

**Department of Administration – Purchasing Division
County of Dane, Wisconsin
Request for Proposal
Affordable Rental Housing
Affordable Housing Development Fund
RFP #120052**

Due Date:

July 28, 2020

Prepared by:

**Mark Hammond
MSP Real Estate, Inc.
6234 Maywood Avenue
Middleton, WI 53562
612-868-9997**



July 28, 2020

Megan Rogan
210 Martin Luther King Jr. Blvd
Room 425 Madison, WI 53703

RE: Affordable Rental Housing Affordable Housing Development Fund
Bid/RFP #120052

Dear Ms. Rogan,

MSP Real Estate Inc. is pleased to present our application for Dane County's 2020 Affordable Housing Development Fund. The development, Taylor Pointe Apartments, will be 51 units of multi-family housing in which 48 will be set aside as affordable housing units. The project site is located at the intersection of Taylor Road and Larson Beach Road in the heart of McFarland, near jobs, schools, grocery/pharmacy, and primary transportation nodes.

We hereby request through this proposal \$608,341 in funding in order to ensure this project is able to move forward. The requested level of Affordable Funding support would equal approximately 5.29% of the total funding sources. Because we did not obtain site control until Fall of 2019 (after the 2019 Dane County Affordable Rental Housing RFP application was due in the summer of 2019), we had to submit our application to WHEDA with Dane County Funding shown as a place holder in order to ensure it would be competitive for a tax credit award. Taylor Pointe Apartments received an allocation of WHEDA Low-Income Housing Tax Credits (LIHTC) in May of 2020 so this eliminates the risk of the County allocating finite funding resources to a project that does not ultimately receive tax credits. The Dane County Affordable Housing Development Funds are a final and critical funding source needed to make this project feasible. If Taylor Pointe is awarded Dane County Affordable Housing Development Funds, this project will break ground in the winter of 2020 and the project will be complete by early 2022.

The Village of McFarland has not had any new affordable housing tax credit developments for 25 years. To maximize the impact to the local community and Dane County, we have in place partnerships for this project from Madison-area Urban Ministry (MUM) dba JustDane, The Salvation Army, and Dane County Veterans Service Office (CVSO), each with strong track records of helping to meet Dane County supportive housing objectives. JustDane and The Salvation Army will provide support services to residents.

Taylor Pointe Apartments provides excellent access as it is less than 0.15 miles from Highway 51 and less than 2 miles to Interstate 90. This multi-family site is in an ideal location as it serves a nice transition from the commercial center of McFarland off of Highway 51 to the single-family homes to the northeast of this site. The Conrad

Elvehjem Primary School, Indian Mound Middle School, and McFarland High School are all within 0.75 miles of the project site. This site provides walkable amenities for future residents as Pick 'n Save, Forward Pharmacy, Walgreens, McFarland Youth Center, multiple restaurants, and other services are all within ½ mile of the site.

If you have any questions regarding our enclosed application, please don't hesitate to contact me at (612) 868-9997.

We look forward to your response.

Sincerely,

A handwritten signature in black ink, appearing to read "Mark Hammond". The signature is fluid and cursive, with the first name "Mark" being more prominent than the last name "Hammond".

Mark Hammond
Vice President of Development

4.1 Required Form – Attachment A – Vendor Information (see following page)

SECTION – 5 – REQUIRED FORM – ATTACHMENT A

VENDOR INFORMATION			
VENDOR NAME:	MSP Real Estate, Inc.	DANE COUNTY VENDOR #:	26855

Vendor Information (address below will be used to confirm Local Vendor Preference)			
Address	6234 Maywood Avenue	City	Middleton
State & Zip	WI	County	Dane
Vendor Rep. Name	Mark Hammond	Title	Vice President of Development
Email	mhammond@msphousing.com	Telephone	612-868-9997


Designation of Confidential and Proprietary Information (Reference 1.12)		
<input type="checkbox"/> No information designated as confidential and proprietary.		
Section #	Page(s) #	Topic
4.5	26, 27, 28, 29	Project Description - Rent table, sources and uses, 5 year proforma (Trade Secret)
4.6	34,35	Project Financing and Leverage - Funding narrative and table of sources (Trade Secret)
4.9	38, 39	Housing First (Trade Secret)
4.10	40,41,42,43,44,45,46	Supportive Service Plan (Trade Secret)

Cooperative Purchasing (Reference 1.13)	
N/A <input type="checkbox"/>	I <u>agree</u> to furnish the commodities or services of this bid to other municipalities.
N/A <input type="checkbox"/>	I <u>do not agree</u> to furnish the commodities or services of this bid to other municipalities.

Local Vendor Purchasing Preference (Reference 1.15)						
Are you claiming a local purchasing preference under DCO 25.08(7)?	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> Dane	<input type="checkbox"/> Columbia	<input type="checkbox"/> Sauk	<input type="checkbox"/> Rock
				<input type="checkbox"/> Green	<input type="checkbox"/> Dodge	<input type="checkbox"/> Iowa
				<input type="checkbox"/> Jefferson		

Fair Labor Practice Certification (check only 1) (Reference 1.17)	
<input checked="" type="checkbox"/>	Vendor has not been found by the National Labor Relations Board ("NLRB") or the Wisconsin Employment Relations Commission ("WERC") to have violated any statute or regulation regarding labor standards or relations in the seven years prior to the date this bid submission is signed.
<input type="checkbox"/>	Vendor has been found by the National Labor Relations Board ("NLRB") or the Wisconsin Employment Relations Commission ("WERC") to have violated any statute or regulation regarding labor standards or relations in the seven years prior to the date this bid submission is signed.

Addendums – this vendor hereby acknowledges receipt/review of the following addendums, if any.				
Addendum #1 <input checked="" type="checkbox"/>	Addendum #2 <input checked="" type="checkbox"/>	Addendum #3 <input type="checkbox"/>	Addendum #4 <input type="checkbox"/>	None <input type="checkbox"/>

Signature Affidavit	
<p>In signing this proposal, we certify that we have not, either directly or indirectly, entered into any agreement or participated in any collusion or otherwise taken any action in restraint of free competition; that no attempt has been made to induce any other person or firm to submit or not to submit a proposal; that this proposal has been independently arrived at without collusion with any other proposer, competitor or potential competitor; that this proposal has not been knowingly disclosed prior to the opening of proposal to any other proposer or competitor; that the above statement is accurate under penalty of perjury.</p> <p>The undersigned agrees to hold the County harmless for any damages arising out of the release of any material unless they are specifically identified on Attachment B. The undersigned, submitting this proposal, hereby agrees with all the terms, conditions, and specifications required by the County in this Request for Proposals, and declares that the attached proposal and pricing are in conformity therewith.</p>	
Signature	
Date	07/28/2020
Name (Printed)	Mark Hammond
Title	Vice President of Development

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4.3 Tab 1: Introduction

MSP Real Estate specializes in developing and operating senior and multifamily developments in the Midwest. Over the past 30 years, MSP has developed approximately 40 projects in the Midwest and has substantial experience using TIF, tax-exempt bond financing, tax credits, and other financing tools to reposition sites into vibrant communities. We are a long-term owner with a strong track record of getting complicated projects across the finish line and exceeding expectations in the communities in which we work. Please review more detailed information below in section 4.4.

Overview Proposed Development

The proposed development is a 51-unit multifamily affordable rental development that is located at 4845 Taylor Road and 4900 Larson Beach Road in McFarland, Wisconsin. Taylor Pointe currently has two parcels with two addresses mentioned above. The project will be combined into one parcel and will receive one address from the Village of McFarland. The one address is currently unknown and the Village will provide the address to us at a later date when the building permit is issued. The 51 units will include 3 market rate units and 48 income-restricted units in a 3-story elevator building with underground parking. The property also features 10 3-bedroom units. This development will provide a much-needed housing option in the Village of McFarland to assist in the Village's commitment to enhance the number of affordable housing options to the residents of McFarland.

11 of the subject's income restricted apartment units will provide supportive housing options for veterans, homeless/nearly homeless, special needs, and formerly incarcerated individuals and families. Residents of these units will have supportive services provided by JustDane, The Salvation Army, and referral to services through the Dane County Veterans Service Office (CVSO). The rent for these units will be set at the 30% CMI level.

The subject is to be constructed on an infill site located in an established neighborhood and generally requires minimal infrastructure improvements. The site offers a good walk score with good linkages to the surrounding community and the needs of a multifamily development. See Section 4.5 for more detailed information about this project.

MSP COMPANIES

REAL ESTATE

CONSTRUCTION

DEVELOPMENT

PROPERTY MANAGEMENT

HERITAGE SENIOR LIVING

4.4 Tab 2: Development and Service Team Background

MSP is a multifaceted real estate company with offices in Mendota Heights, Minnesota and in Madison and West Allis Wisconsin that offers a full spectrum of real estate services including site acquisition, brokerage, development, construction, property management and asset management.

- MSP Real Estate was founded in 1988 by Milo Pinkerton, whose philosophy is to develop high quality properties in strategic markets to ensure the best investment for us, our partners and the communities in which we build. The current portfolio includes 2,400 units of affordable and market rate housing, senior independent housing and assisted living and memory care housing in three states, Wisconsin, Minnesota and Indiana. In August 2015, MSP acquired a 6-building office park in Mendota Heights, Minnesota, adding 420,000 square feet to our growing portfolio.
- MSP Real Estate Company has become one of the Midwest's leading developers of senior housing communities. To date, we have developed over 2,100 units of senior housing in 21 communities in the Midwest. The development arm of MSP Real Estate has focused on senior housing campuses that provide a continuum of care for its residents. These communities consist of mixed-income independent senior apartments, assisted living, and memory care. In addition, we specialize in Section 42 Affordable Housing Tax credit and market rate developments. MSP has also developed over 580 units of affordable multifamily units throughout the Midwest.
- MSP Construction, Inc. is responsible for general contracting services for MSP developments. Acting as our own General Contractor allows us to save costs and ensure quality on our development projects.
- MSP Property Management, LLC was formed in 2006 to provide professional property management services to its affordable housing and market-rate housing portfolio in the Midwest.
- Heritage Senior Living was founded in 2000 and has become an industry leading manager of assisted living and memory care communities. Heritage Senior Living's vision is to complement MSP's current portfolio of independent senior apartments by creating a series of assisted/memory care campuses that allow residents to age in place.

We are fully committed to improving the design of our housing by providing better products and services for the people we serve.

MSP Real Estate, Inc.

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

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



MSPRE has experience with public/private development projects utilizing City of Madison and Dane County Affordable Housing Funds, TIF, HOME Funds, Federal Home Loan Bank funding, CBDG and Metropolitan council grants. MSPRE has extensive knowledge of real estate development gained over the past 30 years.

MSP Development

Senior Housing Development

MSP has become one of the Midwest's leading developers of senior housing communities, ranking 70th in the nation's largest providers of senior housing. To date, we have developed over 2,100 units of senior housing in 21 communities in Wisconsin and Minnesota. MSPRE has developed senior condominiums, independent apartments, assisted living and memory care housing.

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



Overview

Affordable Housing Development

MSPRE specializes in Section 42 Affordable Housing Tax credit development. To date, MSPRE has received over \$20 Million in tax credit allocations in three Midwestern states. This portfolio consists of over 1,100 units of senior housing and approximately 580 units of family housing.

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

Market Rate Housing Development

Louisiana Oaks Apartments is a 200-unit market rate development in St. Louis Park, Minnesota. This property was recognized as the 2002 MADACS Awarding- winning (“Property Excellence Award – Best New Development – Market Rate”) in the Twin Cities. (This property was sold in April 2015).



MSP Acquisitions

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



Heritage Senior Living

Founded in 2000, Heritage Senior Living is an industry leading manager of assisted living and memory care communities. Today we own and operate sixteen communities in Wisconsin totaling over 1,068 units. We are one of the fastest growing Assisted Living companies in the region and now employ over 675 people.



MSP Construction

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

In 2012 MSP Construction built over 330 units with construction projects costs totaling over \$38 Million. MSP Construction has constructed over \$140 Million since our first project in 2002.

Since 2015 MSP construction has completed 5 new projects, with construction costs totaling over \$80 Million.



MSP Property Management

MSP Property Management, LLC (MSPPM) was formed in 2006 to more fully service its affordable housing and market-rate housing in Minnesota and Wisconsin. MSPPM currently manages over 1,450 units in 13 locations.

Milo Pinkerton, President

Milo has developed more than 2500 units spanning over 30 years. Milo's unique background of architecture, finance, real estate and construction has enabled MSP projects to be of consistent high quality, on time and on budget.

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



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

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

Management Team

Mark Hammond, Vice President of Development

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

Mark's primary responsibility is the identification and management of new development opportunities in senior housing campuses, MSP's core business category. His secondary focus is identifying market-rate multifamily and tax credit affordable housing opportunities. Mark actively manages all aspects of the development process, including site acquisition and approval, financing, design and value engineering, construction, and lease-up.

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

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



Lars Johnson, Chief Financial Officer



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

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

Brian Martin, Vice President of Asset Management

Brian Martin, as Vice President of Asset Management combines the functions of asset management and property management into one role. He is responsible for the following areas of operations for MSP Property Management and Heritage Senior Living:

- Property Management
- Asset Management
- Maintenance
- Information Technology



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

Ben Shearer, Vice President of Construction

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

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

4.4 (1) Team experience obtaining and utilizing Section 42 credits

As our Tax Credit project lists demonstrate below since 1991 MSP Real Estate has secured awards for tax credits for 25 total projects in the Midwest:

- 17 elderly projects that have provided over 1,150 units of senior housing
- 9 family projects that have (or will) provide over 580 units of family housing

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

TAX CREDIT Elderly (Section 42) APARTMENTS

<u>Project Names/ Locations</u>	<u>Units</u>	<u>Financing</u>	<u>Completion Date</u>
<i>River Parkway Apartments, Wauwatosa</i>	136	Bank	May 2021
<i>Normandy Square Apartments , Madison</i>	58	Bank	August 2019
<i>Middleton Senior Apartments, Middleton</i>	56	Bank	October 2012
<i>New Berlin Senior II, New Berlin</i>	34	Bank	Dec. 2012
<i>Chippewa Senior Apartments II, Chippewa Falls</i>	24	HOME	October 2011
<i>West Allis Senior Apartments, West Allis</i>	122	WHEDA Bond	April 2009
<i>Monona Senior Apartments, Monona</i>	88	WHEDA Bond	Sept. 2009
<i>Lincoln Village, Port Washington</i>	49	Bank	Dec. 2002
<i>Homestead Village, Chippewa Falls</i>	48	Bank	February 2000
<i>Deer Creek Village, New Berlin</i>	145	Bank	October 2001
<i>Silver Creek Village, Glendale</i>	65	WHEDA Bond	August 2000
<i>Lexington Village, Greenfield</i>	120	Bank	Dec. 1998
<i>Silver Lake Pointe, Moundsview MN</i>	83	Bank	Sept. 1995
<i>Courtyard, West Allis</i>	63	Bank	Sept. 1995
<i>Mill View, Kiel</i>	24	Rural Development	March 1995
<i>Station House, Antigo</i>	40	Rural Development	1991
<u><i>Village Plaza, Paddock Lake</i></u>	<u>24</u>	<u>Rural Development</u>	<u>1991</u>
Total Complete	1,043		
Total in Progress	136		
Total Units	1,179		

4.4 (2) Team experience in public/private joint ventures

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

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

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



(Rendering of River Parkway Apartments above)

The Grove Apartments – Multi-Family Apartment Building

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

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



(Rendering of The Grove Apartments)

Normandy Square – Independent Senior Living Apartments

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

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



(Picture of Normandy Square Senior Apartment Building)

Middleton Independent Tax Credit and Heritage Assisted Living and Memory Care

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

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



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

4.4(3) Team experience developing multifamily housing for low-income households

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

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

- Milo Pinkerton has long term expertise and success with this unique development program. Over the past 30 years, Milo has developed a reputation for high integrity and delivering results to partners and other stakeholders.

MSP Real Estate has a team of seasoned real estate development professionals with a combined 48 years of direct housing and/or real estate development experience. This means that we not only bring deep knowledge and experience, but also have ample staffing to provide dedicated project management to each new project under development.

<u>Team Member</u>	<u>Years of Tax Credit / Housing Experience</u>
Milo Pinkerton	31
Mark Hammond	9
Danny DiFrancesco	8

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

-Outside Legal Counsel:

Foley & Lardner (Madison, WI) - Wayman Lawrence & Katie Rist

-Accounting:

SVA (Madison, WI) – Glen Weyenberg, Mike Kendhammer

-Architecture:

Dimension IV (Madison, WI) – Jerry Bourquin

-Engineering:

CJ Engineering (Milwaukee, WI) – Chris Jackson

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

4.4 (4) Developing permanent supportive housing

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

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

4.4 (5) Property Management

MSP Property Management



1295 Northland Drive Ste 270
Mendota Heights MN 55120

952-351-4540
952-935-7202

6234 Maywood Avenue
Middleton WI 53562

608-831-7004
608-359-9493

www.msphousing.com

List of MSP Property Managed Properties: 15 Senior and 6 Family projects.

Project Name	Location	Number of Units	Senior/Family	Tax Credit Yes/No
The Grove	Madison, WI	112	Family	Yes
Normandy Square	Madison, WI	58	Senior	Yes
Middleton Senior	Middleton, WI	56	Senior	Yes
New Berlin Senior II	New Berlin, WI	34	Senior	Yes
Chippewa Senior II	Chippewa Falls, WI	24	Senior	Yes
Homestead Village	Chippewa Falls, WI	48	Senior	Yes
West Allis Senior	West Allis, WI	122	Senior	Yes
Monona Senior	Monona, WI	88	Senior	Yes
Lincoln Village	Port Washington, WI	49	Senior	Yes
Deer Creek Village	New Berlin, WI	145	Senior	Yes
Silver Creek Village	Glendale, WI	65	Senior	Yes
Lexington Village	Greenfield, WI	120	Senior	Yes
Courtyard	West Allis, WI	63	Senior	Yes
Meadow Ridge	Waukesha, WI	70	Family	Yes
New Berlin City Center	New Berlin, WI	102	Family	Yes
The Landing	Chippewa, WI	40	Family	Yes
Central Pointe	New Berlin, WI	75	Family	No
Village Plaza	Paddock Lake, WI	24	Senior	Yes
Station House	Antigo, WI	40	Senior	Yes
Mill View	Kiel, WI	24	Senior	Yes
Valley Farms	Westfield, IN	92	Family	Yes
Total		1,451		

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

MSP Property Management, LLC (MSPPM) was formed in 2006 to provide professional

property management services to its affordable housing and market-rate housing portfolio in Minnesota and Wisconsin. MSPPM currently manages over 1,450 units in 13 locations throughout Wisconsin, MN, and IN. In 2017, 3 family properties (130 units) were sold in Minnesota that MSPPM also managed.

MSP Property Management, will be the property manager of record for RFP: #120052

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

Staff knowledge of program requirements—

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

Staff stability—

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

Processing certifications and recertifications –

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

Fees current or past due—

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

Tenant files completeness and organization –

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

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

All Federal and State Housing Audits or Issue Responses are handled according to the

time limit provided per notification. Our goal at MSP/Heritage Senior Living is to turn around any audit items prior to or earlier than the deadlines provided.

Compliance History-Number and quality of 8823's issued

MSP Property Management has been managing affordable and market rate housing since 2006. Heritage Senior Living Management has been managing assisted living, memory care and independent affordable senior housing since 2000. **In the past 5 years there have only been a few minor tenant file issues that required resolution related to missing documentation only. No substantial reportable recapture of credit issues has ever been reported on these managed properties to the IRS.** Each state has their own standards of practice on when/why to issue an 8823's but we have experienced the same results with our Minnesota based properties that interface with the Minnesota Housing Authority. (These properties sold in 2017.)

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

Our third-party consultant, Becky Haag, Compliance Specialists (22 years' experience) reviews ALL tenant files for tax credit compliance as well as recertification compliance.

MSP Property Management provides all property management functions including Tax Credit certification, recertification, ongoing compliance, all accounting functions, day to day management and maintenance. MSP Property management has grown in size and oversight starting with 66 units in 2 projects in 2006 to over 1,450 units in 13 locations in Wisconsin in 2020. We did sell 3 multifamily properties comprising 130 total affordable family units in Minnesota in 2017 that were also managed by MSP Property Management.

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

Brian Martin and Liz Johnson have over 23 plus years combined Asset Management and Property management experience. They monitor monthly reports related to rent collection, occupancy, budget to actual costs, leasing status, work orders and tax credit compliance, along with addressing ongoing inspections and reporting for state and lender requirements. Most of our sites are then staffed with on-site managers and maintenance staff dependent on needs of individual properties.

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

4.4 (6) Provisions for Supportive Services if the project entails permanent supportive housing

MSP has substantial experience in the provision of support services, but we do so in mixed-income properties where only a portion of the total units are supportive housing. We are committed to identifying the right service providers to meet the objectives of the funding source whether it be city, county or federal tax credit funding that requires a supportive housing component to the development.

Taylor Pointe Apartments will provide supportive services through our supportive service partners and case management. Those supportive services are in place to increase the independence and long-term housing success of the individuals/families receiving this assistance. That assistance however would not be classified as permanent. Below is a chart showing MSP's most recent projects with supportive housing, target populations, and who the supportive service partners are.

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

4.5 Tab 3: Project Description

The proposed development, Taylor Pointe Apartments, is located in the Village of McFarland at 4845 Taylor Road and 4900 Larson Beach Road. The project will consist of 51-units, with 48 of those units earning less than or equal to 60% of the County Median Income (CMI), and the remaining 3 units will be market rate with no income restrictions. This project represents 94% of the units being workforce affordable multi-family housing. 11 of the units will be further segmented for individuals and families at the 30% CMI limit. Taylor Pointe Apartments currently has 2 parcels under contract with 2 addresses, 4845 Taylor Road and 4900 Larson Beach Road. The project will be combined into one parcel and will receive one address from the Village of McFarland. The one address is currently unknown, and the Village of McFarland will provide the address at a later date when the building permit is issued. Taylor Pointe Apartments will provide much needed affordable work force to Village of McFarland as it has not had any new affordable development in the past 25 years.

Taylor Pointe Apartments is situated at the intersection of Taylor Road and Larson Beach Road in the Village of McFarland. Below is a map showing the location of Taylor Pointe Apartments.





All the amenities of daily living are within a mile of this location: Pick ‘n Save, Forward Pharmacy, McFarland Youth Center, McFarland Senior Center, Brandt Park, E.D. Locke Public Library, Banks, Ginger Bread House, Public Elementary School, McFarland Middle and High School, and many popular businesses and restaurants in the heart of the Village of McFarland.

Highway 51 and the interstate are easy access points from this site. Taylor Pointe is primarily surrounded by single family to the north, and commercial to the south.

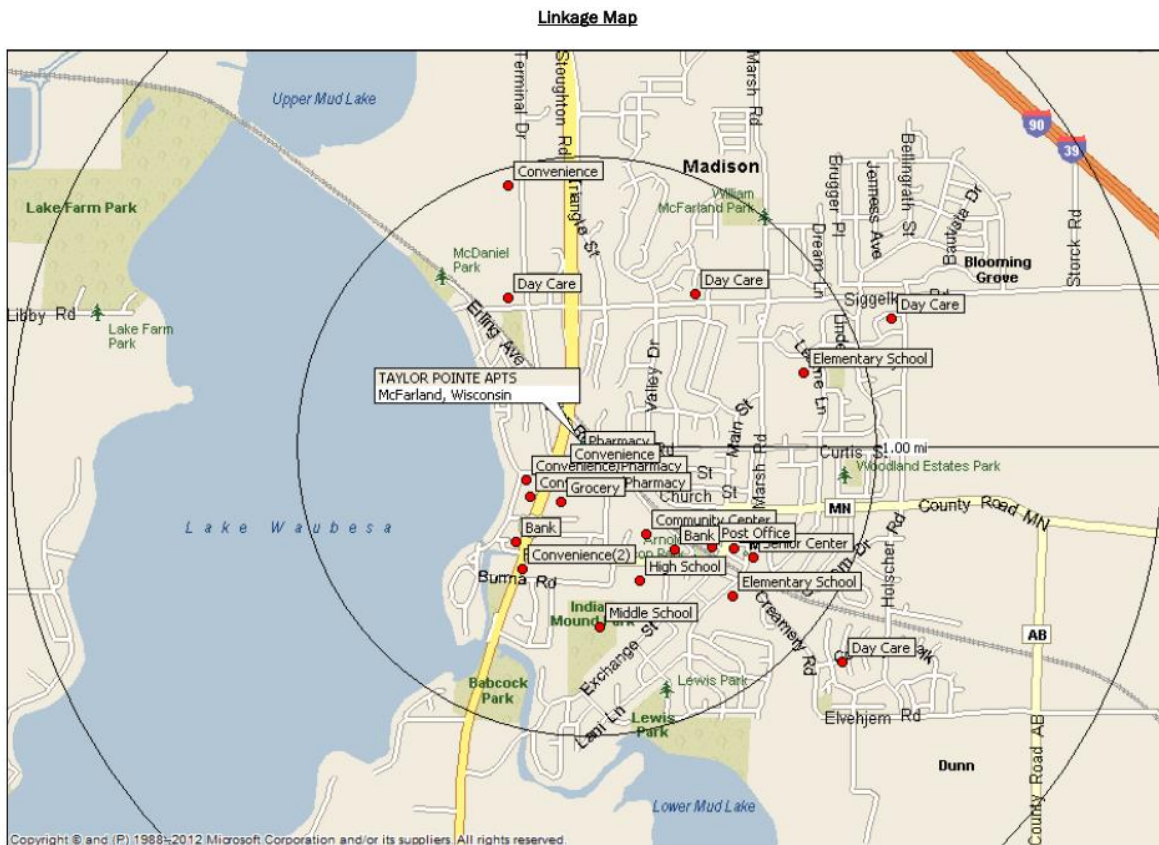
Conrad Elvehjem Primary School (Elementary) is 0.7 miles away from the project site while Indian Mound Middle School and McFarland High school are 0.5 miles away from Taylor Pointe Apartments.

See the table and linkage map on the next page for additional nearby linkages to this site highlighting the locational attributes of this site.

Linkages			
Linkage Type	Nearest (in miles)	Name	# Within two miles
Community Center	0.4	McFarland Youth Center	1
Senior Center	0.7	McFarland Senior Center	1
Medical Clinic	2.0	Bates Medical Clinic	1
Hospital	5.8	SSM Health - St. Mary's Hospital	0
Shopping Center	3.1	Walmart Supercenter	0
Pharmacy	0.0	Forward Pharmacy	3
Grocery Store	0.2	Pick 'n Save	1
Convenience Store	0.1	BP Gas Station	8
Public Library	0.6	E.D. Locke Public Library	1
Public Park	0.4	Brandt Park	10+
Public Elementary School	0.7	Conrad Elvehjem Primary School	2
Public Middle School	0.6	Indian Mound Middle School	1
Public High School	0.5	McFarland High School	1
Licensed Child Day Care	0.6	Little Spartans Child Development Center	5
Adult Day Care	2.7	Adult Day Center	0
Post Office	0.5	US Post Office	1
Banking Institution	0.4	McFarland State Bank	2

Sources: Google Maps, Walkscore

Walkscore: 62 (Somewhat Walkable)



51 units will include 3 market rate and 48 income-restricted units. The apartments will target residents with incomes at or below 30% to 60% of the County Median Income with rents ranging from \$514 to \$1,275 dollars for the rent restricted units.

3-bedroom units: The project will contain 1 – three-bedroom 30% unit, 1 – three-bedroom 40% unit, 6 – three bedroom 50% units, and 2 – three bedroom 60% units, for a total of 10 – three-bedrooms units. **This represents approximately 20% of the total units as 3-bedroom units, which is more than typical.**

Affordability Period: The project will have a minimum 30-year affordability period.

The proposed development proforma will contain underground parking income.

The rent and utility allowance for each unit is as follows: (Square footages are estimates only)

Projected Rents	# UNITS	RENT/UNIT	SQUARE FEET	UTILITY		
				ALLOWANCE	GROSS	NET
1 BR/1 BA -30%	3	\$563	659	\$49	\$563	\$514
1 BR/1 BA -30%	7	\$563	671	\$49	\$563	\$514
1 BR/1 BA -40%	1	\$751	671	\$49	\$751	\$702
1 BR/1 BA -50%	6	\$938	671	\$49	\$938	\$889
1 BR/1 BA -60%	1	\$985	671	\$49	\$985	\$936
1 BR/1 BA -60%	1	\$985	671	\$49	\$985	\$936
1 BR/1 BA -60%	2	\$985	677	\$49	\$985	\$936
1 BR/1 BA -60%	1	\$995	802	\$49	\$995	\$946
1 BR/1 BA -MKT	1	\$1,050	802	\$0	\$1,050	\$1,050
2 BR/1 BA -40%	1	\$901	966	\$62	\$901	\$839
2 BR/1 BA -50%	1	\$1,126	966	\$62	\$1,126	\$1,064
2 BR/2 BA -50%	4	\$1,126	1000	\$62	\$1,126	\$1,064
2 BR/2 BA -60%	6	\$1,200	1000	\$62	\$1,200	\$1,138
2 BR/2 BA -60%	3	\$1,200	995	\$62	\$1,200	\$1,138
2 BR/2 BA -60%	1	\$1,200	1045	\$62	\$1,200	\$1,138
2 BR/2 BA - MKT	1	\$1,200	1045	\$0	\$1,200	\$1,200
2 BR/2 BA - MKT	1	\$1,200	1090	\$0	\$1,200	\$1,200
3 BR/2 BA -30%	1	\$781	1253	\$74	\$781	\$707
3 BR/2 BA -40%	1	\$1,041	1253	\$74	\$1,041	\$967
3 BR/2 BA -50%	6	\$1,249	1253	\$74	\$1,249	\$1,175
3 BR/2 BA -60%	1	\$1,349	1253	\$74	\$1,349	\$1,275
3 BR/2 BA -60%	1	\$1,349	1350	\$74	\$1,349	\$1,275
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TOTAL UNITS	51					
LIHTC UNITS	48	94.12%				

The proposed development costs and funding sources are as follows: These Dane County Affordable Housing Development funds would be used to fund hard construction costs for the development.

USES	TOTAL COST	SOURCES	
=====		=====	
LAND	\$ 490,000	FIRST MORTGAGE	\$ 3,225,000
CONSTRUCTION	\$ 8,022,601	DANE COUNTY FUNDS	\$ 560,000
		DANE COUNTY FUNDS -	
26 kW SOLAR ARRAY	\$ 48,341	SOLAR REIMBURSEMENT	\$ 48,341
CONTINGENCY	\$ 401,847	FHLB - AHP	\$ 720,000
ARCHITECT/ENGINEER	\$ 203,340	DEFERRED DEVELOPER FEE	\$ 493,855
INTERIM/CONSTRUCTION	\$ 330,229	TAX CREDIT EQUITY	\$ 6,449,623
PERMANENT FINANCING	\$ 36,600		
SOFT COSTS	\$ 415,487		
SYNDICATION COSTS	\$ 8,000		
DEVELOPMENT FEE & OH	\$ 1,165,374		
RESERVES/LEASE-UP	\$ 375,000		
TOTAL USES	\$ 11,496,819	TOTAL SOURCES	\$ 11,496,819

	STABILIZED				
	2023	2024	2025	2026	2027
	----	----	----	----	----
GROSS RENTAL INCOME	\$577,548	\$589,099	\$600,881	\$612,899	\$625,157
OCCUPANCY	93%	93%	93%	93%	93%
	-----	-----	-----	-----	-----
NET RENTAL INCOME	\$537,120	\$547,862	\$558,819	\$569,996	\$581,396
PARKING INCOME	\$16,218	\$16,542	\$16,873	\$17,211	\$17,555
	-----	-----	-----	-----	-----
EFFECTIVE GROSS INCOME	\$553,338	\$564,404	\$575,692	\$587,206	\$598,950
REAL ESTATE TAX	(\$76,500)	(\$78,795)	(\$81,159)	(\$83,594)	(\$86,101)
OPERATING EXPENSE @	(\$229,500)	(\$236,385)	(\$243,477)	(\$250,781)	(\$258,304)
ANNUAL REPLACEMENTS	(\$15,300)	(\$15,759)	(\$16,232)	(\$16,719)	(\$17,220)
NET OPERATING INCOME	\$232,038	\$233,465	\$234,825	\$236,113	\$237,324
D C R - FIRST	1.26	1.26	1.27	1.28	1.29
D C R - FIRST & SECOND	1.18	1.19	1.20	1.21	1.22

The Dane County Funds are a critical piece that allow the development to reduce its required tax credit equity in order to ensure the project was able to score high enough with WHEDA to receive its allocation of tax credits. The project was awarded WHEDA Low-Income Housing Tax Credits in May of 2020. This means that now Dane County Funds are a critical piece of gap financing necessary for the project to move forward. Assuming this project receives Dane County funding, construction would commence in January of 2021 with delivery of the units in early 2022.

See Attachment C – Unit Table on the following pages.

SECTION – 5 – REQUIRED FORM – ATTACHMENT C

UNIT TABLE

In the space below, please list each site (street address) and building where the work will be undertaken. For each building, list the units by type, the number of bedrooms in the unit, the number of units, the monthly unit rent, utility allowance, and the total housing cost. Use additional pages as needed.

SITE ADDRESS/BUILDING NO		UNIT TYPE (Elderly, Family, Homeless, RCAC, SRO, Supportive Housing)	NUMBER OF UNITS	NUMBER OCCUPIED BY LMI HOUSEHOLDS
4845 Taylor Road and 4900 Larson Beach Road (1 building that will have 1 address)		Family, Supportive	51 Units	48 Units
NUMBER OF STORIES:	3	ELEVATOR?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
NUMBER OF HANDICAPPED ACCESS UNITS	1	NUMBER OF UNITS ACCESSIBLE FOR SENSORY IMPAIRED		0

UNIT	SQUARE FOOTAGE	NUMBER OF BEDROOMS	NUMBER OF UNITS	MONTHLY UNIT RENT	UTILITY ALLOWANCE	TOTAL HOUSING COST
1 BR/1 BA, 30%	659	1	3	\$514	\$49	\$563
1 BR/1 BA, 30%	671	1	7	\$514	\$49	\$563
1 BR/1 BA, 40%	671	1	1	\$702	\$49	\$751
1 BR/1 BA, 50%	671	1	6	\$889	\$49	\$938
1 BR/1 BA, 60%	671	1	1	\$936	\$49	\$985
1 BR/1 BA, 60%	671	1	1	\$936	\$49	\$985
1 BR/1 BA, 60%	677	1	2	\$936	\$49	\$985
1 BR/1 BA, 60%	802	1	1	\$946	\$49	\$995
1 BR/1 BA, Market rate	802	1	1	\$1,050	\$0	\$1,050
2 BR/1 BA, 40%	966	2	1	\$839	\$62	\$901
2 BR/1 BA, 50%	966	2	1	\$1,064	\$62	\$1,126
2 BR/2 BA, 50%	1,000	2	4	\$1,064	\$62	\$1,126
2 BR/2 BA, 60%	1,000	2	6	\$1,138	\$62	\$1,200
2 BR/2 BA, 60%	995	2	3	\$1,138	\$62	\$1,200

See next page for continued unit table mix

SECTION – 5 – REQUIRED FORM – ATTACHMENT C

UNIT TABLE

In the space below, please list each site (street address) and building where the work will be undertaken. For each building, list the units by type, the number of bedrooms in the unit, the number of units, the monthly unit rent, utility allowance, and the total housing cost. Use additional pages as needed.

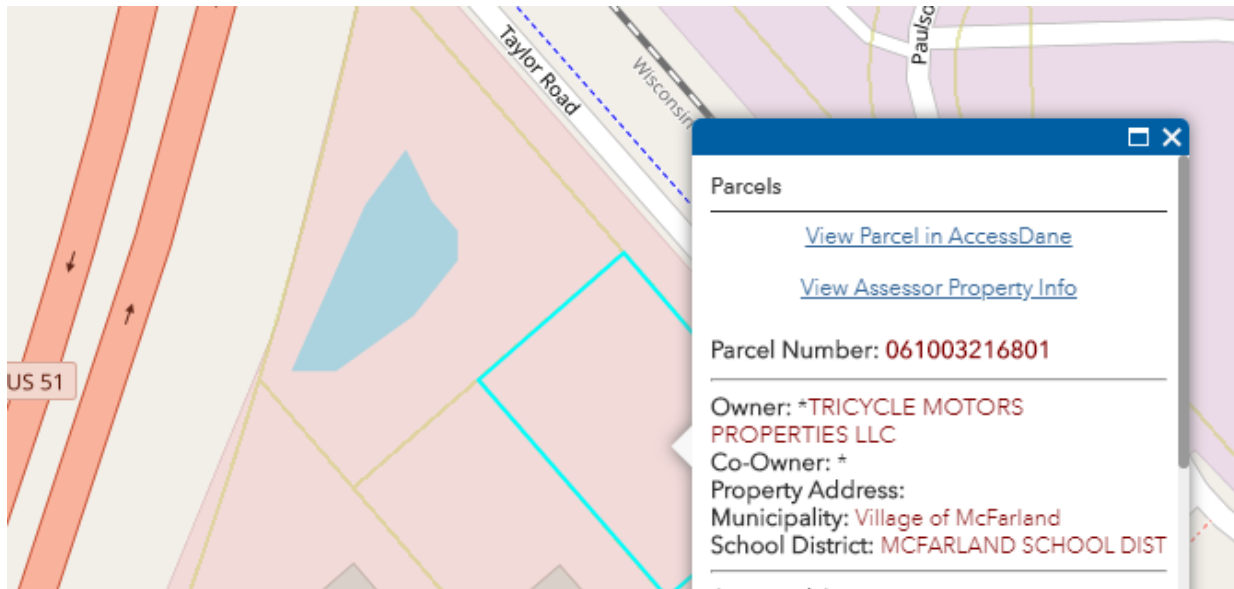
SITE ADDRESS/BUILDING NO		UNIT TYPE (Elderly, Family, Homeless, RCAC, SRO, Supportive Housing)	NUMBER OF UNITS	NUMBER OCCUPIED BY LMI HOUSEHOLDS
4845 Taylor Road and 4900 Larson Beach Road (1 building that will have 1 address)		Family, Supportive	51 Units	48 Units
NUMBER OF STORIES:	3	ELEVATOR?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
NUMBER OF HANDICAPPED ACCESS UNITS	1	NUMBER OF UNITS ACCESSIBLE FOR SENSORY IMPAIRED		0

UNIT	SQUARE FOOTAGE	NUMBER OF BEDROOMS	NUMBER OF UNITS	MONTHLY UNIT RENT	UTILITY ALLOWANCE	TOTAL HOUSING COST
2 BR/2BA, 80%	1,045	2	1	\$1,138	\$62	\$1,200
2 BR/ 2 BA, Market rate	1,045	2	1	\$1,200	\$0	\$1,200
2 BR/ 2 BA, Market rate	1,090	2	1	\$1,200	\$0	\$1,200
3 BR/2 BA, 30%	1,253	3	1	\$707	\$74	\$781
3 BR/2 BA, 40%	1,253	3	1	\$967	\$74	\$1,041
3 BR/2 BA, 50%	1,253	3	6	\$1,175	\$74	\$1,249
3 BR/2 BA, 80%	1,253	3	1	\$1,275	\$74	\$1,349
3 BR/2 BA, 80%	1,350	3	1	\$1,275	\$74	\$1,349

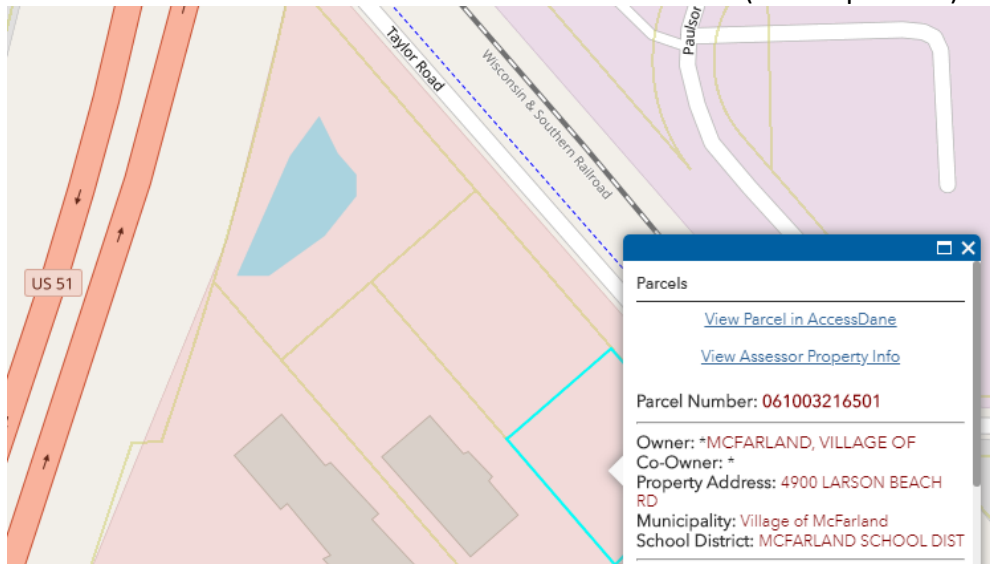
4.5.1 Project location

This project is located at 4845 Taylor Road and 4900 Larson Beach Road in the Village of McFarland. Taylor Pointe currently has two parcels with two address mentioned above. The project will be combined into one parcel and will receive one address from the Village of McFarland. The one address is currently unknown and the Village will provide the address to us at a later date when the building permit is issued.

4845 Taylor Road Parcel Number: 061003216801 (see map below)



4900 Larson Beach Road Parcel Number: 061003216501 (see map below)



This project is located in the Village of McFarland therefore located outside of the City of Madison and is eligible for 10 points under the Dane County RFP scoring criteria.

As noted above, all the amenities of daily living are within a mile of this location: Pick 'n Save, Forward Pharmacy, McFarland Youth Center, McFarland Senior Center, Brandt Park, E.D. Locke Public Library, Banks, Ginger Bread House, Public Elementary School, McFarland Middle and High School, and many popular businesses and restaurants in the heart of the Village of McFarland.

Highway 51 and the interstate are easy access points from this site. Taylor Pointe is primarily surrounded by single family to the north, and commercial to the south.

Conrad Elvehjem Primary School (Elementary) is 0.7 miles away from the project site while Indian Mound Middle School and McFarland High school are 0.5 miles away from Taylor Pointe Apartments.

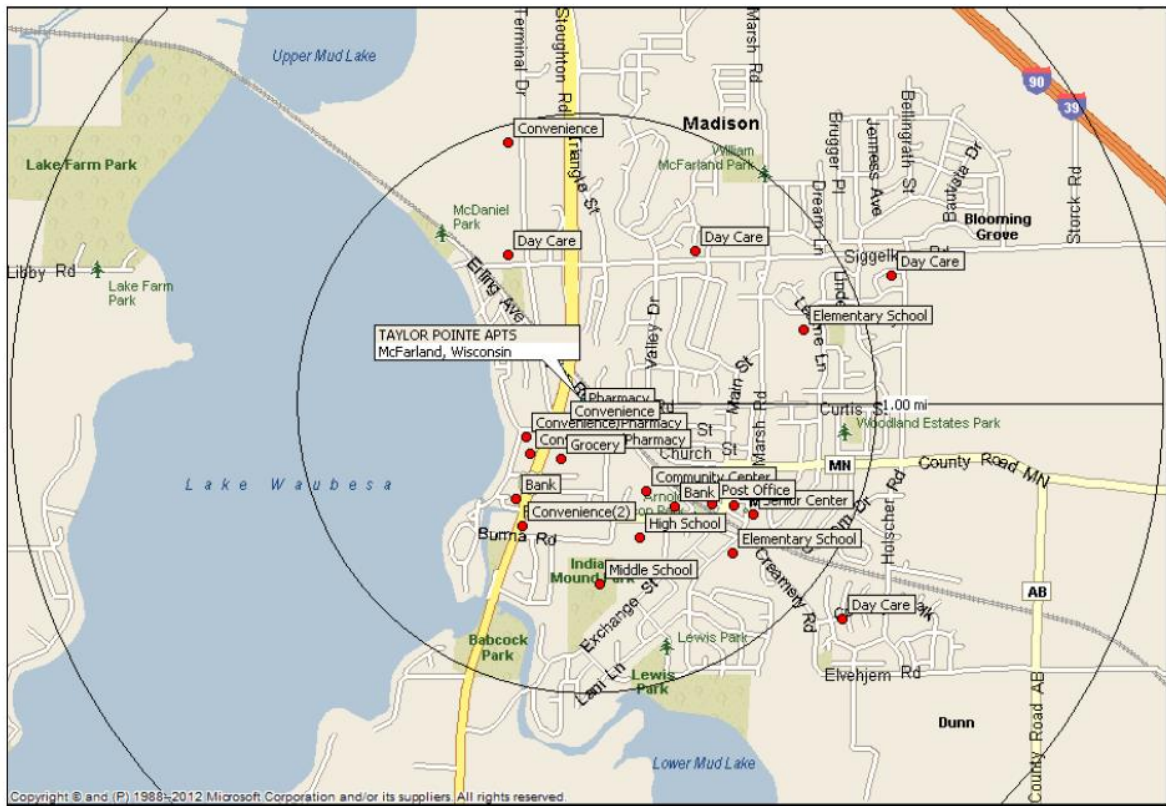
See the table below and linkage map on the next page for additional nearby linkages to this site highlighting the excellent locational attributes of this site for affordable housing.

Linkages			
Linkage Type	Nearest (in miles)	Name	# Within two miles
Community Center	0.4	McFarland Youth Center	1
Senior Center	0.7	McFarland Senior Center	1
Medical Clinic	2.0	Bates Medical Clinic	1
Hospital	5.8	SSM Health - St. Mary's Hospital	0
Shopping Center	3.1	Walmart Supercenter	0
Pharmacy	0.0	Forward Pharmacy	3
Grocery Store	0.2	Pick 'n Save	1
Convenience Store	0.1	BP Gas Station	8
Public Library	0.6	E.D. Locke Public Library	1
Public Park	0.4	Brandt Park	10+
Public Elementary School	0.7	Conrad Elvehjem Primary School	2
Public Middle School	0.6	Indian Mound Middle School	1
Public High School	0.5	McFarland High School	1
Licensed Child Day Care	0.6	Little Spartans Child Development Center	5
Adult Day Care	2.7	Adult Day Center	0
Post Office	0.5	US Post Office	1
Banking Institution	0.4	McFarland State Bank	2

Sources: Google Maps, Walkscore

Walkscore: 62 (Somewhat Walkable)
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Linkage Map



4.5.2 Photo Voltaic Array

An array of PV solar panels will be installed on the roof of Taylor Pointe Apartments. Minimum expected energy generation sizing will be a 26kW system. Ultimate sizing will be based on end costs and payback considerations yet to be determined by other potential grants not yet awarded, but minimum sizing is expected to be a 26kW Solar array.

Proposed Solar Equipment for a 26 kW system is as follows:

Proposed Solar Equipment:	
Solar Modules:	(67) 72 Cell Tier 1 390W
Inverter:	DC Optimized String
Racking:	Flush-Mount
Monitoring:	Inverter-integrated
Assumptions:	480V service, Alliant Energy GS1 rate, and 64,000kWh consumption for common areas

Proposed production capacity, estimate of the number of kilowatt hours of conventional electricity the system is expected to displace and cost are as follows:

System Size	26 kW Solar Array
Production Capacity Year 1	31,440 kWh
kWh Displaced Year 1	31,440 kWh
Cost	\$48,340

According to SunVest Solar a 26kW-DC Solar Array will save an estimated \$136,500 in energy costs over a period of 30 years.

4.6 Tab 4: Project Financing and Leverage

The proposed development costs and funding sources are summarized below. The Dane County Affordable Housing Development funds are critical to making the Taylor Pointe Apartment project feasible. Because Taylor Pointe has already received an allocation of tax credits from WHEDA, the County funds are one of the final funding pieces necessary to complete the funding of this project and without these funds this project will not be able to move forward. To ensure this project would be competitive in receiving an award from WHEDA, we had always included Dane County funding in our sources presented to WHEDA (WHEDA allows up to 15% of an applications funding sources to be uncommitted at the time of application). This helps ensure that limited Dane County funding is not tied up in a project that ultimately does not receive tax credits.

USES	TOTAL COST	SOURCES	
=====		=====	
LAND	\$ 490,000	FIRST MORTGAGE	\$ 3,225,000
CONSTRUCTION	\$ 8,022,601	DANE COUNTY FUNDS	\$ 560,000
26 kW SOLAR ARRAY	\$ 48,341	DANE COUNTY FUNDS - SOLAR REIMBURSEMENT	\$ 48,341
CONTINGENCY	\$ 401,847	FHLB - AHP	\$ 720,000
ARCHITECT/ENGINEER	\$ 203,340	DEFERRED DEVELOPER FEE	\$ 493,855
INTERIM/CONSTRUCTION	\$ 330,229	TAX CREDIT EQUITY	\$ 6,449,623
PERMANENT FINANCING	\$ 36,600		
SOFT COSTS	\$ 415,487		
SYNDICATION COSTS	\$ 8,000		
DEVELOPMENT FEE & OH	\$ 1,165,374		
RESERVES/LEASE-UP	\$ 375,000		
TOTAL USES	\$11,496,819	TOTAL SOURCES	\$ 11,496,819

MSP is committed to installing the 26 kWh PV solar panel system at Taylor Pointe Apartments. MSP Real Estate hereby request Dane County grant funding consideration of \$48,341 for installing the 26 kW-DC Solar Array system.

Regarding the sources:

Source	Amount	Percentage of Total Project Cost
Investor Equity	\$6,449,623	56.10%
First Mortgage	\$3,225,000	28.05%
FHLB – AHP	\$720,000	6.26%
Dane County Funds	\$560,000	4.87%
Dane County Funds – Solar Reimbursement	\$48,341	0.42%
Deferred Developer Fee	\$493,855	4.30%
Total Sources	\$11,496,819	100%

Our proforma is projecting an estimated tax credit equity amount of \$6,449,623 based on

current equity pricing in the tax credit marketplace. This projected equity is subject to potential changes (positive or negative) in tax credit market pricing until the time of firm commitment not expected to occur until late 2020 or early 2021.

Supportable first mortgage debt amount of \$3,225,000 can be achieved based on projected operating income and expenses of the development.

MSP has applied this summer of June 2020 to Chicago FHLB – Affordable Housing Program for \$720,000. FHLB Chicago will announce these awards in November/December of 2020.

Our deferred development fee represents 42.38% of the total development fee for this project. This amount strikes an appropriate balance between deferring as much development fee as possible while still ensuring the project will be able to withstand the scrutiny of debt and equity underwriting.

We are requesting \$560,000 in Dane County Affordable Housing Funds or \$7,242 for each of the 84 affordable bedrooms and \$48,341 for the 26 kW-DC Solar Array system in this development to fully ensure the completion of this development from the unknowns that remain in construction costs, tax credit equity pricing, changes in bank debt interest rates and our ability to secure an award of funding from FHLB. This level of affordable funding support would equal approximately 5.29% of the total funding sources. This level of county support will ensure that 10 – one bedroom and 1 – three bedroom 30% CMI units along with 9 – three-bedroom units ranging between 40% CMI and 60% CMI are constructed to further advance the affordable housing goals of Dane County.

We have designed the project to include the largest possible number of affordable units attainable with all of the proposed funding sources (including the 11-30% units). The Dane County Affordable Housing Funds will enhance the project's ability to reduce the first mortgage debt and provide a greater number of deeper rent subsidized LIHTC units. This proposal will provide 11 apartments at the 30% CMI rent and income restriction level. Ten 1- bedroom, and one – 3-bedroom unit at 30% CMI are proposed. The County funding helps offset costs associated with coordinating the set aside units for our targeted populations as well as coordinating the support services.

4.7 Tab 5: Fair Tenant Selection

We hereby agree to apply the County's Fair Tenant Selection Criteria for all of the 30% units which is 11 units, Ten 1- bedrooms, and one – 3-bedroom unit at 30% CMI.

See Attachment G for the signed letter of agreement from MSP Property Management, LLC.

4.8 Tab 6: Tenancy Addendum

MSP Real Estate agrees to all of the provisions as outlined in Attachment F Tenancy Addendum for all units in the development to be located at Taylor Pointe Apartments.

See Attachment G for the signed letter of agreement from MSP Property Management, LLC.

4.9 Tab 7: Housing First

MSP Real Estate, Inc. is committed to partnering with the Coordinated Entry Systems Manager of the Homeless Services Consortium (HSC) to end homelessness for individuals and/or families in Dane County. In furtherance of this goal, we will specifically set aside a minimum of 2 to 4 units at Taylor Pointe Apartments to be available for direct referral by the Salvation Army through the Dane County Assists With New Starts (DAWNS) and through its own RISE program. These referrals will come from the community by-name list that is managed by the Coordinated Entry Systems Manager of the Homeless Services Consortium of Dane County.

For the remaining 30% units, we will work to identify individuals and families meeting multiple preferences to the extent feasible. For example, we will work with Coordinated Entry Systems Manager of the HSC along with our referral partners to identify individuals and/or families on community by-name list that meet the project's other preferences (including formerly incarcerated individuals, individuals with disabilities, and veterans) to fill the project's remaining 30% units. We will also incorporate a community preference for individuals and families currently residing in McFarland.

MSP has partnered with The Salvation Army, Madison-area Urban Ministry (MUM) dba JustDane, and the Dane County Veterans Service Office. JustDane will refer individuals and families to Taylor Pointe Apartments and we will coordinate these referrals through the community by-name list as is feasible (for example, JustDane has indicated that 80% of its referrals are experiencing homelessness at the time of their referral). The Salvation Army will refer individuals and families that it provides assistance to under programs called Dane County Assists With New Starts (DAWNS) program and RISE program. Individuals and families transitioning from homelessness to housing can be offered a rapid rehousing package through the DAWNS and RISE programs. Again, to ensure the project has a positive impact at the local level, we will incorporate a community preference for individuals and families currently residing in McFarland.

Additionally, Taylor Pointe Apartments will further the county's goal of Housing First by the following:

- Applying the County's Fair Tenant Selection criteria to the all the 30% units (11 units) for referrals from the community by-name list that is managed by the Coordinated Entry Systems Manager.
- If our identified ranges of supportive service units (30% units) are not filled with the targeted supportive housing populations specified, MSP will additionally go above and beyond these requirements by working with other agencies and organizations to identify individuals and families from the Community wide priority list for at least a portion of the remaining available units if required to fill those supportive units.
- Providing permanent housing with reduced barriers to entry related to income guidelines and applying the County's Fair Tenant Selection Criteria. (Taylor Pointe will have 11 units at the 30% CMI rent and income level).
- Delivering a variety of supportive services via two separate supportive services agencies that have agreed to partner with our development.

- Standard housing lease without mandated therapy or services compliance. Lease term however must be at a minimum a 6-month term which is a requirement of the Section 42 LIHTC program rules.

Supportive services will be provided to all residents at Taylor Pointe at no cost and no obligation. Please review section 4.10 Supportive Services Plan for further details on what services are available and how the residents can access these supportive services.

The lease for the residents at Taylor Pointe Apartments will be our standard residential lease. Six-month minimum lease terms may be available but programmatic Section 42 rules require minimum lease terms of six months. Our lease will not have any clauses that require residents to use the supportive services that are available or any additional provisions that are not part of a standard residential lease.

4.10 Tab 8: Supportive Services Plan

MSP Real Estate, Inc. is proposing 51 units of multi-family housing in the Village of McFarland, WI. Of the 51 units being proposed, 48 of those units are reserved for residents at or below 60% of the County Median Income (CMI). 11 units will be set aside for residents at the 30% or less of the CMI level. Supportive services are specifically targeted to those 30% units, but may be made available to other qualifying residents.

Targeted supportive services will be provided to Veterans, and individuals with special needs (physically, developmentally, or mentally disabled), Homeless/Nearly Homeless that meet Federal Poverty Guidelines and formerly incarcerated individuals. The supportive services available to the residents at Taylor Pointe Apartments will be provided for by the following non-profit agencies: Dane County Veterans Services Office, Madison-Area Urban Ministry (MUM) dba JustDane, and The Salvation Army.

11 units at 30% CMI that will have 'supportive services' provided by outside agencies:

- JustDane (formerly Madison-area Urban Ministry (MUM)) – See detailed description below.
- The Salvation Army – See detailed description below.
- Dane County Veterans Service Office (CVSO) and Dane County Aging and Disability Resource Center (ADRC) – Note that these are referral only where we will provide information in the building's common area and otherwise connect residents as needed.

Madison-area Urban Ministry (MUM) dba JustDane located at 2115 S. Park Street, Madison, WI 53713 offers an array of direct services programs for individuals and families impacted by the criminal justice system. JustDane provides re-entry services and referrals to assist former prisoners with transition from incarceration to community. Through JustDane's programs and advocacy they will make referrals to Taylor Pointe Apartments 30% set-aside apartments. These referrals will be made based on JustDane's assessment of the referrals needs and the current availability of housing at Taylor Pointe Apartments.

JustDane offers referral assistance to members of the general public as well as to former prisoners. The majority of JustDane's clients are formerly incarcerated people. JustDane can refer clients to landlords and/or to sources that may be able to help secure housing. JustDane holds monthly service fairs and provides caseworkers to link formerly incarcerated people to community resources. JustDane matches returnees to 'Circles of Support' conducted by volunteers who meet weekly with the former prisoner to help with transition from prison to community. JustDane currently has at least two program participants who already are living in the Village of McFarland.

Circles of Support

Circles of Support match returning citizens with volunteers in the community who are there to listen, encourage and share what they know about local activities and resources, and to help the returnee stay accountable for, and focused on, their goals. Circles provide a safe place where the Core Team Member can be heard, encouraged, and respected while they discuss the

challenges they may be experiencing as they transition back into the community. Each Circle is comprised of four or five trained volunteers (Circle Members) who meet regularly with a formerly incarcerated person (the Core Member). The volunteers are able to provide them with alternative solutions to problems and mentoring as they work through the challenges. JustDane's services already include a lengthy follow-up period, typically ranging from 6 months to a year and sometimes up to 2 years for prison reentry individuals. JustDane also agreed to only refer individuals to Taylor Pointe Apartments that are active participants in their "Circles of Support" program.

JustDane – Details of supportive services answer to questions in 4.10:

1. The name of the supportive services partner(s), including any specific staff involved with the partnership and the number of staff from that partner agency dedicated to the partnership.

Response:

JustDane would not have specific staff dedicated to the partnership but would use existing staff to provide supportive reentry programs on site for individuals who have been involved in the criminal justice system, and vocational training for people who have significant barriers to employment such as homelessness or involvement in the criminal justice system. Use of existing staff, which includes 9 Just Bakery staff and 5-8 reentry staff, and Administrative staff (3 additional people).

2. The scope of the services provided to tenants and what approaches the supportive services partner(s) will use to address the needs of the targeted tenant population.

Response:

JustDane approaches to working with individuals are cognitively based, helping people understand the connections between thoughts, feelings and actions. JustDane services are trauma informed and provided in a culturally relevant manner. JustDane programs focus on skill development, practicing those skills, case management related to life skills and treatment or support needs, and with reentry JustDane adheres to the principles of evidence based practices that also consider risk, need and responsivity - in other words, for people at higher risk of committing a new offense JustDane provides more intensive services directed at their specific need areas.

3. Where tenants can access services. For example, on-site at the development in a permanent, designated space, or by referral to off-site community supports with no on-site provider presence.

Response:

JustDane will provide on-site support in a designated space. Additional community support locations provided at JustDane offices located at 2115 S. Park Street, Madison, WI 53713.

4. 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.

Response:

Tenants will receive information about all of JustDane's programs and how to access them through fliers at the on-site property management office or other designated area, information sessions held on-site, social media and community outreach.

5. The frequency of services provided and/or a proposed schedule of when services are available to tenants.

Response:

Generally JustDane's services are Monday - Friday 8:30 - 5. Some services like JustDane's reentry peer support (Circles of Support) include after hours and weekend supportive services.

6. How the supportive services partnership will be funded, including if the respondent is providing funding to support the partnership.

Response:

The majority of JustDane's supportive services are funded by Community Donations, other non-City of Madison Grants and the United Way provide the necessary sources of funding support for supportive services provided to potential future residents of Taylor Pointe Apartments referred by JustDane. There is no direct financial support for supportive services coming from the operational budget for Taylor Pointe Apartments.

7. 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.

Response:

As a United Way Partner agency JustDane's programming are held to a high standard of performance outcomes. On a quarterly basis for Just Bakery they track the number of new students, the number of students completing the program, the number who find and retain employment, the number who are low-income parents, parents of color, we track linkage to housing and treatment programming as well. We have benchmarks, including that no more than 15% of our reentry program participants return to prison, and that 70% of our Just Bakery students obtain and retain employment. According to Linda Ketcham, JustDane's

Executive Director, JustDane's current funding does not allow to track housing metrics beyond obtaining housing, which is an internal capacity issue and would require additional staff as JustDane is not funded specifically as a housing provider.

8. How the supportive services partner and the respondent will work together to ensure the best outcomes for tenants, such as housing retention.

The Project Owner and/or its property management agent will, during lease-up and whenever one of the supportive housing units is vacant, contact JustDane asking for referrals of prospective residents who are low income and are in need of additional support for self-sufficiency. This contact will be made by the Project Owner or the onsite property management agent staff via email or phone. JustDane will refer prospective residents to the Project. If a resident of the Project chooses to receive services from JustDane, JustDane will provide necessary case management services.

The Project Owner and/or its property management agent will make existing and prospective residents aware of services and resources available to them from JustDane by provision of a tenant resource area within the common area of the Project. JustDane shall provide the Project Owner and its agents with brochures and other materials to provide information about available supportive services from JustDane. JustDane also will include the Project on a list of housing options for low income individuals/families seeking housing.

The Project Owner and/or its property management agent will also contact JustDane should it become aware or have issues of tenancy that JustDane may be able to provide assistance for to insure housing retention.

The Project Owner and its property management agent will work with JustDane in a collaborative effort to insure maximum success of this supportive services partnership to assist individuals/families with their respective housing needs.

See Attachment H for support letter from JustDane.

The Salvation Army of Dane County located at 630 East Washington Avenue, Madison, WI 53703 offers an array of direct services programs for individuals and families that are transitioning from homelessness to housing. Supportive services are provided by extensive case management services for some of the programs the Salvation Army provides to the most vulnerable members of our community. Through the Salvation Army programs they will make referrals to Taylor Pointe Apartments 30% set-aside apartments. These referrals will be made based on the Salvation Army's assessment of the referrals needs and the current availability of housing at Taylor Pointe Apartments.

The Salvation Army will refer individuals and families that it provides assistance to under programs called Dane County Assists With New Starts (DAWNS) program and RISE Program. The Salvation Army will extend its monetary rental resources and caseworker support under the DAWNS and RISE Programs to individuals/families that it refers to live at Taylor Pointe Apartments.

Salvation Army of Dane County – Details of supportive services answer to questions in 4.10:

1. The name of the supportive services partner(s), including any specific staff involved with the partnership and the number of staff from that partner agency dedicated to the partnership.

Response:

The Salvation Army would not have specific staff dedicated to the partnership but would use existing staff to provide supportive case management services as already provided for under the DAWNS and RISE programming.

2. The scope of the services provided to tenants and what approaches the supportive services partner(s) will use to address the needs of the targeted tenant population.

Response:

Individuals and families transitioning from homelessness to housing can be offered a rapid rehousing package through the DAWNS and RISE programs. This rapid rehousing package consists of weekly case management sessions, security deposit, and first month's rental assistance for the DAWNS program and up to a years' rental assistance in the RISE program. Additional rental assistance may be granted on an individual case by case basis. Case management support can last up to two years.

3. Where tenants can access services. For example, on-site at the development in a permanent, designated space, or by referral to off-site community supports with no on-site provider presence.

Response:

The Salvation Army can provide on-site support in a designated space, the residents apartment or the Salvation Army offices located at 630 East Washington Avenue.

4. 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.

Response:

Tenants will receive information about all of the Salvation Army's programs and how to access them through fliers at the on-site property management office or other designated area, social media and community outreach.

5. The frequency of services provided and/or a proposed schedule of when services are available to tenants.

Response:

Generally services are Monday - Friday 8:30 - 5. Case managers typically meet with residents once a week.

6. How the supportive services partnership will be funded, including if the respondent is providing funding to support the partnership.

Response:

The majority of Salvation Army supportive services are funded by Dane County, United Way, Other govt donations and Fundraising donations. The DAWNS program is funding by Dane County and the RISE program is HUD funded. There is no direct financial support for supportive services coming from the operational budget for Taylor Pointe Apartments.

7. 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.

Response:

In 2018 DAWNS program served 179 people (49 families) with a 92% permanent housing retention rate. In 2018 RISE program served 101 people (27 families) with a 91% permanent housing retention rate.

8. How the supportive services partner and the respondent will work together to ensure the best outcomes for tenants, such as housing retention.

The Project Owner and/or its property management agent will, during lease-up and whenever one of the supportive housing units is vacant, contact the Salvation Army asking for referrals of prospective residents who are low income and are in need of additional support for self-sufficiency. This contact will be made by the Project Owner or the onsite property management agent staff via email or phone. The Salvation Army will refer prospective residents to the Project from its DAWN and RISE programs. If a resident of the project chooses to receive services and qualifies for the DAWN or RISE program from the Salvation Army, the Salvation Army will provide necessary case management services.

The Project Owner and/or its property management agent will make existing and prospective residents aware of services and resources available to them from the Salvation Army by provision of a tenant resource area within the common area of the Project. The Salvation Army shall provide the Project Owner and its agents with brochures and other materials to provide information about available supportive services from the Salvation Army. The Salvation Army also will include the Project on a list of housing options for low income individuals/families seeking housing.

The Project Owner and/or its property management agent will also contact the Salvation Army should it become aware or have issues of tenancy that the Salvation Army may be able to provide assistance for to insure housing retention.

The Project Owner and its property management agent will work with MUM in a collaborative effort to ensure maximum success of this supportive services partnership to assist individuals/families with their respective housing needs.

See Attachment I for support letter from The Salvation Army.

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

Whenever there is a vacant supportive housing unit, MSP Real Estate or MSP Property Management will contact DCVSO asking for referrals of prospective residents who are low income and are veterans.

See Attachment J for Memorandum of Understanding from the Dane County Veterans Service Office.

5.0 Required Forms

Attachment A – Vendor Information

Attachment B – Reference Data Sheet

5.1 Additional Attachments

Attachment C – Unit Table

Attachment D – Location Information

Attachment E – Fair Tenant Selection Criteria

Attachment F – Tenancy Addendum

Attachment G – Management Agreement Letter

Attachment H – JustDane Support Letter

Attachment I – The Salvation Army Support Letter

Attachment J – Dane County Veterans Service Office MOU

SECTION – 5 – REQUIRED FORM – ATTACHMENT A

VENDOR INFORMATION			
VENDOR NAME:	MSP Real Estate, Inc.	DANE COUNTY VENDOR #:	26855

Vendor Information (address below will be used to confirm Local Vendor Preference)			
Address	6234 Maywood Avenue	City	Middleton
State & Zip	WI	County	Dane
Vendor Rep. Name	Mark Hammond	Title	Vice President of Development
Email	mhammond@msphousing.com	Telephone	612-868-9997


Designation of Confidential and Proprietary Information (Reference 1.12)		
<input type="checkbox"/>	No information designated as confidential and proprietary.	
Section #	Page(s) #	Topic
4.5	26, 27, 28, 29	Project Description - Rent table, sources and uses, 5 year proforma (Trade Secret)
4.6	34,35	Project Financing and Leverage - Funding narrative and table of sources (Trade Secret)
4.9	38, 39	Housing First (Trade Secret)
4.10	40,41,42,43,44,45,46	Supportive Service Plan (Trade Secret)

Cooperative Purchasing (Reference 1.13)	
N/A <input type="checkbox"/>	I agree to furnish the commodities or services of this bid to other municipalities.
N/A <input type="checkbox"/>	I do not agree to furnish the commodities or services of this bid to other municipalities.

Local Vendor Purchasing Preference (Reference 1.15)						
Are you claiming a local purchasing preference under DCO 25.08(7)?	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> Dane	<input type="checkbox"/> Columbia	<input type="checkbox"/> Sauk	<input type="checkbox"/> Rock
				<input type="checkbox"/> Green	<input type="checkbox"/> Dodge	<input type="checkbox"/> Iowa
				<input type="checkbox"/> Jefferson		

Fair Labor Practice Certification (check only 1) (Reference 1.17)	
<input checked="" type="checkbox"/>	Vendor has not been found by the National Labor Relations Board ("NLRB") or the Wisconsin Employment Relations Commission ("WERC") to have violated any statute or regulation regarding labor standards or relations in the seven years prior to the date this bid submission is signed.
<input type="checkbox"/>	Vendor has been found by the National Labor Relations Board ("NLRB") or the Wisconsin Employment Relations Commission ("WERC") to have violated any statute or regulation regarding labor standards or relations in the seven years prior to the date this bid submission is signed.

Addendums – this vendor hereby acknowledges receipt/review of the following addendums, if any.				
Addendum #1 <input checked="" type="checkbox"/>	Addendum #2 <input checked="" type="checkbox"/>	Addendum #3 <input type="checkbox"/>	Addendum #4 <input type="checkbox"/>	None <input type="checkbox"/>

Signature Affidavit	
<p>In signing this proposal, we certify that we have not, either directly or indirectly, entered into any agreement or participated in any collusion or otherwise taken any action in restraint of free competition; that no attempt has been made to induce any other person or firm to submit or not to submit a proposal; that this proposal has been independently arrived at without collusion with any other proposer, competitor or potential competitor; that this proposal has not been knowingly disclosed prior to the opening of proposal to any other proposer or competitor; that the above statement is accurate under penalty of perjury.</p> <p>The undersigned agrees to hold the County harmless for any damages arising out of the release of any material unless they are specifically identified on Attachment B. The undersigned, submitting this proposal, hereby agrees with all the terms, conditions, and specifications required by the County in this Request for Proposals, and declares that the attached proposal and pricing are in conformity therewith.</p>	
Signature	
Date	07/28/2020
Name (Printed)	Mark Hammond
Title	Vice President of Development

SECTION – 5 – REQUIRED FORM – ATTACHMENT B

REFERENCE DATA SHEET

Provide company name, address, contact person, telephone number, and appropriate information on the product(s) and/or service(s) used for three (3) or more installations/services with requirements similar to those included in this solicitation document

NAME OF FIRM:	City of Madison, Department of Planning and Community		
STREET ADDRESS:	215 Martin Luther King Jr Blvd, Suite 300		
CITY, STATE, ZIP	Madison, WI, 53701		
CONTACT PERSON:	Jim O'Keefe	EMAIL:	jokeefe@cityofmadison.com
PHONE #:	608-266-7851	FAX #:	608-261-9661
Product(s) and/or Service(s) Used:	Affordable Housing Development Funds Public/Private Partnership		
NAME OF FIRM:	City of Wauwatosa, Department of Development		
STREET ADDRESS:	7725 W. North Avenue		
CITY, STATE, ZIP	Wauwatosa, WI 53213		
CONTACT PERSON:	Paulette Enders	EMAIL:	penders@wauwatosa.net
PHONE #:	414-479-3531	FAX #:	
Product(s) and/or Service(s) Used:	Affordable Housing/Senior Housing Public/Private Partnership		
NAME OF FIRM:	City of Middleton, Department of Planning and Zoning		
STREET ADDRESS:	7426 Hubbard Avenue		
CITY, STATE, ZIP	Middleton, WI 53562		
CONTACT PERSON:	Abby Attoun	EMAIL:	aatoun@ci.middleton.wi.us
PHONE #:	608-821-8343	FAX #:	
Product(s) and/or Service(s) Used:	Affordable Housing/Senior Housing Public/Private Partnership		

SECTION – 5 – REQUIRED FORM – ATTACHMENT C

UNIT TABLE

In the space below, please list each site (street address) and building where the work will be undertaken. For each building, list the units by type, the number of bedrooms in the unit, the number of units, the monthly unit rent, utility allowance, and the total housing cost. Use additional pages as needed.

SITE ADDRESS/BUILDING NO		UNIT TYPE (Elderly, Family, Homeless, RCAC, SRO, Supportive Housing)	NUMBER OF UNITS	NUMBER OCCUPIED BY LMI HOUSEHOLDS
4845 Taylor Road and 4900 Larson Beach Road (1 building that will have 1 address)		Family, Supportive	51 Units	48 Units
NUMBER OF STORIES:	3	ELEVATOR?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
NUMBER OF HANDICAPPED ACCESS UNITS	1	NUMBER OF UNITS ACCESSIBLE FOR SENSORY IMPAIRED		0

UNIT	SQUARE FOOTAGE	NUMBER OF BEDROOMS	NUMBER OF UNITS	MONTHLY UNIT RENT	UTILITY ALLOWANCE	TOTAL HOUSING COST
1 BR/1 BA, 30%	659	1	3	\$514	\$49	\$563
1 BR/1 BA, 30%	671	1	7	\$514	\$49	\$563
1 BR/1 BA, 40%	671	1	1	\$702	\$49	\$751
1 BR/1 BA, 50%	671	1	6	\$889	\$49	\$938
1 BR/1 BA, 60%	671	1	1	\$936	\$49	\$985
1 BR/1 BA, 60%	671	1	1	\$936	\$49	\$985
1 BR/1 BA, 60%	677	1	2	\$936	\$49	\$985
1 BR/1 BA, 60%	802	1	1	\$946	\$49	\$995
1 BR/ 1 BA, Market rate	802	1	1	\$1,050	\$0	\$1,050
2 BR/1 BA, 40%	966	2	1	\$839	\$62	\$901
2 BR/1 BA, 50%	966	2	1	\$1,064	\$62	\$1,126
2 BR/2 BA, 50%	1,000	2	4	\$1,064	\$62	\$1,126
2 BR/2 BA, 60%	1,000	2	6	\$1,138	\$62	\$1,200
2 BR/2 BA, 60%	995	2	3	\$1,138	\$62	\$1,200

See next page for continued unit table mix

WHEDA LIHTC AWARDS IN THE CITY OF MADISON, 2010-2020

ATTACHMENT C - REVISED

(Rev. 07/07/20)*

SITE ID	YEAR	DEVELOPMENT NAME	PARCEL NO.	ADDRESS	MUNICIPALITY	ZIP
W1	2010	The Overlook at Hilldale	070920201046	4620 FREY ST	MADISON	53705
W2	2010	Burr Oaks Senior Housing	070935203219	2417 CYPRESS WAY	MADISON	53713
W3	2011	Pheasant Ridge Apartments	070935462767	2701 PHEASANT RIDGE TRL	MADISON	53713
W4	2013	Truax Development, Phase 2	081032108054	3538 STRAUBEL ST	MADISON	53704
W5	2013	Eagle Harbor Apartments	081033210022	1360 MACARTHUR RD	MADISON	53714
W6	2014	Madison Supportive Housing	081032430366	715 RETHKE AVE	MADISON	53714
W7	2014	Dempsey Place Apartments	071009217269	902 ROYSTER OAKS DR	MADISON	53714
W8	2015	Maple Grove Commons	060812209167	3204 GOLDEN COPPER LN	MADISON	53719
W9	2015	Tennyson Ridge	081030201040	1936 TENNYSON LN	MADISON	53704
W10	2015	Union Corner Apartments	071006135133	2418 WINNEBAGO ST UNIT CDM	MADISON	53704
W11	2016	The Breese	070913131010	1004 E WASHINGTON AVE	MADISON	53703
W12	2016	8Twenty Park Phase II	070926218285	903 DELAPLAINE CT UNIT CDM	MADISON	53715
W13	2016	8Twenty Park Phase I	070926218277	820 S PARK ST	MADISON	53715
W14	2016	The Royal	071019412023	5329 FAYETTE AVE	MADISON	53713
W15	2016	Madison Family Supportive Housing/Tree Lane Apartments	070823308098	7933 TREE LN	MADISON	53717
W16	2017	Normandy Square Senior Apartments	070825208022	504 S YELLOWSTONE DR	MADISON	53719
W17	2017	Union Corners Grand Family	071006134284	2431 WINNEBAGO ST	MADISON	53704
W18	2018	Tree Lane Senior Apartments	070823308048	7945 TREE LN	MADISON	53717
W19	2018	Fair Oaks Apartments	071005344074	130 S FAIR OAKS AVE	MADISON	53704
W20	2018	The Grove Apartments	071009223141	208 COTTAGE GROVE RD	MADISON	53716
W21	2019	Schroeder Road Apartments	070930301076	5614 SCHROEDER RD	MADISON	53711
W22	2019	Valor on Washington	070913102110	1326 E WASHINGTON AVE	MADISON	53703
W23	2019	The Ace	071010213149	4602 COTTAGE GROVE RD	MADISON	53714
W24	2020	Red Caboose Apartments	71006422209	2340 WINNEBAGO ST	MADISON	53704
W25	2020	The Madisonian Apartments	81031300867	1825-1837 ABERG AVE	MADISON	53704
W26	2020	The Oscar Apartments	81031300792	1212 HUXLEY ST	MADISON	53704

***NOTE:** The original version of this table was dated 05/19/20. However, it was revised on 07/07/20 to remove five (5) projects from the table: This listing is intended to show 9-percent LIHTC projects funded within the City of Madison over the past 10 years, and four of the developments that were removed were 4-percent projects that were inadvertently included on the list. The fifth project was one that simply did not reach fruition.

Affordable Housing Development Sites

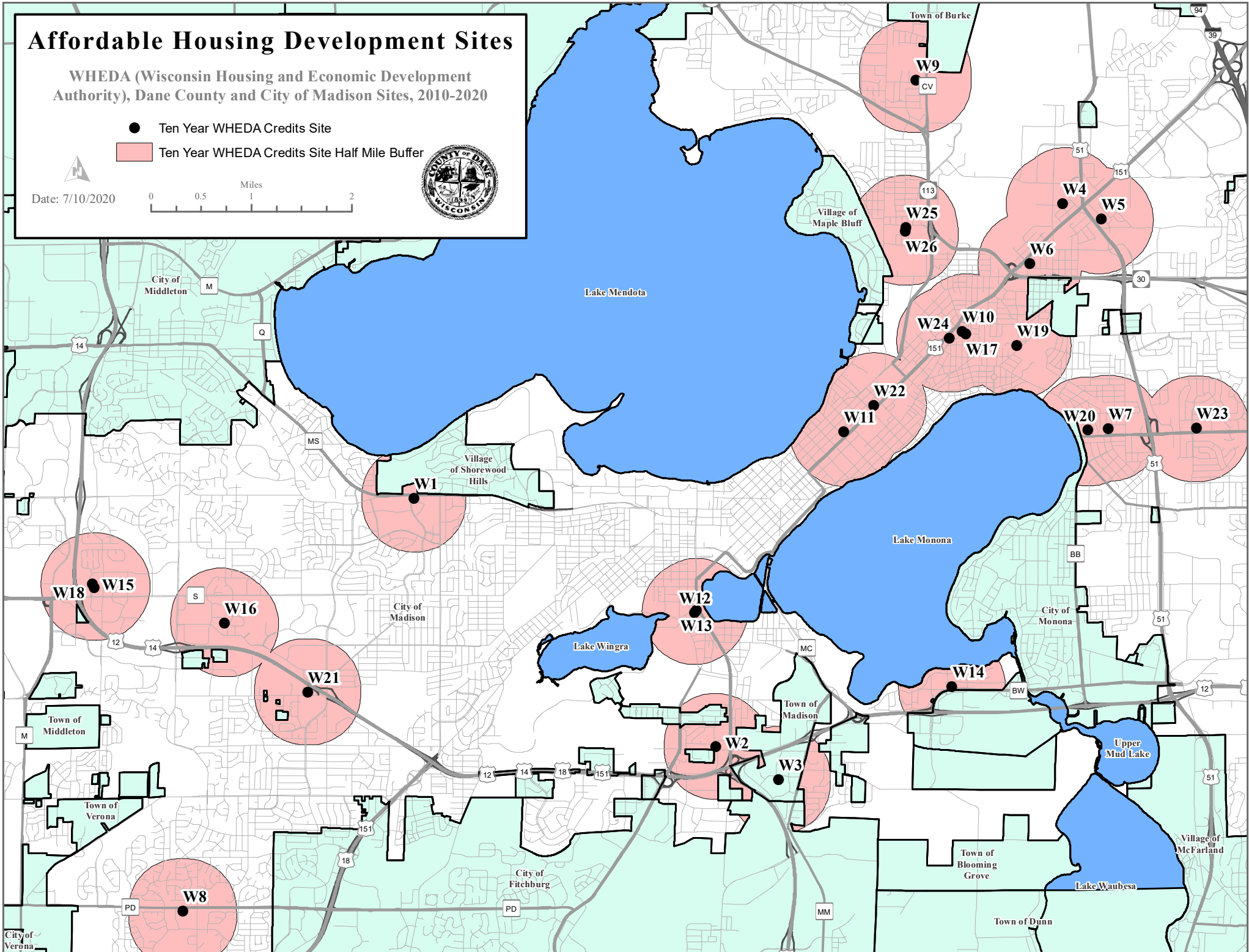
WHEDA (Wisconsin Housing and Economic Development Authority), Dane County and City of Madison Sites, 2010-2020

● Ten Year WHEDA Credits Site

■ Ten Year WHEDA Credits Site Half Mile Buffer



Date: 7/10/2020



Fair Tenant Selection Criteria

Respondents to this RFP that agree to the tenant selection criteria below will receive 10 points.

General Screening Process

The screening process applied to the project must not deny applicants based on the following:

- a. Inability to meet a minimum income requirement if the applicant can demonstrate the ability to comply with the rent obligation based on a rental history of paying at an equivalent rent to income ratio for 24 months;
- b. Lack of housing history;
- c. Credit score;
- d. Information on credit report that is disputed, in repayment, or unrelated to a past housing or utility (gas, electric, and water only) obligations.
- e. Inability to meet financial obligations other than housing and utilities necessary for housing (gas, electric, water).
- f. 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.
- g. 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.
- h. Wisconsin Circuit Court Access records;
- i. Criminal activity, except: (i) a criminal conviction within the last two years for violent criminal activity or drug related criminal activity resulting in a criminal conviction, and (ii) if the program or project is federally assisted, criminal activity for which federal law currently requires denial. (*Violent criminal activity* is defined in 24 C.F.R § 5.100 and means any criminal activity that has as one of its elements the use, attempted use, or threatened use of physical force substantial enough to cause, or be reasonably likely to cause, serious bodily injury or property damage. "Drug related criminal activity" is defined in Wis. Stat. s. 704.17(3m)(a)(2). "Drug-related criminal activity" means criminal activity that involves the manufacture or distribution of a controlled substance. "Drug-related criminal activity" does not include the manufacture, possession, or use of a controlled substance that is prescribed by a physician for the use of by a disabled person, as defined in s. 100.264(1)(a), and manufactured by, used, by or in the possession of the disabled person or in the possession of the disabled person's personal care worker or other caregiver.)
- j. Membership in a class protected by Dane County fair housing ordinances and non-discrimination ordinances in the municipality where the project is located.

Denial Process

- 1) 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.

SECTION – 5 – REQUIRED FORM – ATTACHMENT E

- 2) 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.
- 3) 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.
- 4) 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.
- 5) 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.
- 6) The 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.
- 7) The in-person appeal meeting shall be scheduled within ten working days of the request, unless the applicant requests a later date.
- 8) A written decision on the application shall be provided to the applicant within ten working days after the in-person appeal meeting.

Tenancy Addendum

Respondents to this RFP that agree to include the following provisions within all tenant leases or as an addendum to all tenant leases will receive 10 points.

- a. **Security Deposits.** The amount of a security deposit shall not be more than one month's rent.
- b. **Late Fees and Other Fees.** Late fees must be set forth in the rental agreement. Late fees shall not exceed 5% of the tenant's portion of the monthly rent. Other penalty fees are prohibited. All other fees must be directly related to the cost for a specific amenity or service provided to the tenant and comply with all applicable laws.
- c. **Rights of Youth to Access Common Spaces.** Youth under the age of 18 are allow to use and enjoy common areas without supervision. This does not preclude reasonable rules in ensure the safety of children and youth.
- d. **Good Cause for Termination.** A tenancy may not be terminated during or at the end of the lease unless there is good cause. Good cause is defined in include the following: (i) a serious violation of the lease; (ii) repeated minor violations of the lease; or (iii) a refusal to re-certify program eligibility. Repeated means a pattern of minor violations, not isolated incidents. Termination notices and procedures shall comply with Chapter 704 of Wisconsin Statutes and federal law, when applicable. Written notice is required for non-renewal and shall include the specific grounds for non-renewal and the right of the tenant to request a meeting to discuss the non-renewal with the landlord or landlord's property management agent within fourteen (14) days of the notice. If requested, the landlord or property management agent will meet with the tenant to discuss the non-renewal, allow the tenant to respond to the alleged grounds for non-renewal, and pursue a mutually acceptable resolution.
- e. **Reasonable Guest Rules.** Tenants have the right to have guests. In the event the property management establishes rules related to guests, they must be reasonable. Unreasonable rules include, but are not limited to the following: (1) Prior authorization of guests by the property management, unless the guest is staying for an extended period of time (e.g. more than 2 weeks); (2) Prohibition on overnight guests; (3) Requiring that the resident be with the guest at all times on the property. (4) Requiring guests to show ID unless requested by the tenant. (5) Subjecting caregivers, whether caring for a child or children, or an adult with disabilities, to limitations on the number of days for guests.

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:

- (1) A notice of the ban is issued to the tenant stating the:
 - (a) name of the person banned,
 - (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

SECTION 5 – REQUIRED FORM – ATTACHMENT F

ban decision; and (iii) a copy of any criminal record reviewed when making the ban decision; and

(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.

(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.

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.

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.

Nothing in this policy limits a person's right to pursue a civil order for protection against another individual.

- f. **Parking Policies.** Parking policies and practices must comply with applicable laws. Vehicles shall not be towed to a location that is more than 6 miles from the rental premises, unless there is not a towing company with a tow location available within 6 miles.



July 24, 2020

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

RE: Management Agreement – Fair Tenant Selection Criteria & Tenancy Addendum–
Taylor Pointe Apartments

Dear Mr. Hammond,

MSP Property Management (MSPPM), LLC will be the property management company for Taylor Pointe Apartments, 51 unit-multifamily project, in the Village of McFarland. MSPPM has over 10 years of management experience with over 1,450 units in 13 locations throughout the Midwest in both affordable and market-rate housing.

Per the Affordable Rental Housing Affordable Housing Development Fund, RFP #120052, MSPPM agrees to MSP Real Estate's responses in RFP #120052 and will adhere to attachment E, Fair Tenant Selection Criteria. MSPPM will follow the screening and denial process in the Fair Tenant Selection Attachment of the RFP which is attached on the following page for reference.

Per the Affordable Rental Housing Affordable Housing Development Fund, RFP #120052, MSPPM agrees to MSP Real Estate's responses in RFP #120052 and will adhere to attachment F, Tenancy Addendum. MSPPM acknowledges and understands the tenancy selection criteria and will include all the provisions mentioned in the Tenancy Addendum and is attached on the following pages for reference.

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

Sincerely,

A handwritten signature in black ink, appearing to read 'Brian Martin'.

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



JUST DANE
Changing Lives. Changing the Community.

July 24, 2020

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

RE: 2020 WHEDA Tax Credits Rental Housing Development – Taylor Pointe Apartments

Dear Mr. Hammond,

Madison-area Urban Ministry (MUM) doing business as JustDane is a nonprofit interfaith social justice organization. JustDane promotes interfaith cooperation and collaboration, convenes and links people of faith communities to engage in social action and advocates for low income people. Current JustDane programs include several prisoner re-entry initiatives (Circles of Support, The Journey Home, Reentry Case Management, and Peer Support) which provides the basis for the 'support services' that JustDane would provide to formerly incarcerated individuals residing at Taylor Pointe Apartments located at 4845 Taylor Road and 4900 Larson Beach Road.

My understanding is that Taylor Pointe Apartments will be an affordable rental development that will create approximately 11 supportive housing units for individuals/families earning 30% or less of the Dane County Area Median Income. The target population for these supportive housing units is individuals/families whose incomes qualify for the 30% rent restricted units. The available 11 supportive housing units will be 10 1-bedroom units and 1 3-bedroom unit at the 30% rent restricted level. MSP Real Estate will notify JustDane of the number of supportive housing units to be targeted for JustDane specific referrals as the project progresses.

JustDane will extend its resources and support to individuals/families that are anticipated to live at Taylor Pointe Apartments. JustDane's caseworkers can refer clients to Taylor Pointe Apartments and/or to sources that may be able to help them secure housing there. JustDane caseworkers also match formerly incarcerated people to our 'Circles of Support' program which is conducted by volunteers who meet weekly with the referred client to help them with the transition from prison back to the community.

JUST DANE

2115 South Park Street, Madison, WI 53713
 Phone 608-256-0906 Web justdane.org

Inclusion—Compassion—Forgiveness—Courage

"A community where everyone has a chance to succeed"

JustDane strongly supports the proposed apartment community that MSP Real Estate intends to build as a new affordable housing option that does not currently exist in the community that will provide necessary additional formerly incarcerated individuals housing options in the Village of McFarland.

If you have any questions feel free to call me at (608) 256-0906.

Sincerely,

A handwritten signature in black ink, appearing to read 'Linda Ketcham', with a long horizontal flourish extending to the right.

Linda Ketcham
Executive Director
JustDane



Brian Peddle
General

Commissioner Brad Bailey
Territorial Commander

Major Steven J. Merritt
Divisional Commander

Major Andrew Shiels
Capital Area Coordinator
Madison Temple Corps Officer
Major Melissa Shiels
Capital Area Program Director
Madison Temple Corps Officer
Lieutenant Kelly Summit
Madison Temple Associate Corps Officer
Captains Vong and Ting Luangkhamdeng
Madison Genesis Corps Officers

July 24, 2020

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

RE: 2020 WHEDA Tax-Credit Rental Housing Development – Taylor Pointe Apartments

Dear Mr. Hammond,

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

My understanding is that Taylor Pointe Apartments will be an affordable rental development that will create approximately 11 supportive housing units for individuals/families earning 30% or less of the Dane County area median income. The target population for these supportive housing units is individuals/families whose incomes qualify for the 30% rent restricted units. The available 11 supportive housing units will be 10 1-bedroom units and 1 3-bedroom unit at the 30% rent restricted level. MSP Real Estate will notify the Salvation Army of the number of supportive housing units to be targeted for Salvation Army specific referrals as the project progresses.

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

The Salvation Army will extend its monetary rental resources and caseworker support under our DAWNS And RISE Programs to individuals/families that it refers to live at Taylor Pointe Apartments.

The Salvation Army strongly supports the proposed apartment community that MSP Real Estate intends to build as a new affordable housing option that does not currently exist in the community that will assist Dane County’s efforts to promote housing stability and/or prevent homelessness.

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

Sincerely,

Melissa Sorensen
Executive Director of Social Services
The Salvation Army

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (the "MOU") is made on this 4th day of November, 2019 (the "Effective Date") by and between Dane County Veterans Service Office (CVSO) and MSP Real Estate, Inc or its assigns (Owner) and MSP Property Management LLC (Property Management Agent).

WITNESSETH

WHEREAS, the Developer is the developer of 51 proposed apartment units in a development to be located at 4845 Taylor Road and 4900 Larson Beach Road, McFarland, WI.

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

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

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

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

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

- 1) The proposed project intends to provide 11 "supportive housing units" (30% CMI units) at very affordable rents. The target population for the supportive housing units is individuals, families, veterans and the senior population who have permanent developmental, physical, sensory, medical or mental health disabilities or a combination of impairments that make them eligible for long term care services.
- 2) Should the proposed project be constructed, Developer and/or its property management agent will, whenever there is a vacant supportive housing unit, contact your office and other area local partners asking for referrals of prospective residents who are low income and are veterans. This contact will be made by the Developer or their onsite management agent staff via email or phone.
- 3) The Developer's property management agent will establish a waiting list of prospective residents based on referrals described above.
- 4) The Developer and its property management agent will endeavor to make existing and prospective residents aware of services and resources available by provision of a tenant resource area within the common area of the proposed development. The tenant resource area will consist of contact information for the CVSO as well as materials and brochures of the Dane County Aging and Disability Resource Center (ADRC), and other area collaborative partners. New residents will also receive a copy of the CVSO and ADRC brochure directly from the property manager at the time of lease signing. Our onsite management agent staff will be coached regarding "who and how" with regards to the CVSO and ADRC to help

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

Administrative Provisions

Duration

This MOU is subject to the project receiving an award of LIHTC, with operations expected to commence in the spring of 2022. The initial period shall be 12 months from commencement of leasing operations. Either party may terminate this agreement with 30 days' notice at the end of the initial period.

Amendments

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

Confidentiality

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


Nondiscrimination

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

Signatories:

Dane County Veterans Service Office

MSP Real Estate, Inc.

By: 

By: 

Date: November 7, 2019

Date: 11-7-19

Name: Daniel A. Connery

Name: MARK NARYNOW

Title: Dane CVSO

Title: VP, DEVELOPMENT