

VENDOR INFORMATION

Proposer's Name & Address: Retirement Housing Foundation, 911 N. Studebaker Road, Long Beach, CA 90815

Request for Proposal Title: Affordable Rental Housing, Affordable Housing Development Fund

RFP Number: **117037**

Proposal Due Date: May 5th, 2017 2PM CST

4.0 GENERAL RESPONSE REQUIREMENTS

4.1 Introduction

Retirement Housing Foundation (“RHF”) proposes to create a General Partnership to garner tax credits from WHEDA (in 2018) in addition to securing funds from the Angelus Trust (a non-profit provider of equity for affordable housing) combined with this Dane County RFP #117037 funds to create a tax credit partnership that will design and develop a 60 unit building consisting of 60 affordable units to serve the elderly population with incomes of between 30% and 60% AMI on approximately 6 acres in the City of Fitchburg. The building will be a two-story, wood framed structure with elevator service, community space and multi-purpose space. All parking to be ground level surface parking in a lushly landscaped environment with indoor and outdoor amenities.

4.2 Development and Service Team Background

RHF is a vertically integrated faith based non-profit builder/owner/operator of affordable housing nationwide since 1961. RHF is an expert in IRS Section 42 LIHTC and HUD housing and has successfully garnered tax credits to develop affordable housing (please see “Completed Projects List” attached) as well as tax credit projects currently in process. Key Staff to include Anders Plett (VP of Development & Acquisitions), Bob Fard (Director of Acquisitions), and Florence Webb (Development Project Manager) (see complete resumes attached). RHF has also joined forces with a local General Contractor Tim Rinn and John Colby and William Clemens as local development consultant. RHF has a rich history and tradition in building and managing affordable housing nationwide since 1961 and owns and operates several communities in SE Wisconsin.

4.3 Project Description

The project is located on Fish Hatchery Road and Index Road in Fitchburg. In a solid show of support, RHF has secured matching Angelus Trust soft funds in the amount of \$250,000 towards this project and RFP in order to facilitate this project in 2018. The vision is for this RFP’s allocation of Dane County funding be matched with Angelus Trust funds in the form of a soft/residual receipts loan. As with other RHF projects, this property will remain in the RHF Portfolio in perpetuity and be managed/operated by Foundation Property Management (FPM). We intend to keep this community affordable at minimum of 65 years or longer, if possible. The project will consist of 60 units total which includes one 2 bedroom unit which will serve as the managers unit and will be the only unit that will *not* have any age or income restrictions in this 100% LIHTC community. The remaining 59 units will serve lower income seniors earning between 30%

AMI and 60% AMI in one of 45 one bed/one bath units (600 sq ft), or in one of 14 two bed/one bath units (750 sq ft). All 59 units will have 2 emergency pull chords inside the unit, connected to a central managers unit as well as the local emergency response channels. All RHF projects incorporate green elements which can include LED lighting, low flow plumbing, solar panels, high efficiency HVAC, dual pane and gas filled windows, upgraded insulation, bioswales, and low water usage landscape.

Total development costs are forecast to be \$14 million. Angelus Trust and Dane County funds to be residual receipts/soft loans towards the gap funding of the project. Project covers debt at 1.15 debt coverage ratio.

4.4 Housing First

This project is not a Housing First Project but still serves the lowest income senior population in the Madison area which is severely underserved in this space.

4.5 Targeted Population

RHF intends to work with local Housing Authority Staff to identify qualified applicants as potential tenants for this new LIHTC building. In addition to traditional newspaper and online advertising, we will reach out to local senior centers and libraries to let the local community know there is a new senior affordable facility serving their community.

4.6 Supportive Services Plan

All RHF Properties include one part-time service coordinator who assists tenants in scheduling trips, financial responsibility, coordinating activities and interacting with residents to determine needs and suggest solutions to everyday challenges faced by today's elderly population.

4.7 Tenant Screening Policies

RHF's affiliate, Foundation Property Management ("FPM"), manages all RHF properties through experienced staff that underwrite each tenant from application to certification to re-certification. FPM manages over 180 communities most of which have income, rent and age restrictions which require frequent agency certifications depending on the specific funding requirements used to facilitate each community. Stuart Hartman, VP Operations, has over 25 years experience in LIHTC, HUD, USDA and other government facilitated development programs—all of which have different specific requirements for screening and underwriting potential and current residents.

4.8 Funding Leverage

Requesting \$250,000 from Dane County as gap funding to be repaid via residual receipt note. This amount represents less than 2% of total project cost

of \$14 million. Angelus Trust has agreed to match any other soft funding source contributed by Dane County or others. Without this gap financing sources, this project cannot be developed.

5.0 REQUIRED FORMS

The following forms must be completed and submitted with the response in accordance with the instructions given in Section 2.0. Blank forms are attached.

Attachment A	Signature Affidavit
Attachment B	Vendor Registration Certification
Attachment C	Reference Data Sheet
Attachment D	Designation of Confidential and Proprietary Information

VENDOR REGISTRATION CERTIFICATION

Per Dane County Ordinance, Section 62.15, "Any person desiring to bid on any county contract must register with the purchasing manager and pay an annual registration fee of \$20."

Your completed Vendor Registration Form and Registration Fee must be received for your bid to be considered for an award. Your bid/response may not be evaluated for failure to comply with this provision.

Complete a registration form online by visiting our web site at www.danepurchasing.com. You will be prompted to create a username and a password and you will receive a confirmation message, then log back in and complete the registration. Once your registration is complete you will receive a second confirmation. Retain your user name and password for ease of re-registration in future years.

Payment may be made via credit card on-line or by check in the mail or in person at the Purchasing Division office. If paying by check make check payable to Dane County Treasurer and indicate your federal identification number (FIN) on the subject line.

CERTIFICATION

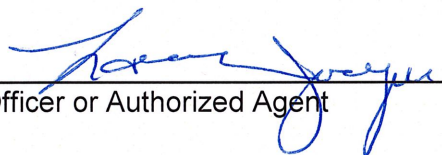
The undersigned, for and on behalf of the **PROPOSER, BIDDER OR APPLICANT** named herein, certifies as follows:

- This firm is a paid, registered vendor with Dane County in accordance with the bid terms and conditions.

Vendor Number # 24950

Paid until 5-1-2018

Date Signed: 5/4/17



Officer or Authorized Agent

RETIREMENT HOUSING FOUNDATION

Business Name

Laverne R. Joseph
President

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:	SEE NEXT PAGE PLEASE
STREET ADDRESS:	
CITY, STATE, ZIP	
CONTACT PERSON:	EMAIL:
PHONE #:	FAX #:
Product(s) and/or Service(s) Used:	
NAME OF FIRM:	
STREET ADDRESS:	
CITY, STATE, ZIP	
CONTACT PERSON:	EMAIL:
PHONE #:	FAX #:
Product(s) and/or Service(s) Used:	
NAME OF FIRM:	
STREET ADDRESS:	
CITY, STATE, ZIP	
CONTACT PERSON:	EMAIL:
PHONE #:	FAX #:
Product(s) and/or Service(s) Used:	

**“ATTACHMENT C”
DEVELOPMENT BANKING RELATIONSHIP**

- 1) Bank Name: Bank of America Merrill Lynch
Contact: Charmaine Atherton, Sr. Vice President, Community Development Banking
Address: 333 S. Hope Street, 11th Floor
City/State: Los Angeles, CA 90071
Phone No.: (213) 621-4816
Email: charmaine.atherton@baml.com

- 2) Bank Name: Richman Group Affordable Housing Corp.
Contact: Bernard P. Husser, Executive Vice President
Address: 10 St. James Avenue, 11th Floor
City/State: Boston, MA 02116
Phone No.: (617) 305-2025
Email: husserB@richmancapital.com

- 3) Bank Name: National Affordable Housing Trust
Contact: Robert M. Snow, Vice President
Address: 2335 North Bank Drive
City/State: Columbus, OH 43220
Phone No.: (614) 451-9929
Email: bsnow@naht.org

- 4) Bank Name: US Bank Community Development Corporation
Contact: Sebastian Glowacki, Business Development Officer
Address: 918 17th Street, 5th Floor
City/State: Denver, CO 80202
Phone No.: (303) 585-4230
Email: sebastian.glowacki@usbank.com

- 5) Bank Name: US Bank Community Lending
Contact: Tiena Johnson-Hall, Vice President
Address: 633 West Fifth Street, 30th Floor
City/State: Los Angeles, CA 90071
Phone No.: (213) 615-6660
Email: tiena.johnsonhall@usbank.com

Designation of Confidential and Proprietary Information

The attached material submitted in response to this Response includes proprietary and confidential information which qualifies as a trade secret, as provided in Sect 19.36(5), Wisconsin State Statutes, or is otherwise material that can be kept confidential under the Wisconsin Open Records law. As such, we ask that certain pages, as indicated below, of this response be treated as confidential material and not be released without our written approval. Attach additional sheets if needed.

Section	Page Number	Topic

Check mark : This firm is not designating any information as proprietary and confidential which qualifies as trade secret.

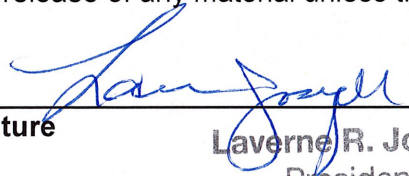
Prices always become public information when responses are opened, and therefore cannot be designated as confidential.

Other information cannot be kept confidential unless it is a trade secret. Trade secret is defined in Sect. 134(80)(1)(c) Wis. State Statutes, as follows: "Trade secret" means information, including a formula, pattern, compilation, program, device, method technique or process to which all of the following apply:

1. The information derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by other persons who can obtain economic value from its disclosure or use.
2. The information is the subject of efforts to maintain its secrecy that are reasonable under the circumstances.

In the event the Designation of Confidentiality of this information is challenged, the undersigned hereby agrees to provide legal counsel or other necessary assistance to defend the Designation of Confidentiality.

Failure to include this form in the response may mean that all information provided as part of the response will be open to examination or copying. The County considers other markings of confidential in the response document to be insufficient. The undersigned agree to hold the County harmless for any damages arising out of the release of any material unless they are specifically identified above.



 Signature Laverne R. Joseph
President

 Name (type or print)

PRESIDENT & CEO

 Title
 5/4/17

 Date