included services to individuals with disabilities. LSS has experience working with the above preferred population. Current LSS programs known to include disabled individuals as participants/service recipients include:

- HUD Housing and HUD and Tax Credit Housing Service Coordination
- Off the Square Club- a daytime drop in center for people with serious and persistent mental illness as well as homelessness. Emotional support, vocational and recreational opportunities, and structuring of individual schedules are available.
- Rapid Rehousing and Housing First programming in Dane, Eau Claire, Racine and Kenosha Counties, in Wisconsin, and several counties in the Upper Peninsula in Michigan. Including active participation in and attendance at the Dane County Continuum of Care meetings, as well as the Veterans Committee on Homelessness.
- Veterans Housing and Recovery Programming - residential facilities for homeless veterans to receive the job training, education, counseling and rehabilitative services they need to obtain steady employment, affordable housing and the skills to sustain a productive lifestyle
- Outpatient Treatment Services- intensive outpatient treatment for adults and adolescents dealing with addiction.
- Quality Mental Health clinics and services
- Comprehensive addiction and recovery services. Our programs work in partnership with most Wisconsin counties, the Department of Health Services, and the state and federal corrections departments.
- Community Supported Living and Support Brokering for older adults and individuals with disabilities

### **Funding for Supportive Services**

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

### **Marketing Plan/ Referral Network:**

LSS will provide wraparound service coordination to individuals seeking support. Linking them to supportive community services with a desired outcome of keeping them in a stable housing. Specific services offered by LSS include:

- Completion of an intake assessment to identify strengths and areas of need.
- Development of a strength based plan of care. This plan may include referral to other community agencies, and identification of additional resources.
- The LSS Wraparound Service Coordinator will facilitate programming and supportive services. This will be done through:
  - An on-site presence by the Service Coordinator. LSS staff will have on-site visits at the Apartment complex where individuals can schedule appointments or drop in for support and services.
  - Facilitation of educational training and events. These will be based on the needs of the residents and can focus on resident identified issues such as, budgeting, financial education.

In addition to providing LSS services the on-site wraparound service coordinator will refer residents to other community resources based on their individual plan of care. Currently LSS has developed or/is in process of developing community partnerships with the following:


- Wisconsin Senior Employment Program, in coordination with the Job Centers of Wisconsin, will provide subsidized, part-time work experience to obtain the skills necessary for obtaining permanent employment.
- UW Extension Dane County will provide onsite trainings and educational events of no cost to our site. Training topics include;
  - Financial coaching and one to one consultations,
  - Nutritional education programs on topics such as choosing healthy diets on a limited budget and shopping strategies for spending wisely at the grocery store.
- Referral to local food pantries and economic support.
- Partnering with UW Health to provide access to healthcare of other service.
- Referral to a Financial Counselors through WIBBEC to promote financial stability and entrepreneurial ship.

LSS will also assist the property management group in outreach efforts with community partners to raise awareness of this unique opportunity with residents. LSS will work with the management company to market the units to other in need.

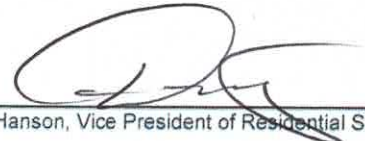
These services will enhance independent living success and promote the dignity of residents by addressing needs with a one-on-one approach. This approach will include ongoing follow-up and case management where needed. Through provision of the wrap around service model, families and individuals at 38Ten Parmenter II will have the tools necessary to strengthen family relations, identify necessary and beneficial resources, and positively impact their length of tenancy in this community.

Signature Page

JT KLEIN COMPANY, INC.

By:  \_\_\_\_\_  
Jacob Klein, President

LUTHERAN SOCIAL SERVICES OF  
WISCONSIN AND UPPER MICHIGAN,  
INC.

By:  \_\_\_\_\_  
Dennis Hanson, Vice President of Residential Services