

DANE COUNTY APPLICATION FOR 2025 NON-LIHTC FUND

This application should be used for project seeking Dane County Non-LIHTC funds. **Applications must be submitted electronically to DCDHS Division of Housing Access by 12:00 p.m. (CST) on September 5, 2025.** Upload application materials to the [Dane County AHDF Dropbox](#).

APPLICATION SUMMARY

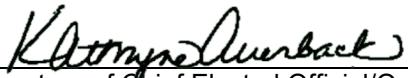
ORGANIZATION NAME	Movin' Out, Inc.		
MAILING ADDRESS If P.O. Box, include Street Address on second line	902 Royster Oaks Drive Suite 105 Madison, Wisconsin 53714-9102		
TELEPHONE	608-229-6911	LEGAL STATUS	
FAX NUMBER	608-819-0623	<input checked="" type="checkbox"/> Private, Non-Profit <input type="checkbox"/> Private, For Profit <input type="checkbox"/> Other: LLC, LLP, Sole Proprietor	
NAME CHIEF ADMIN/CONTACT	Kathryne Auerback		
INTERNET WEBSITE (If applicable)	www.movin-out.org Federal EIN: 39-1833482		
E-MAIL ADDRESS	kathryne@movin-out.org Unique Entity Identifier (UEI): W13DBKLHL4G9 / 50PK7		

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

PROJECT NAME	PROJECT CONTACT PERSON	PHONE NUMBER	E-MAIL
Elven Sted	Kathryne Auerback	608-229-9101	kathryne@movin-out.org

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

TOTAL PROJECT COST	AMOUNT OF COUNTY FUNDS REQUESTED	PERCENT OF COUNTY FUNDS TO TOTAL PROJECT COST
\$6,090,000	\$1,254,000	20.59%



Signature of Chief Elected Official/Organization Head

CEO

Title

Kathryne Auerback
Printed Name

9/4/25
Date

PROJECT DESCRIPTION

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

Project Name:	Elven Sted
Project Address:	631 8 th St
City, State, Zip:	Stoughton, WI 53589
Parcel Number:	
Census Tract:	55025012300
Project Type:	<input type="checkbox"/> New construction <input checked="" type="checkbox"/> Preservation of Existing Income & Rent-restricted Rental Housing <input type="checkbox"/> Improvement of Existing Rental Stock through acquisition and/or rehab

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

The project is located in Dane County. The city has been very supportive. An existing Dane County HOME Loan and existing TIF contributed to the initial financing. A number of meetings have been held with municipal staff:

Movin' Out spoke with Gary Becker on 02/18 and discussed the project at a very high level. We touched on the status and options for the TIF agreement, and he shared ideas and provided some guidance for our approach with the City of Stoughton.

We spoke with Caleb, Jenna, and Joanna from Dane County on 02/25. They shared preliminary information about potential funding sources and encouraged us to apply when those opened.

We spoke with Chris Munz-Pritchard, Director of Planning and Development, and Nic Miles, Zoning Admin, of the City of Stoughton on 03/12. They provided some guidance about who to speak with about the TIF.

On 04/17, we met via zoom with Gary and Katrina Becker, Nicole Marie Hall, and Mayor Tim Swadley. The focus was on a potential phase two, but we also touched on the TIF. The mayor was very supportive.

Overall, the jurisdiction has been highly supportive of the project and understands the crucial need for our affordable housing that focuses on disability justice.

C. **MUNICIPAL PARTNERSHIPS:** Please describe any partner resources the municipality will be dedicating to support your project including, but not limited to tax increment financing; reducing or eliminating permitting or impact fees; local housing funds; density bonus; land dedication or reduced land costs, etc.

The municipality is providing an existing TIF loan and there is an existing Dane County HOME loan.

Is the project eligible for municipal affordable housing resources? If not, please indicate why the project is not eligible.

There is already a TIF agreement in place. The City of Stoughton is not providing any additional resources.

D. PROJECT DESCRIPTION: Provide a detailed description of the project. If the project will preserve an existing low-income housing project, include if the project has, and will continue to have, a rental assistance contract, or includes income and rent-restricted units.

The subject property, Elven Sted, consists of 2 two story, 4 unit direct entry townhouses and a 2 story multi-family double-loaded corridor apartment building, with 25 dwelling units ("DU"s), located in Stoughton, Wisconsin. The buildings were designed for Movin' Out by Glueck Architects, and was constructed in 2009. There are also two additional structures: Two 2 ganged garages, a maintenance shed, and two dumpster enclosures. There are 6' high wood fences on the North and Southeast property lines where adjacent single family homes exist.

The Capital Needs Assessment (CNA), attached with this application and described further in section L, details the 33 DU's and the exterior features, including landscaping, re-painting of cement board siding, and hard surfaces.

Movin' Out, Inc. (the owner of Elven Sted) is a nonprofit organization dedicated to advancing disability justice by co-creating safe, affordable, and community-integrated homes. In line with our mission, one of the units is leased to Community Living Connections (CLC), a nonprofit organization dedicated to providing supportive services to individuals with disabilities. See more details on this partnership in section Y of this application as well as the supportive services section. Elven Sted has rent-restricted units. 5 units are restricted to CFI <30%, 5 units are restricted to CFI <40%, 12 units are restricted to CFI <50%, and 11 units are restricted to CFI <60%. Currently, 20% of units are set aside for people with disabilities, which will remain in place. Townhouses all have ground floor bedroom and full bath. There are no steps between the parking area and the entry doors in all instances. There is complying signage in public/common areas for persons with impaired vision. The common area in the corridor building meets ADA standards.

In addition, at the time it was built, Elven Sted pursued WI Green Built Sustainability features. It intends to continue to integrate green features in the development (See the Environmental Assessment Report conducted by Elevate Energy Attached). There were no adverse test results reported by the Owner's agent in terms of on-site environmental hazards.

The response from the close-knit Elven Sted community and current tenants regarding quality of housing has been extremely positive, with many individuals and families of people with disabilities in particular noting the life-changing nature of the opportunity to live at this property. This financing is integral to filling our funding gap and enabling the community to continue to thrive in a way that is simply not possible in many other housing options not only in Stoughton, but across Wisconsin and the entire United States.

What is the proposed affordability period for the project?

40 years

E. GREEN TECHNOLOGIES/SUSTAINABILITY: Indicate if the project will be pursuing any of the listed energy and sustainability standards. Submit certification of registration for any selected certification.

Tier 1	
<input type="checkbox"/>	Zero Energy Ready Homes
<input type="checkbox"/>	WI Green Built Gold Plus
<input type="checkbox"/>	Phius CORE
<input type="checkbox"/>	Enterprise Green Communities (EGC) Plus
Tier 2	
<input type="checkbox"/>	Green Built Gold Net Zero
<input type="checkbox"/>	Phius Zero
<input type="checkbox"/>	Living Building Challenge
<input type="checkbox"/>	LEED Zero Energy

F. WORK PLAN WITH TIMELINE AND MILESTONES: In the space below, provide a work plan for how the project will be organized, implemented, and administered. Include a timeline and accomplishments from initiation through project completion. Add in extra quarters as needed. Examples of milestones are: acquisition, bid packages released, bids awarded, site preparation, excavation, construction begins, substantial completion, certificate of occupancy, lease-up begins, etc.

ON OR BEFORE	MILESTONES
Q1 2026	<p>Predevelopment</p> <ul style="list-style-type: none"> - Finalize scope of rehab (6-8 months) - Engage architect/ GC - Commission CNA/ Environmental reports <p>Approvals & Agreements</p> <ul style="list-style-type: none"> -County grant award executed
Q2 2026	<p>Approvals & Agreements</p> <ul style="list-style-type: none"> -Finalize construction budget and relocation plan -Secure short-term construction loan -Begin tenant relocation planning/meetings
Q3 2026	<p>Construction Prep</p> <ul style="list-style-type: none"> - Issue bid packages/finalize GC contract - Deliver 90-day relocation notices - Secure temporary housing agreements - Lock construction timeline
Q4 2026	<p>Construction Start</p> <ul style="list-style-type: none"> -Begin phased tenant relocation -Commence construction (6-8 months total)
Q1-Q2 2027	<p>Completion & Return</p> <ul style="list-style-type: none"> - Substantial completion achieved -Tenants return to renovated units -Final draw on county grant
Q4 2027	<p>Close-Out</p> <ul style="list-style-type: none"> - County monitoring and reporting - Final inspections, compliance checks

G. TENANT ACCESS TO PROPERTY MANAGEMENT: Describe access to property management staff on site (e.g., include anticipated office hours of property management, if staff will live on-site.)

Elven Sted is a 33-unit property that requires part-time office hours from the community manager and maintenance technician. ACC Management Group manages Elven Sted and The Andre, another Movin' Out property, and has these properties paired together for an efficient staffing solution. The manager and maintenance technician split time between the sites with scheduled office hours multiple days per week and by appointment as needed. The staff will not live on site. Movin' Out Inc. has a resident services coordinator who can help connect residents with services, facilitate communication between residents and property management when needed, and coordinate events at the property. Community Living Connections, a partner nonprofit organization, has a lease in the building. Residents can opt into their supportive services if they desire, or go to an outside organization. More details on this to come in section Y and the Supportive Services section.

H. ALTERNATIVES TO EVICTION: Describe the project's approach to successfully utilizing alternatives to eviction, both pre- and-post filing, such as payment plans, mediations, etc. to avoid evictions.

Eviction is the last option. Prior to that, ACC issues warning letters, lease violation notices, and has open communication with the resident regarding the violation, which is commonly unpaid rent. ACC's staff often works with social service coordinators to aid in communication with the resident. ACC is also very active with tenant support organizations that offer rental assistance for residents in need. In the unfortunate circumstance that ACC does need to go to court with the resident, they often agree to (and prefer) court ordered payment plans with the resident to give them another option to fulfill their lease obligations and remain in their home.

I. LANGUAGE & INFORMATION ACCESS: Describe project's policies and procedures for ensuring services and information will be made available to all applicants and tenants, including those with limited English proficiency and individuals who may have physical, hearing, speech, or visual impairments that require special accommodations.

Elven Sted utilizes the state-wide TTY number when needed. ACC also has bilingual staff in some areas, including Madison, as well as staff that are fluent in sign language.

J. SITE CONTROL:

- Date Site Control Secured (or anticipated): N/A
- Site Specific application without Site control (check if no site control):
- Check if Site is Yet-To-Be Identified (targeted area proposal):

IF PROJECT DOES NOT HAVE IDENTIFIED SITE, SKIP TO S.

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

Before Elven Sted was built, the address was classified as Heavy Industrial (HR). It was rezoned to Multi-Family Residential (MR) and remains in this classification today. It is also a Planned Development (PD) district.

L. **CAPITAL NEEDS:** For projects that include rehabilitation, have you completed a capital needs assessment for this property? If so, summarize the scope and cost; and attach a copy of the capital needs assessment. If a capital needs assessment has not been completed, please detail the scope and cost of work to be completed, and how necessary rehabilitation work was determined.

Yes, the Capital Needs Assessment is completed and attached. The scope of the CNA includes the Site, Architecture, Mechanical & Electric, and Dwelling Units, resulting in a total cost of \$5,273,238.

On June 12, 2024, CNA provider walked through all of the DU's, the common areas of each building, and the site, accompanied by Jamie Vander Loop-Taylor, Amy Klementz, Stacey Schoone, property managers, and Tim Hopp who oversees maintenance including apartment turnover "refreshing."

All of the buildings are constructed of wood frame atop of a poured concrete foundation; there are no basements. The foundation and exterior walls show no evidence of settling or leakage, and the above grade exteriors have been very well maintained. Roof replacements are included in the CNA in Year 15. The corridor building, 631 Eighth Street, is served by an elevator and includes a property management office, a community room with business center, a full kitchen, and a toilet room.

Health & Safety:

The buildings have been fitted with fire/smoke alarms for persons with visual impairments. The railings and balausters in the common area corridors' stairs and second floor are spaced in compliance of 4" maximum clear. The apartment building has fire suppression sprinklers. Fire detection devices appear to be in good working order.

The Site:

Sidewalks are in excellent condition except for sunken portions of walks at 623 Eighth Street; all provide no-step access to the two entrances of each townhouse as well as the corridor building. There are two fenced trash enclosures in good condition.

Architectural:

Owner has been diligent in exterior maintenance, including entrance doors, as well as interior common area finishes. Exterior metal swing doors show consistent corrosion at their bottoms, and replacement with fiberglass doors are called for. Replacement of flooring has been pursued at

some unit turnovers, in particular replacing carpet at townhouse entryways. Kitchen and Bathroom cabinetry, counter tops, and fixtures are mostly original. Exposed counter top particle board above dishwashers has been a problem.; replacing with solid surface would produce longer useful life as well as market appeal. For minimizing maintenance effort, replacements are called for over the next five years.

Mechanical & Electrical:

The buildings have always been served by central hot water tanks, some of which were replaced three years ago. Air conditioning is accomplished in the townhouses via central forced systems; all the coils and outdoor compressors are original equipment and are called for to be replaced in the CNA. In the apartments space heating is hydronic and cooling is accomplished with through-wall sleeves and a/c units. These are not energy efficient and are costly to maintain, so they represent a significant cost. Conversion to ground source heat pumps for both space & domestic hot water heating and space cooling should be evaluated.

Interiors of the apartments are in need of modernization for durability. Other particular needs are noted on the Age & Conditions sections of the Capital Needs spreadsheet, including kitchen and bathroom cabinetry replacements.

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

ADDRESS #1:		2 story multi-family corridor apartment building: 631 8 th St Stoughton, WI 53589									
% of County Median Income (CMI)	# of Bedrooms						Projected Monthly Unit, including Utilities				
	Total # of Units	# of Studios	# of 1 BRs	# of 2 BRs	# of 3 BRs	# of 4+ BRs	\$ Rent for Studios	\$ Rent for 1 BRs	\$ Rent for 2 BRs	\$ Rent for 3 BRs	\$ Rent for 4+ BRs
	≤30%	5	0	2	3	0	636	805			
	40%	4	0	2	2	0	865	1068			
	50%	9	0	0	6	3		1175	1245		
	60%	6	0	0	6	0		1265			
	Total Units	24	0	4	17	3	Notes:	Rents are calculated as the most current high HOME rental limit. Subsidized residents pay 30% income.			

*40% = 31 to 40% CMI, 50% = 41% - 50% CMI, 60% = 51-60% CMI

ADDRESS #2:		Two 2 story Townhouses: 623 8 th St, 624 Dunkirk Ave, Stoughton, WI 53589									
% of County Median Income (CMI)	# of Bedrooms						Projected Monthly Unit, including Utilities				
	Total # of Units	# of Studios	# of 1 BRs	# of 2 BRs	# of 3 BRs	# of 4+ BRs	\$ Rent for Studios	\$ Rent for 1 BRs	\$ Rent for 2 BRs	\$ Rent for 3 BRs	\$ Rent for 4+ BRs
	≤30%										
	40%										
	50%	3			3				1355		
	60%	5			5				1455		
	Market	1			1				1800		
	Total Units	9			9		Notes:	Rents are calculated as the most current high HOME rental limit. Subsidized residents pay 30% income.			

*40% = 31 to 40% CMI, 50% = 41% - 50% CMI, 60% = 51-60% CMI

N. SITE AMENITIES: Check all that apply.

<input type="checkbox"/>	Community Building, square feet: None
<input checked="" type="checkbox"/>	Community Room, square feet: 859 sq ft
<input checked="" type="checkbox"/>	Garages, number: 12 and monthly rent: \$54.16
<input checked="" type="checkbox"/>	Surface parking, number: 35 and monthly rent: No rent
<input type="checkbox"/>	Underground parking, number 0 and monthly rent: None

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

Air conditioning, wheelchair accessible units, access to Community Living Connections (CLC)'s supportive services within the corridor building. Access to services coordinator who can help connect residents with services.

P. RELOCATION: Will any businesses, including churches and non-profits, or residential tenants (owner or renter be displaced temporarily or permanently)? If so, please describe the relocation requirements, relocation plan, and relocation assistance that you will implement or have started to implement.

We plan to hire a relocation specialist and coordinate a phase out with property management, detailed in the operating budget and timeline & milestones.

LOCATION

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

The Elven Sted property is located within close proximity to essential services, including healthcare, childcare, community centers, multiple parks, a beach, financial resources, a food pantry, grocery stores, and more. There are a number of nonprofit organizations dedicated to providing resources for the community, including Community Living Connections and Stoughton Affordable Transportation Services Program.

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

Type of Amenities & Services	Name of Facility	Distance from Site
Full-Service Grocery Store	Pick 'n Save	1.8 mi
Public Elementary School	Kegnosa Elementary School	0.8 mi
Public Middle School	River Bluff Middle School	0.7 mi
Public High School	Stoughton High School	1.9 mi

Job-Training Facility, Community College, or Continuing Education Programs	Madison College	16 mi
Childcare	Reach Dane Head Start	0.7 mi
Public Library	Stoughton Public Library	0.5 mi
Neighborhood, Community, or Senior Center	Mandt Community Center & Park	0.5
Full Service Medical Clinic or Hospital	Stoughton Hospital	0.7 mi
Pharmacy	McGlynn Pharmacy	0.7 mi
Public Park or Hiking/Biking Trails	Dunkirk Avenue Park	0.2 mi
Banking	One Community Bank	0.6 mi
Retail	Stoughton Plaza Shopping Center	1.2 mi
Other (list the amenities)	Stoughton Food Pantry	0.4 mi

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

It takes <15 minutes to reach places of employment that provide a range of jobs for lower-income workers, at a cost of \$5 for adults and students and \$4 for seniors and individuals with disabilities through public transportation. There is an additional \$1 fee for miles beyond city limits.

Aside from the existing local public transportation, the Stoughton Affordable Transportation Program, a nonprofit organization, provides free transportation services to people of limited income in the Stoughton area in order to fill gaps in local transportation services. They focus on transportation to local food pantries, medical/dental appointments, housing and employment appointments.

IF PROJECT HAS IDENTIFIED SITE, SKIP TO Y

TARGET AREA ONLY (NO IDENTIFIED SITE)

S. **GENERAL AREA OF PROPOSED SITE:**

Explain why this area was chosen.

T. **PROPOSED HOUSING TYPE:** Describe the type of housing project you propose to develop (i.e., new construction, preservation, or acquisition and rehab).

U. **PROPOSED UNITS:** Number of Units and proposed rent/income restrictions you anticipate developing in target area.

V. **TARGET AREA AMENITIES:** Identify the distance the following amenities that exist in the area which you have identified. If an amenity/service does not exist within that area, determine and list the next location.

Type of Amenities & Services	Name of Facility	In Targeted Area? (yes/no)
Full-Service Grocery Store		
Public Elementary School		
Public Middle School		
Public High School		
Job-Training Facility, Community College, or Continuing Education Programs		
Childcare		
Public Library		
Neighborhood, Community, or Senior Center		
Full Service Medical Clinic or Hospital		
Pharmacy		
Public Park or Hiking/Biking Trails		
Banking		
Retail		
Other (list the amenities)		

W. **NEIGHBORHOOD ENGAGEMENT:** Describe your familiarity with this neighborhood and community. Have you previously worked with the Neighborhood Association or elected representatives? Describe the response of the Association or elected representative(s), if applicable. What issues or concerns with the anticipated project have been identified, if any? How will these be addressed?

X. **SUPPLY:** Are there adequate sites available in this targeted area that can feasibly be identified and developed within the timeframe listed in the Guidelines? Please explain how you anticipate selecting a site.

PROJECT APPROACH

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

Community Living Connections ("CLC"), a nonprofit organization that supports adults with intellectual and developmental disabilities, has a long-standing relationship with Movin' Out who has partnered with CLC and shares a passion for community-based support. A critical component of home and community-based service is quality, affordable, and accessible housing. Movin' Out worked collaboratively with CLC to identify individuals who were interested in the Elven Sted project and is the property owner. CLC on the other hand, provides services which make it possible for these people to live in their own apartments and be successful tenants. This includes support with budgeting, paying rent, completing certification paperwork and problem solving when issues arise. This may look like providing extra help with cleaning, opening/understanding mail, education to be a good neighbor or personalized counseling if there are disputes with housemates, other tenants, or property management.

The flexibility of the services (CLC) and the affordability of the housing (Movin' Out) is the foundation of the partnership. The partnership is an ongoing support to ensure tenants experience housing equality and stability and results in long term occupancy. This stability of accessible and affordable housing creates an inclusive community and there have been zero evictions of tenants supported by CLC since Elven Sted opened its doors in 2011. Any lease violations are addressed promptly and appropriately. See more details regarding this partnership in the supportive services section of the application.

In addition to Movin' Out's relationship with Community Living Connections, there is a strong relationship with the City of Stoughton.

Z. **FAIR TENANT SELECTION CRITERIA:** Will the project incorporate the tenant selection criteria detailed below? Check all that apply, and attach copy of proposed tenant screening criteria for project. **Acceptance of all criteria is required for funding.**

General Screening Process – will not deny applicants based on the following:

ALL REQUIRED FOR FUNDING	Yes	No	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Inability to meet a minimum income requirement if the applicant can demonstrate the ability to comply with the rent obligation based on a rental history of paying at an equivalent rent to income ratio for 24 months
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Lack of housing history
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Membership in a class protected by Dane County fair housing ordinances and non-discrimination ordinances in the municipality where the project is located.
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Wisconsin Circuit Court Access records
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Inability to meet financial obligations other than housing and utilities necessary for housing (gas, electric, water).
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Credit score
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Information on credit report that is disputed, in repayment, or unrelated to a past housing or utility (gas, electric, and water only) obligations.
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Owing money to a prior landlord or negative rent payment history if the tenant's housing and utility costs were more than 50% of their monthly income.
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Owing money to a prior landlord or negative rent or utility payment history if applicant does one of the following: (1) establishes a regular record of repayment of the

		<p>obligation; 2) signs up for automatic payment of rent to the housing provider; or (3) obtains a representative payee.</p>
	<input checked="" type="checkbox"/>	<p><input type="checkbox"/> Any eviction filing if it meets any of the following: (1) eviction filing was dismissed or resulted in a judgement in favor of the applicant; (2) eviction filing which was settled with no judgement or writ of recovery issued (e.g., stipulated dismissal); or (3) eviction filing that resulted in judgement for the landlord more than two years before the applicants submits the application.</p>
	<input checked="" type="checkbox"/>	<p>Criminal activity, except: (i) a criminal conviction within the last two years for violent criminal activity or drug related criminal activity resulting in a criminal conviction, and (ii) if the program or project is federally assisted, criminal activity for which federal law currently requires denial. (<i>Violent criminal activity</i> is defined in 24 C.F.R § 5.100 and means any criminal activity that has as one of its elements the use, attempted use, or threatened use of physical force substantial enough to cause, or be reasonably likely to cause, serious bodily injury or property damage. “Drug related criminal activity” is defined in Wis. Stat. s. 704.17(3m)(a)(2). “Drug-related criminal activity” means criminal activity that involves the manufacture or distribution of a controlled substance. “Drug-related criminal activity” does not include the manufacture, possession, or use of a controlled substance that is prescribed by a physician for the use of by a disabled person, as defined in s. 100.264(1)(a), and manufactured by, used, by or in the possession of the disabled person or in the possession of the disabled person’s personal care worker or other caregiver.)</p>

AA. DENIAL PROCESS: Will the project incorporate the denial process detailed below?
Acceptance is required for funding.

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

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.
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.

	<p>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.</p> <p>c) Notice of the applicant's right to copies of the property manager's screening criteria.</p> <p>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.</p> <p>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.</p> <p>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.</p>
6.	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.

BB. TENANCY ADDENDUM: Affirm the project will include the following provisions within all tenant leases or as an addendum to all tenant leases? **This is required to be eligible for project funding.**

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

a.	Security Deposits. The amount of a security deposit shall not be more than one month's rent.
b.	Late Fees and Other Fees. Late fees must be set forth in the rental agreement. Late fees shall not exceed 5% of the tenant's portion of the monthly rent.
c.	All other fees. 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. Non-essential services must be transparently identified, and allow tenant to opt out of services if tenant chooses. Junk fees are prohibited and defined as unnecessary, deceptive, or poorly disclosed charges not tied to a legitimate service or cost, and that place an undue burden on tenants. (For example, application fees above \$25 dollars pursuant to Wis. Stat. § 704.085, compounding fees, penalty fees, eviction filing fees, attorney's fees, processing fees, convenience fees for payment, pest control fees, insurance fees, administrative fees or any fees that encompass basic tenancy service.)
d.	Rights of Youth to Access Common Spaces. Youth under the age of 18 are allowed to use and enjoy common areas without supervision. This does not preclude reasonable rules to ensure the safety of children and youth.
e.	Written Notice for Termination of Tenancy. Landlord or landlord's agent must serve written notice upon the tenant specifying the grounds (e.g., the dates of relevant event/s, names of parties, reasoning, source of information and relevant documents) for the action at least 30 days before the termination of tenancy, unless shorter timeframe is required by federal funding. Termination for imminent threat of serious physical harm under WI Statute § 704.16(3) and criminal activity under WI Statute § 704.17(3m) are exempted from this requirement.
f.	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 to 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.
g.	<p>Reasonable Guest Rules. Tenants have the right to have guests. In the event the property management establishes rules related to guests, they must be reasonable. Unreasonable rules include, but are not limited to the following: (1) Prior authorization of guests by the property management, unless the guest is staying for an extended period of time (e.g. more than 2 weeks); (2) Prohibition on overnight guests; (3) Requiring that the resident be with the guest at all times on the property. (4) Requiring guests to show ID unless requested by the tenant. (5) Subjecting caregivers, whether caring for a child or children, or an adult with disabilities, to limitations on the number of days for guests.</p> <p>Landlord may ban a person who is not a tenant from the rental premises if the person has committed violent criminal activity or drug related criminal activity at rental premises. No person shall be banned from the rental premises without the consent of the tenant unless the following have taken place:</p> <p>(1) A notice of the ban is issued to the tenant stating the:</p> <ul style="list-style-type: none"> (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 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. <p>(2) If requested, a hearing on the ban has taken place to provide the tenant an opportunity to dispute the proposed ban, discuss alternatives of the ban, and address any unintended consequences of the proposed ban.</p> <p>A tenant may not invite or allow a banned person as a guest on the premises, provided the Landlord has followed the proper procedure and given notice to Tenant as set forth herein.</p> <p>A tenant who violates the guest policy may be given a written warning detailing the facts of the alleged violation. The written warning shall detail the violation, and warn the tenant that repeated violations may result in termination of tenancy. Tenants that repeatedly violate the guest policy, (e.g. three (3) or more violations within a twelve (12) month period) may be issued a notice of termination in accordance with state and federal law.</p> <p>Nothing in this policy limits a person's right to pursue a civil order for protection against another individual.</p>
h.	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.

CC. PARTNERING TO END HOMELESSNESS: In the space below, indicate the project's willingness to partner with Homeless Services Consortium (HSC) member agencies and to end homelessness for individuals and /or families by providing a preference for households experiencing homelessness.

Total # of Project Units	# of Units Targeted to Individuals/Families experiencing homelessness	% of Units Targeted to Individuals/Families experiencing homelessness

Describe the process and anticipated timeline for outreach, application submittal, and tenant screening for HSC-set aside units. Also, indicate support that will be made available to potential applicants during the application process (e.g., transportation to application site, assistance gathering required documents).

Describe how the project will work with partners to provide households with rental subsidies or maintain rents at or below 30% rent limits for the period of affordability.

What additional barriers can the project remove to ensure households experiencing homelessness are able to access targeted units (e.g. waiving of screening criteria).

SUPPORTIVE SERVICES:

DD. SUPPORTIVE SERVICES SUMMARY: Please provide a summary of supportive services below. Subsequent questions will ask for more detailed information:

Supportive Services Partner:	Community Living Connections, Inc.			
Total annual budget for supportive services at project:	\$1,076,673			
Amount of annual funding project and/or developer will provide directly to supportive services at project:	0			
Full-Time Equivalent position(s) dedicated to providing services at project:	15			
Number of estimated weekly on-site hours of supportive services provided by identified partner:	519			
Project will provide on-site services in a dedicated space:	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No

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

Community Living Connections "CLC" is a 501c3 nonprofit organization incorporated in 2004, supporting adults with intellectual and developmental disabilities. Their mission is to support individuals to live their best life in their own home and in the community. CLC specializes in community-based services where each person signs their own lease and chooses where and with whom they live. They support 175 individuals in 5 counties across Wisconsin to live as independently

as possible in their own apartment/home. This includes 10 people who lease apartments at Elven Sted.

Community Living Connections is funded by Wisconsin Long Term Care system (Department of Health Services) and funding comes from both the Family Care and IRIS programs. Individuals are referred to our agency by our funding partners and each person has a person-centered plan to meet their needs to be safe and successful. The annual budget for services provided at Elven Sted is \$1,076,673. This budget allows CLC to provide 519 hr/week on average. Services are provided by 13 full-time employees (FTE's) plus 2 full-time Division Managers (supervisors) who are all CLC employees.

FF. Complete the table for supportive units proposed:

% of County Median Income (CMI)	# of Bedrooms					
	Total # of Units	# of Studios	# of 1 BRs	# of 2 BRs	# of 3 BRs	# of 4+ BRs
≤30%	5		2	3		
40%	3		2	1		
50%						
60%						

GG. **PREFERENCES:** If the project will be targeting a set number of units, will the project require that these households meet additional preferences? Indicate all anticipated preferences below.

<input checked="" type="checkbox"/>	Persons with disabilities	<input type="checkbox"/>	Veterans
<input type="checkbox"/>	Household experiencing chronic homelessness	<input type="checkbox"/>	Individuals recovering from physical abuse, domestic violence, dating violence, sexual assault or stalking
<input type="checkbox"/>	Other:		

If the project will provide a preference for more than one target population, describe the approach that will be taken to apply preferences to tenant selection.

20% of units are set aside for people with disabilities supported by Dane County Department of Human Services.

HH. **SCOPE OF SERVICES:** Detail the services that will be provided to tenants and approaches supportive service partner(s) will use to address the needs of tenant population. Indicate if services are targeted only to the supportive housing units, or are available to the broader tenant population.

CLC's services are individualized to meet the needs of each person, focused on supporting individuals with disabilities. Assistance is provided with routine tasks such as medication management, hands-on personal care, meal preparation, budgeting, shopping, cleaning and/or supervision, as well as 24/7 wrap around support/access to staff for any unplanned needs or emergencies which may arise. CLC's services are designed to be flexible and adapt to each person's needs on any day/week or over the course of time as needs change.

II. **SERVICES STRATEGIES:** Detail strategies the services partner(s) will use to engage tenants to support their housing retention, including tenants who have potential lease violations or whose housing is in jeopardy.

This stability of accessible and affordable housing creates an inclusive community and there have been zero evictions of tenants supported by CLC since Elven Sted opened its doors in 2011. Any lease violations are addressed promptly and appropriately.

JJ. **SERVICES STAFF TRAINING:** Detail specific trainings that staff are provided/will be provided and their frequency, in particular, trainings focused on case management basics, community networking, progressive engagement, trauma informed care, harm reduction, de-escalation, and/or trainings related to cultural competency.

CLC employees participate in a robust training program prior to working with the individuals supported. Training includes information about the history of community-based support to individuals with disabilities, medication administration, OSHA, abuse and neglect and much more. Most importantly, each employee receives on average 30 hours of person specific training for the people they work with, which includes information regarding diagnosis, cultural competency, trauma-informed and strength-based services. Training in behavioral support needs, hands-on personal care, daily routines/schedules and what tasks are needed for each person to be successful.

KK. **TENANT ACCESS:** Describe how tenants will access services. For example, will services be on-site at development in designated space or by referral to off-site community supports.

CLC rents a unit in the Elven Sted property for a "live near" staff. CLC pays the rent for this employee in exchange for being on call to attend to emergency needs which arise during overnight hours. The apartment also has a distinct exterior entrance and dedicated office space which serves as a landing spot for other employees coming to work in the apartments at Elven Sted. On-site services are provided on an individualized basis, as described.

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:

N/A

LL. **SERVICES SCHEDULE:** Detail the frequency of services provided and/or a proposed schedule of when on-site services are available to tenants (e.g., Monday – Friday, 8:30-4:30 p.m.):

The budget allows CLC to provide 519 hours/week of support on average. Services are provided on a flexible schedule based on individualized needs. The "live near" staff covers overnight hours to attend to emergency needs.

MM. SERVICES COLLABORATION: How will the supportive services partner identify and collaborate with other community service providers in the target area:

CLC staff is knowledgeable about the community resources available in the Stoughton area. They are able to identify additional resources within the community based on the nature of the individuals particular needs.

NN. SUPPORTIVE SERVICES FUNDING: Identify sources that will be used to fund supportive services at the development. Describe structure of funding, including annual amounts, and all proposed sources.

<input type="checkbox"/>	Portion of developer fee	<input type="checkbox"/>	Annual Operating Support
<input type="checkbox"/>	Payments out of available cash flow	<input checked="" type="checkbox"/>	Other: Wisconsin Long Term Care System (Department of Health Services)

Community Living Connections is funded by the Wisconsin Long Term Care system (Department of Health Services) and funding comes from both the Family Care and IRIS Programs.

OO. PERFORMANCE DATA: Provide relevant performance data that provides insight into the supportive service partner's experience serving the target tenant population(s), 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.

This stability of accessible and affordable housing creates an inclusive community and there have been zero evictions of tenants supported by CLC since Elven Sted opened its doors in 2011. Any lease violations are addressed promptly and appropriately.

PP. PROPERTY MANAGEMENT AND SERVICES PARTNER COLLABORATION: Describe how the supportive services partner, property manager, and the respondent will work together to ensure the best outcomes for tenants, such as housing retention (e.g., regular meetings between property management staff and supportive services provider to identify potential issues before they rise to the level of a noticed lease violation, joint training on trauma informed services, or de-escalation). If applicable, provide an example of how this partnership has worked to keep a tenant housed in other developments.

Movin' Out Inc. has a resident services coordinator who can help connect residents with services, facilitate communication between residents and property management when needed, and coordinate events at the property.

EXPERIENCE AND QUALIFICATIONS

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

Movin' Out Inc. has been involved in the development of over 20 affordable multi-family housing projects across the state. They have successfully executed the development of Elven Sted

Apartments, maintaining vacancy rates at or below 5%. We are the premier nonprofit affordable housing to provide integrated housing for people with severe disabilities into regular housing. Movin' Out does not provide any direct support services, but rather partners with support service agencies in order for residents to address their evolving needs.

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

ACC Management Group, Inc. is a full-service property management firm with extensive experience in multi-family and affordable housing units. They currently operate thousands of apartments across Wisconsin and Illinois, living out their commitment to providing reliable, results-driven, and trustworthy professional services.

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

PROJECT FINANCING

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

SOURCE	AMOUNT
BMO Harris Loan	600,000
Movin' Out Project Equity	1,450,000
FHLB-AHP Loan	1,485,000
Existing Dane County HOME Loan	695,000
Existing TIF Loan	553,075
Dane County Non-LIHTC	1,254,000
Deferred Developer Fee	52,925
TOTAL	\$6,090,000

USES	AMOUNT
Acquisition Costs - Existing Buildings/Improvements	3,200,000
Construction Costs	1,870,000
Architectural & Engineering	54,000
Builder's Risk / Property Insurance	5,000
Soft costs	61,000
Development Fees	600,000
Reserves Funded from Capital	300,000
TOTAL	\$6,090,000

Which of the identified sources have been secured?

BMO Harris Loan, Movin' Out Project Equity, Existing Dane County HOME Loan, Existing TIF Loan

TT. FUNDS NEEDED: In the space below, please describe why Dane County funds are needed to ensure the viability of this project.

Additional funding is needed in order to recapitalize and preserve the existing Elven Sted apartments. We don't have enough money to fund the recommendations of the CNA. Without this grant, we will have a funding gap that will otherwise not be filled. We already have a TIF from the city and will be applying for FHLB-AHP funding.

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

OPERATING BUDGET

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
INCOME										
Gross Potential Rent	489,432	499,416	509,605	520,000	530,608	541,433	552,478	563,749	575,249	586,984
Vacancy	24,472	25,206	25,962	26,741	27,543	28,369	29,220	30,097	31,000	31,930
Other Income	0	0	0	0	0	0	0	0	0	0
Total Income	464,960	474,211	483,643	493,260	503,065	513,064	523,258	533,652	544,249	555,054
OPERATING EXPENSES										
Marketing	4,800	4,944	5,092	5,024	5,402	5,564	5,731	5,903	6,083	6,263
Payroll	108,000	111,240	114,577	118,015	121,555	125,202	128,958	132,826	136,811	140,916
Other Administrative Costs	26,400	27,192	28,000	28,627	29,713	30,604	31,523	32,468	33,445	34,446
Management Fees	31,200	32,136	33,100	34,093	35,166	36,169	37,254	38,372	39,523	40,709
Utilities	31,200	32,136	33,100	34,093	35,166	36,169	37,254	38,372	39,523	40,709
Security										
Maintenance Expenses	78,000	80,340	82,750	85,233	87,790	90,423	93,316	95,930	98,808	101,772
Property Taxes	48,000	49,440	50,923	52,451	54,024	55,645	57,315	59,034	60,805	62,629
Insurance	36,000	37,080	38,192	39,338	40,518	41,734	42,986	44,275	45,604	46,972
Reserves for Replacement	10,200	10,506	10,821	11,146	11,480	11,825	12,179	12,545	12,921	13,309

Total Operating Expenses	373,80 0	385,0 14	396,5 64	408,4 61	420,7 15	433,3 37	446,33 7	459,7 27	473,5 19	487,7 24
Net Operating Income	91,160	89,19 7	87,07 8	84,79 8	82,35 0	79,72 7	76,921	73,92 5	70,73 1	67,33 0
Debt Service	50,343	50,34 3	50,34 3	50,34 3	50,34 3	50,34 3	50,343	50,34 3	50,34 3	50,34 3
Asset Management										
Cash Flow	(12,10 8)	38,85 3	36,73 5	34,45 5	32,00 7	29,38 3	26,578	23,58 1	20,38 7	16,98 7
	Year 11	Year 12	Year 13	Year 14	Year 15	Year 16	Year 17	Year 18	Year 19	Year 20
INCOME										
Gross Potential Rent	598,95 9	611,1 77	623,6 45	636,3 68	649,3 50	662,5 96	676,11 3	689,9 06	703,9 80	718,3 41
Vacancy	32,888	33,87 4	34,89 1	35,93 7	37,01 5	38,12 6	39,270	40,44 8	41,66 1	42,91 1
Other Income	0	0	0	0	0	0	0	0	0	0
Total Income	566,07 1	577,3 03	588,7 55	600,4 30	612,3 34	624,4 71	636,84 4	649,4 58	662,3 19	675,4 30
OPERATING EXPENSES										
Marketing	12,902	13,28 9	13,68 7	14,09 8	14,52 1	14,95 6	15,405	15,86 7	16,34 3	16,84 3
Payroll	145,14 3	149,4 97	153,9 82	158,6 02	163,3 60	168,2 60	173,30 8	178,5 08	183,8 63	189,3 79
Other Administrative Costs	29,029	29,89 9	30,79 6	31,72 0	32,67 2	33,65 2	34,662	35,70 2	36,77 3	37,86 7
Management Fees	41,930	43,18 8	44,48 4	45,81 8	47,19 3	48,60 9	50,067	51,56 9	53,16 6	54,70 9
Utilities	41,930	43,18 8	44,48 4	45,81 8	47,19 3	48,60 9	50,067	51,56 9	53,16 6	54,70 9
Security										
Maintenance Expenses	104,82 5	107,9 70	111,2 09	114,5 46	117,9 82	121,5 21	125,16 7	128,9 22	132,7 90	136,7 73
Property Taxes	64,508	66,44 3	68,43 7	70,49 0	72,60 4	74,78 2	77,026	79,33 7	81,71 7	84,16 8
Insurance	48,381	49,83 2	51,32 7	52,86 7	54,45 3	56,08 7	57,769	59,50 3	61,28 8	63,12 6
Reserves for Replacement	13,708	14,11 9	14,54 3	14,97 9	15,42 8	15,89 1	16,368	16,85 9	17,36 5	17,88 6
Total Operating Expenses	502,35 6	517,4 27	532,9 49	548,9 38	565,4 06	582,3 68	599,83 9	617,8 34	636,3 69	655,4 61

Net Operating Income	63,715	59,87 6	55,80 5	51,49 3	46,92 8	42,10 2	37,004	31,62 4	25,94 9	19,97 0
Debt Service	50,343	50,34 3	50,34 3	50,34 3	50,34 3	50,34 3	50,343	50,34 3	50,34 3	50,34 3
Asset Management										
Cash Flow	13,372	9,533	5,462	1,149	(3,415)	(8,241)	(13,33 9)	31,62 4	25,94 9	19,97 0