

# Dane County Contract Cover Sheet

Revised 04/2021

RES 105

BAF # 21107  
 Acct: DRS  
 Mgr: BECKER  
 Budget Y/N: N

<b>Dept./Division</b>	Human Services / HAA		
<b>Vendor Name</b>	Dane County Housing Authority	<b>MUNIS #</b>	1827
<b>Brief Contract Title/Description</b>	Memorandum of Understanding (MOU) between Dane County & the Dane County Housing Authority pursuant to the County's Affordable Housing Development Fund, & that the Dane County Controller's Office is authorized to make payments related to the MOU.		
<b>Contract Term</b>			
<b>Contract Amount</b>			

<b>Contract #</b> Admin will assign	14420
Type of Contract	
<input type="checkbox"/>	Dane County Contract
<input type="checkbox"/>	Intergovernmental
<input type="checkbox"/>	County Lessee
<input type="checkbox"/>	County Lessor
<input type="checkbox"/>	Purchase of Property
<input type="checkbox"/>	Property Sale
<input type="checkbox"/>	Grant
<input checked="" type="checkbox"/>	Other

Department Contact Information		Vendor Contact Information	
<b>Name</b>	Spring Larson, Contract Coordination Assistant	<b>Name</b>	Karyn Knaak, Executive Director
<b>Phone #</b>	608-242-6391	<b>Phone #</b>	608-244-3636 Ext 023
<b>Email</b>	larson.spring@countyofdane.com	<b>Email</b>	kknaak@dcha.net
<b>Purchasing Officer</b>		<b>Send completed contract to vendor?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

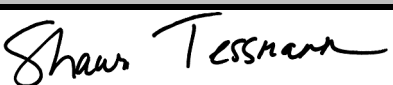
<b>Purchasing Authority</b>	<input type="checkbox"/> \$11,000 or under – Best Judgment (1 quote required)
	<input type="checkbox"/> Between \$11,000 – \$37,000 (\$0 – \$25,000 Public Works) (3 quotes required)
	<input type="checkbox"/> Over \$37,000 (\$25,000 Public Works) (Formal RFB/RFP required) <span style="float: right;"><b>RFB/RFP #</b></span>
	<input type="checkbox"/> Bid Waiver – \$37,000 or under (\$25,000 or under Public Works)
	<input type="checkbox"/> Bid Waiver – Over \$37,000 (N/A to Public Works)
	<input checked="" type="checkbox"/> N/A – Grants, Leases, Intergovernmental, Property Purchase/Sale, Other

<b>MUNIS Req.</b>	<b>Req #</b>	<b>Org:</b>	<b>Obj:</b>	<b>Proj:</b>	
	<b>Year</b>	<b>Org:</b>	<b>Obj:</b>	<b>Proj:</b>	
		<b>Org:</b>	<b>Obj:</b>	<b>Proj:</b>	

Budget Amendment	
<input type="checkbox"/>	A Budget Amendment has been requested via a Funds Transfer or Resolution. Upon addendum approval and budget amendment completion, the department shall update the requisition in MUNIS accordingly.

<b>Resolution Required if contract exceeds \$100,000 (\$40,000 PW)</b>	<input type="checkbox"/> Contract does not exceed \$100,000 (\$40,000 Public Works)	<b>Res #</b>	105
	<input type="checkbox"/> Contract exceeds \$100,000 (\$40,000 Public Works) – resolution required.	<b>Year</b>	2021
	<input checked="" type="checkbox"/> A copy of the Resolution is attached to the contract cover sheet.		

CONTRACT MODIFICATIONS – Standard Terms and Conditions		
<input type="checkbox"/> No modifications.	<input type="checkbox"/> Modifications and reviewed by:	<input checked="" type="checkbox"/> Non-standard Contract

APPROVAL – Department	
<b>Dept. Head / Authorized Designee</b>	

APPROVAL – Major Contracts Exceeding \$100,000 – DCO Section 25.11(3)			
<b>Director of Administration</b>		<b>Corporation Counsel</b>	ELECTRONICALLY SIGNED BY: Marcia A. MacKenzie

APPROVAL – Internal Contract Review – Routed Electronically – Approvals Will Be Attached			
<b>DOA:</b>	<b>Date In:</b> 8/4/21	<b>Date Out:</b> _____	<input checked="" type="checkbox"/> Controller, Purchasing, Corp Counsel, Risk Management

## Goldade, Michelle

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**From:** Goldade, Michelle  
**Sent:** Thursday, August 5, 2021 11:23 AM  
**To:** Hicklin, Charles; Krohn, Margaret; Lowndes, Daniel; Rogan, Megan  
**Cc:** Oby, Joe  
**Subject:** Contract #14420  
**Attachments:** 14420.pdf

<b>Tracking:</b>	<b>Recipient</b>	<b>Read</b>	<b>Response</b>
	Hicklin, Charles		
	Krohn, Margaret		Approve: 8/5/2021 11:29 AM
	Lowndes, Daniel	Read: 8/5/2021 11:38 AM	Approve: 8/5/2021 11:38 AM
	Rogan, Megan	Read: 8/5/2021 11:37 AM	Approve: 8/5/2021 11:37 AM
	Oby, Joe		

Please review the contract and indicate using the vote button above if you approve or disapprove of this contract.

Contract #14420  
Department: Human Services  
Vendor: Dane County Housing Authority  
Contract Description: MOU pursuant to the County's Affordable Housing Development Projects (Res 105)  
Contract Term: --  
Contract Amount: \$--

### *Michelle Goldade*

Administrative Manager  
Dane County Department of Administration  
Room 425, City-County Building  
210 Martin Luther King, Jr. Boulevard  
Madison, WI 53703  
PH: 608/266-4941  
Fax: 608/266-4425  
TDD: Call WI Relay 711

Please Note: I currently have a modified work schedule...I am in the office Mondays and Wednesdays and working remotely Tuesdays, Thursdays and Fridays in accordance with COVID 19 response guidelines.

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**2021 RES-105**

**APPROVING MEMORANDUM OF UNDERSTANDING BETWEEN DANE COUNTY AND THE  
DANE COUNTY HOUSING AUTHORITY PURSUANT TO THE COUNTY'S AFFORDABLE  
HOUSING DEVELOPMENT FUND  
DCDHS – HAA DIVISION**

In 1972, Dane County adopted legislation creating the Dane County Housing Authority (DCHA), with guidance and regulations outlined in Dane County ordinance 15.26, to address the affordable housing needs of low-income families in Dane County.

The mission of DCHA is to promote adequate and affordable housing, economic opportunity, and a suitable living environment free from discrimination. DCHA strives to provide and further affordable housing through long term planning strategies, partnerships with other organizations, and utilizing bond financing to develop and preserve affordable housing.

Beginning in FY 2015, the County Capital Budget includes funding for the Affordable Housing Development Fund (AHDF). Under statutes, the County can make capital grants to the DCHA that can then loan funds to developers of affordable housing projects. Without a partnership with DCHA, the County can only use AHDF money to purchase capital assets. This limits the flexibility in the application of the AHDF.

Under the partnership between Dane County and DCHA, the County will solicit proposals from affordable housing developers. The County will select projects that may be supported through a grant to the DCHA so that DCHA can loan funds to the developer. The County will provide all legal services necessary to document these transactions. DCHA will receive an administrative fee of \$10,000 for each project structured with a grant from the County to DCHA and a loan from DCHA to the developer. Administrative fees will be financed from funds allocated to the Dane County Affordable Housing Development Fund.

NOW, THEREFORE, BE IT RESOLVED that the County Executive is authorized to execute the Memorandum of Understanding between Dane County and the Dane County Housing Authority pursuant to the County's Affordable Housing Development Fund, and that the Dane County Controller's Office is authorized to make payments related to the execution of the Memorandum of Understanding.

**MEMORANDUM OF UNDERSTANDING BETWEEN DANE COUNTY  
AND THE DANE COUNTY HOUSING AUTHORITY PURSUANT TO  
THE COUNTY'S AFFORDABLE HOUSING DEVELOPMENT FUND**

The purpose of this partnership is to allow funds budgeted by the County under its Affordable Housing Development Fund (AHDF) to be distributed to the Dane County Housing Authority (DCHA) for immediate redistribution to affordable housing development projects selected by the County.

Beginning in FY 2015, the County Capital Budget includes funding for the AHDF. Under statutes, the County can make capital grants to the DCHA that can then loan funds to developers of affordable housing projects. Without a partnership with DCHA, the County can only use AHDF money to purchase capital assets. This limits the flexibility in the application of the AHDF.

The proposed partnership between the County and the DCHA is outlined below:

- 1) The County will solicit proposals from qualified affordable housing developers. Projects may be supported through a grant to the DCHA so that DCHA can loan the funds to the developer. This is possible for projects that are located within the jurisdiction of the DCHA. Projects outside DCHA's jurisdictional area may need to employ other financing mechanisms to utilize AHDF monies.
- 2) The County will evaluate proposals and select the developer(s) that will receive an allocation of AHDF monies.
- 3) The County will negotiate the amount of the grant or other subsidy that will be used to support the project along with the loan terms under which funds would be distributed.
- 4) The County will provide all legal services necessary to document the transaction.
- 5) Any agreements that use a pass-through loan from the DCHA will include full indemnification of DCHA.
- 6) At the appropriate time, the County will notify DCHA that a payment is due to a project developer. Prior to the payment due date, the County will transfer funds to DCHA sufficient to make the payment to the developer.
- 7) Any ongoing monitoring of affordability or other compliance issues on specific projects will be the responsibility of the County.

In consideration of this agreement between Dane County and the Dane County Housing Authority, both parties agree to the following:

- 1) DCHA will receive an administrative fee of \$10,000 for each project structured with a grant to from the County to DCHA and a loan from DCHA to the developer.
- 2) Participation as the pass through fiscal agent will not limit the DCHA's ability to apply under the Affordable Housing Development Funds
- 3) Dane County recognizes that the DCHA is a public body, corporate and politic, established by resolution of the County Board, with close ties to County Government. Dane County will consult with the DCHA in matters related to affordable housing and will seek partnerships with the DCHA to further the development of affordable housing in Dane County.

For the Dane County Housing Authority:

  
\_\_\_\_\_  
DAN O'CALLAGHAN  
Chair, DCHA Board of Commissioners

6-9-2021  
Date

For Dane County:

\_\_\_\_\_  
Joseph Parisi

\_\_\_\_\_  
Date