

DANE COUNTY APPLICATION FOR 2022 AFFORDABLE HOUSING DEVELOPMENT FUND

This application should be used for project seeking Dane County AHDF funds. Applications must be submitted electronically to DCDHS Division of Housing Access by **noon on July 13, 2022**. Upload application materials to the **Dane County AHDF Dropbox**.

APPLICATION SUMMARY

ORGANIZATION NAME	St. John's Lutheran Church	
MAILING ADDRESS <small>If P.O. Box, include Street Address on second line</small>	322 East Washington Avenue Madison, WI 53703	
TELEPHONE	608.256.2337	LEGAL STATUS
FAX NUMBER	N/A	<input checked="" type="checkbox"/> Private, Non-Profit <input type="checkbox"/> Private, For Profit <input type="checkbox"/> Other: LLC, LLP, Sole Proprietor Federal EIN: <u>39-0889515</u> Unique Entity Identifier (UEI):
NAME CHIEF ADMIN/ CONTACT	Pastor Peter Beeson (Owner's Representative)	
INTERNET WEBSITE (if applicable)	stjohnsmadison.org	
E-MAIL ADDRESS	peterb@stjohnsmadison.org	

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

PROJECT NAME	PROJECT CONTACT PERSON	PHONE NUMBER	E-MAIL
St. John's Redevelopment	Mark Binkowski	608.235.5230	mbinkowski@uli.com

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

TOTAL PROJECT COST	AMOUNT OF AHDF FUNDS REQUESTED	PERCENT OF AHDF FUNDS TO TOTAL PROJECT COST
\$35,828,064	\$2,430,000	6.78%

Peter Beeson

Signature of Chief Elected Official/Organization Head

Lead Pastor

Title

Peter Beeson

Printed Name

07/13/2022

Date

DANE COUNTY APPLICATION FOR 2022 AFFORDABLE HOUSING DEVELOPMENT FUND

This application should be used for project seeking Dane County AHDF funds. Applications must be submitted electronically to DCDHS Division of Housing Access by **noon on July 13, 2022**. Upload application materials to the [Dane County AHDF Dropbox](#).

APPLICATION SUMMARY

ORGANIZATION NAME	St. John's Lutheran Church	
MAILING ADDRESS If P.O. Box, include Street Address on second line	322 East Washington Avenue Madison, WI 53703	
TELEPHONE	608.256.2337	LEGAL STATUS
FAX NUMBER	N/A	<input checked="" type="checkbox"/> Private, Non-Profit <input type="checkbox"/> Private, For Profit <input type="checkbox"/> Other: LLC, LLP, Sole Proprietor Federal EIN: <u>39-0889515</u> Unique Entity Identifier (UEI):
NAME CHIEF ADMIN/ CONTACT	Pastor Peter Beeson (Owner's Representative)	
INTERNET WEBSITE (if applicable)	stjohnsmadison.org	
E-MAIL ADDRESS	peterb@stjohnsmadison.org	

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

PROJECT NAME	PROJECT CONTACT PERSON	PHONE NUMBER	E-MAIL
St. John's Redevelopment	Mark Binkowski	608.235.5230	mbinkowski@uli.com

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

TOTAL PROJECT COST	AMOUNT OF AHDF FUNDS REQUESTED	PERCENT OF AHDF FUNDS TO TOTAL PROJECT COST
\$35,828,064	\$2,430,000	6.78%

Signature of Chief Elected Official/Organization Head

Title

Printed Name

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:	St. John's Lutheran Church Development
Project Address:	322 East Washington Avenue
City, State, Zip:	Madison, WI 53703
Parcel Number:	070913324102 + 070913324110 + 070913324128
Census Tract:	0017.07

- 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 site is located in the City of Madison, in the heart of Madison's downtown, three blocks from the Capitol Square. The location of the project is what makes this opportunity so unique. Not since the 'Madison Mark' was built in 2005 has there been a truly affordable housing development built so close to the Capitol Square, one of Madison's busiest employment districts that provides many lower-income hourly jobs in the restaurant, retail and hospitality sectors.

Numerous meetings and conversations have been held with City of Madison staff, neighbors and Alders. A preliminary meeting with City Staff was held on June 30th, 2021. Jenny Kirchgatter from Zoning and Kevin Firchow from Planning were both in attendance. There were no major red flags that either Jenny or Kevin saw. Jenny confirmed that the project can be built "as of right" under the existing zoning and that a demolition and conditional use permit will be required as well as a CSM. Kevin noted that an 8-story building would be straight forward. It is imperative for the financial feasibility of the project that density be maximized, so the current plans call for a 10-story building. Current zoning allows for conditional approval for two extra bonus stories. The project was also reviewed with the City's Development Assistance Team (DAT) in August 2021 during which no major concerns or issues were noted.

On October 18, 2021 a formally noticed neighborhood meeting was held to provide a preliminary overview of the project to the neighbors. The meeting was surprising in the relatively few questions or comments that were offered by the neighbors. There was some concern that the development team would look to convert the project to market rate housing as quickly as possible, which we assured them was not in line with St. John's mission, nor allowable due to the LURA that would be put in place. Out of that meeting the neighborhood formed a steering committee that is being co-chaired by Bob Klebba and Mariah Renz.

The first steering committee meeting was held on September 8, 2021. There were approximately a dozen people in attendance. During that meeting we provided more information about the history of St. John's, including its many transformations over the past 150 years. The development team walked through the preliminary floor plans and presented massing models showing the proposed building in context with LZ Ventures' project across Hancock Street, as well as reviewed the proposed levels of affordability and plans for LSS to be the supportive services partner. The steering committee expressed appreciation for the level of affordability, while raising some concerns around parking, traffic and deliveries. Alder Heck asked directly about accommodating deliveries, which we discussed was an important detail that still needed to be addressed.

A second meeting of the steering committee was held on October 12, 2021 to review the preliminary exterior concepts. The goal of that meeting was to gather feedback from the neighborhood that could be used to refine the design in advance of the preliminary UDC informational meeting. The

steering committee appreciated the use of warm, authentic materials, while expressing some concerns on the overall height.

The project was presented to the City's Urban Design Commission for an informational presentation on December 1, 2021. The responses during that meeting were generally positive, with the attention paid to the materials used in the architectural design being appreciated by the commission members.

The latest steering committee meeting was held on March 30, 2022. That meeting provided a review of the latest architectural renderings for the exterior, which included lowering the building by roughly 6' by reducing the floor to floor height in direct response to the neighbors' earlier concerns, a move that was appreciated. We also reviewed the updated unit counts and affordability targets. The neighbors were okay with the ten story height due to the level of affordability. We also reviewed the reduced parking count and discussed the trade offs with the neighborhood and the anticipated demand for parking given the target demographics for the project. The main concern that the steering committee expressed at that point was in regards to loading / unloading and deliveries, as well as any impact of traffic on the Mifflin Street bike boulevard. The development team agreed to commission a traffic impact analysis from a professional traffic engineering firm in order to more closely understand that issue to ensure the project can adequately address the steering committee's concern. That analysis has not yet been commissioned, but will be completed as part of the formal land use application process with the City. Alder Heck was involved in this discussion and was helpful in providing the neighbors with an understanding that the City is likely to continue pushing for less parking in new developments in an effort to reduce single occupant vehicle trips, something this project is directly addressing.

Additional steering committee and neighborhood meetings will be held this fall as the project advances through the formal land use approval process with the City of Madison. Alder Heck will continue to be involved in all of those meetings and discussions to the extent that he is interested and available.

As the formal land use approval process has not yet started, the neighborhood has yet to make any formal recommendation as it relates to this project. Based on the several meetings held to date and the feedback received from the steering committee as noted above, the development team is confident in its ability to continue responding to the neighbors' concerns in a way that ensures their feedback is meaningfully incorporated into the final project details. The generally positive feedback that has been received to date from both Alder Heck and the neighborhood steering committee is encouraging.

In summary, the conversations had with key stakeholders to date have been largely positive. This project meets many of the City's stated objectives in the Downtown Plan by ensuring a quality urban development, maintaining strong neighborhoods and enhancing livability in Downtown Madison. Additionally, the project meets many of the stated objectives of the City's Comprehensive Plan by adding density along the East Washington Regional Corridor, which is identified as one of the priority growth areas, ensuring all populations can benefit from transportation investments and by improving access and inclusivity in Downtown Madison.

By prioritizing the creation of new affordable housing in a highly desirable location the development team is confident the project will receive the full support of the neighborhood and City as it advances through the public approvals.

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

The site is currently zoned 'Urban Mixed Use' (UMX), which calls for high density residential development. Rezoning is not required as the current development plans can be built 'as of right' under existing zoning. The project will require a demolition permit as well as a conditional use permit due to its size. Conditional approval will also be required for the two additional bonus stories. The site presently contains three existing parcels that will need to be combined into one via a CSM. The property is located in the City of Madison Urban Design District 4. Accordingly, the plans for the development will have to go through both Urban Design Commission and Plan Commission for approval.

The proposed urban infill project in this location is directly in line with the City's Comprehensive Plan and Downtown Plan. The Downtown Plan and Generalized Future Land Use Map call for this site's future use to be Downtown Core Mixed-Use, and it sits directly adjacent to the James Madison Park area that calls for predominantly residential. A well designed, high density residential development with church and community space on the ground floor is in line with these stated land uses. The site's current UMX zoning allows for a building height of 8 stories, with 2 additional bonus stories, which is also in line with the Downtown Plan. Many of the goals outlined in the Downtown Plan are being explicitly met by this proposed development. These include: ensuring a quality urban environment, maintaining strong neighborhoods and districts, enhancing livability and becoming a model of sustainability.

This plan is adding density along one of the Comprehensive Plan's priority growth areas given its location on the East Washington regional corridor, in addition to hitting many of the other strategies and goals outlined in the land use and transportation section of the Comprehensive Plan, including: ensuring all populations benefit from the City's transportation investments, concentrating the highest intensity development along transit corridors, facilitating compact growth and improving access and inclusivity in Downtown Madison. Furthermore, this development meets the city and neighborhood's explicit, albeit not officially adopted, desire to add more affordable housing in downtown Madison.

The development of an urban infill site is inherently more sustainable than a greenfield site. The project has been designed to responsibly maximize density on the site, with underground parking allowing the air rights to be fully utilized to their highest and best use. As long term owners of the development, St. John's is committed to using best practices to create a building with lasting value that will be around for the next 100 years, consistent with their 150+ year history in this location. Sustainability is a key component of this long term ownership lens, with every decision throughout the development being looked at from this perspective. Even the choice of exterior materials (brick and stone) is intended to make the building more sustainable when compared to using materials with shorter lifespans such as metal panel. The project is also building fewer parking stalls than comparable properties in the area as a way to incentivize tenants to forego their cars in favor of bus, biking or walking. This is consistent with the City's goals and another way to make the project more sustainable by reducing overall carbon emissions, even though there is no formal certification in recognition of this important decision.

The development team has submitted an initial application to Focus on Energy. As the project is still progressing through the design phase Focus on Energy will provide specific design considerations that can help reduce the project's energy consumption. This will include the likely use of a small PV rooftop solar array. The project is also pursuing a WI Green Built Home multi-family certification. After completing an initial review of the 2020 Enterprise Green Communities Certification, we believe that the project would score the minimum of 40 optional points to qualify based on current plans for the development. However, until a more detailed cost benefit analysis can be completed with a contractor partner, no final decision has been made on whether that certification will be pursued.

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

For over 165 years St. John's Lutheran Church has been a welcoming servant in the heart of downtown Madison. Its property, located just three blocks from the Capitol Square along East Washington Avenue, has welcomed residents and visitors alike with open doors and a desire to serve those in need. The Church seeks to extend its historic mission to provide an even greater good while reimagining its own space for the next 100+ years. St. John's intends to demolish its existing building to construct a new, mixed use project composed of approximately 10,000 square feet of space for the Church and 5,600 square feet for social services, together creating a vibrant community space on the first floor. The social services space will be available to lease to a variety of St. John's partnering organizations. Historically these have included: Backyard Mosaic Women's Project, Twelve Step programs, Porchlight's DIGS program, Off the Square Club and Project Respect.

Floors 2 thru 10 will contain a total of 130 rental apartments, with a mix of studio / junior 1 bedroom, 1 bedroom, 2 bedroom and 3 bedroom units. Of the 130 units, 108 or 83% will be set aside for those earning 60% or less of the County Median Income as follows: 22 units will be set aside for those earning 30% of CMI; 58 units for those earning 50% of CMI; and 28 units at 60% of CMI. As a matter of mission, St. John's will commit to a 40 year affordability period of the 130 housing units. This is a mission driven development with the explicit goal of creating as much affordable housing as is feasible and maintaining it as a long term resource for low-income households in Madison.

The first floor and apartments will be supported by one and half levels of underground parking, containing approximately 65 - 70 parking stalls.

The affordable apartments will be financed using WHEDA's 4% + 4% LIHTC program. A condominium ownership structure will be used to maintain separate ownership between the affordable apartments and the first floor church, community space and parking. This ensures that the financial assistance being requested from the County, City, WHEDA and other sources is only being used to enable the construction of the affordable apartments. Separate financing will be utilized for the construction of the first floor space and parking stalls. The budget included with this application reflects this by only incorporating the affordable housing component.

The grades found along East Washington Avenue on this site provide a unique opportunity to create two entirely separate at grade entrances into the property. St. John's and its partnering organizations will maintain their entrance at the sidewalk level along East Washington Avenue. A separate apartment lobby will be located along the more residential facing frontage of North Hancock Street. In this way the access to the various uses can be kept separate, further solidifying the fact that there will be no direct affiliation or connection between St. John's and the residential apartments.

Attached to this application you will find a site plan, floor plans and architectural renderings for the proposed project.

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

The project will intentionally serve the following targeted populations - very low income families, persons with arrest or conviction records and persons with mental illness disabilities. Twenty-two (22) studio and one-bedroom units will be set aside for households earning at or below 30% of CMI, directly serving one of the County's specific target populations. St. John's has a long history working with people who have been

recently released from incarceration, as well as those with diagnosed mental illness, which frequently coincide. More than 40 years ago St. John's founded the Off the Square Club in partnership with the YWCA to provide respite, a safe location and supportive services for those living with diagnosed mental illness. Through its ongoing partnerships with Backyard Mosaic Women's Project, which works with previously and currently incarcerated women, Porchlight, Just Dane, ARC Community Services, the Salvation Army, and its support of the Madison Area Jail Ministry, St. John's is well equipped to reach out to and integrate these target populations back into the community.

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

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

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

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

ON OR BEFORE	MILESTONES
July 13, 2022	Response to Dane County AHDF RFP submitted
July 18, 2022	Response to City of Madison AHF RFP submitted
September 26, 2022	Formal land use application submitted to City
November 21, 2022	Plan Commission approval for land use entitlements
December 6, 2022	Common Council approval for land use entitlements
December 10, 2022* *pending final WHEDA QAP	Application deadline for WHEDA LIHTC
March 31, 2023	Final construction cost pricing to be obtained
April 2022* *pending final WHEDA QAP	WHEDA publication of preliminary awards
June / July 2023	Close construction financing
August 2023 (18mo construction per.)	Commence demolition and project construction
Spring (April) 2025	Substantial completion and certificate of occupancy

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

ADDRESS #1:		322 East Washington Avenue					Projected Monthly Unit, including Utilities				
% of County Median Income (CMI)	# of Bedrooms										
	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%	22	12	10				559	591			
40%											
50%	58	22	24	11	1		947	991	1189	1374	
60%	28	8	9	11			1149	1175	1410		
Affordable Sub-total	108	42	43	22	1						
80%											
Market	22	0	10	12	0	0		1650	2600		
Total Units	130	42	53	34	1	0	Notes:	Studio/junior 1 bedroom rents are underwritten at 95% of max LIHTC for 30% CMI and 93% of max LIHTC for 50% and 60% CMI units. For the remainder of the units, rents are underwritten at 100% of max LIHTC for 30% CMI units, 97% of max LIHTC for 50% CMI units and 95% of max LIHTC for 60% CMI units. Utility allowances are: \$58/mo for studios and 1BRs, \$69/mo for 2BRs, \$80/mo for 3BRs.			

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

ADDRESS #2:		N/A					Projected Monthly Unit, including Utilities				
% of County Median Income (CMI)	# of Bedrooms										
	Total # of Units	# of Studios	# of 1 BRs	# of 2 BRs	# of 3 of 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%											
60%											
Affordable Sub-total											
80%											
Market											
Total Units							Notes:				

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

I. **SITE AMENITIES:** Check all that apply.

<input type="checkbox"/>	Community Building, square feet:
<input checked="" type="checkbox"/>	Community Room, square feet: TBD, approximately 2,500sf in two different spaces
<input type="checkbox"/>	Garages, number: _____ and monthly rent: _____
<input type="checkbox"/>	Surface parking, number: _____ and monthly rent: _____
<input checked="" type="checkbox"/>	Underground parking, number approximately 65 and monthly rent: \$155 - \$175/mo

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

A large (approximately 2,000 - 3,000 square foot) landscaped outdoor roof terrace will be built off of the community room on the 2nd floor as an amenity to the residential tenants. The space will be programmed with extensive landscaping, green roof, seating, tables and some form of outdoor cooking equipment to provide an attractive outdoor amenity. These spaces are important to creating an amenity and gathering space for apartment tenants that helps to foster a sense of community and engagement.

Approximately one-third of the units will have their own, private outdoor balcony. Many of the units will have floor to ceiling glass windows.

Additional tenant amenity space will be included on the ground floor adjacent to the main apartment lobby. The final programming for that space has not been determined at this time, but may incorporate a fitness center. Further discussions will be had between LSS and the property manager to better understand the type of amenity that will be most beneficial to the target populations and other tenants before the final programming for that room is established. There will be secured mail storage and a separate, locked parcel room for package deliveries. The building will have an enclosed trash and recycling room adjacent to the parking garage, with trash chutes serving the upper floors so that tenants can easily dispose of their trash and recycling on their floors. Covered, indoor bike parking will be included inside the secured parking garage for tenants' use. The current plans call for storage lockers to be created off of the lobby to provide additional storage opportunities for tenants.

St. John's and its partnering organizations' ground floor space will create a truly unique, one of a kind community and neighborhood space in the heart of Downtown. For over 165 years St. John's has stuck to its practice of welcoming all that come through its doors. The Church has served as a vital support network and place of community for its congregation members and others in the community. Outdoor gardens along the sidewalk will create organic interaction for tenants and others traveling past the site. St. John's intends to continue its long practice of providing below market space to mission driven organizations focused on the social good. These may include organizations it has worked with in the past, such as: Lutheran Social Services' Off the Square Club, Project Respect, Porchlight's DIGS program and Backyard Mosaic Women's Project, as well as 12 Step groups. These partners are committed to helping address various needs and assisting historically underserved communities. These related uses will create a unique and holistic sense of community that serves the neighborhood it is a part of and those that call it home.

All of the apartments will be built to a high quality, with an eye to detail and an exceptional level of finishes. The apartments will include vinyl plank flooring, in-unit washers and dryers, energy star rated appliances, large closets and storage space, quartz or solid surface counters and wood cabinetry. All apartments will be fully wired for cable, phone and internet services. The project will be non-smoking throughout all of the apartments, common areas and outdoor spaces. The goal with this project is to make the interior of the units indistinguishable from other downtown market rate projects, with the exterior setting the standard as a striking new addition to the downtown urban fabric.

LOCATION

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

St. John's has been located on the corner of Hancock St. and East Washington Ave. for 165 years and has been a welcoming presence in the heart of the city, serving as a community space within the neighborhood. The surrounding neighborhood consists of predominantly single family homes and small apartment buildings that serve residents of varying demographics and socio-economic status. The neighborhood tends to be more working class due to its stock of older, more affordable properties that have not seen the same level of reinvestment and redevelopment as other areas on the isthmus. According to the US Census Bureau, 50.4% of occupied housing units in downtown Madison spend 30% or more of their monthly income on housing costs, as opposed to 31.7% of households elsewhere in the City of Madison. That discrepancy further underscores the importance of adding new affordable housing on Madison's isthmus.

This site's proximity to Madison's capitol square is one of its greatest assets. The Capitol Square is surrounded by offices, market rate apartments, hotels and restaurants. These businesses support a large number of lower income, hourly jobs in the service, hospitality and food/beverage industries. That combination of factors - higher housing costs with ample employment opportunities - makes the development of affordable housing in this location a tremendous opportunity.

The Capitol Square and State Street area provide access to many of the free entertainment options that create a sense of place and community for downtown residents. The Madison Central Public Library is only half a mile away. The Pinkus McBride Market provides a convenient access to groceries just blocks from the site, while Festival Foods and the Capitol Centre Market are each within half a mile distance. There are countless parks within walking distance, including public access to Lake Mendota via James Madison Park. The new Madison Youth Arts Center as well as the Children's Museum are both within walking distance to the proposed site.

The site is also proximate to the Salvation Army and The Beacon, providing additional services for those historically underserved communities that need support, in addition to many other service providers. While the site's frontage along East Washington Avenue provides easy access to many transit options, the rest of the surrounding neighborhood is made up of smaller buildings, mature trees and comfortable sidewalks that provide a comfortable neighborhood feel.

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	Festival Foods	0.4 miles
	Capitol Centre Market	0.6 miles
	Pinkus McBride Market	0.3 miles
Public Elementary School	Lapham Elementary School	0.9 miles
Public Middle School	O'Keeffe Middle School	1.6 miles
Public High School	East High	1.9 miles

Job-Training Facility, Community College, or Continuing Education Programs	Dane Couny Job Center UW Student Job Center Urban League of Greater Madison Madison College	3.3 miles 1.5 miles 3.3 miles 4.0 miles
Childcare	Red Caboose Child Care Center Creative Learning Preschool Cultured Kids of Madison - Vilas Child Care	0.5 miles 0.1 miles 1.8 miles
Public Library	Madison Central Public Library	0.5 miles
Neighborhood or Community Center	Neighborhood House Community Center Ambrosia Upper House Wil-Mar Neighborhood Center The Beacon St. John's Lutheran Church	1.6 miles 0.9 miles 1.1 miles 0.9 miles 0.2 miles 0.0 miles
Full Service Medical Clinic or Hospital	SSM Health St. Mary's Hopsital UW Health Meriter Hospital	1.8 miles 1.3 miles 1.6 miles
Pharmacy	Walgreen's Pharmacy	0.3 miles
Public Park or Hiking/Biking Trails	James Madison Park Period Garden Park	0.4 miles 0.4 miles
Banking	Town Bank, Chase Bank, UW Credit Union, Park Bank, BMO Harris Bank, Old National Bank	Capitol Square: 0.2 - 0.3 miles
Retail	Capitol Square and State Street; East Johnson Street; East Williamson Street	0.1 - 1.0 miles
Other (list the amenities)	Farmer's Market, Concerts on the Square, Monona Terrace, Overture Center, Madison Children's Museum, Madison Youth Arts Center, as well as all of the other unique and diverse opportunities that make downtown Madison special	0.1 - 1.0 miles

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

According to Downtown Madison Inc.'s 2021 State of the Downtown report, 22.5% of the jobs in downtown Madison are in the accommodation, food and services industries. These jobs often times are hourly and held by lower-income workers. There is a high concentration of these businesses around the Capitol Square, which is only a three block walk from the site. This convenient access will hopefully enable more residents to forego a car for daily use, which can eliminate a large expense for these households. The site is also half a block from the Mifflin Street Bike Corridor, providing easy and convenient access to the City's wide network of bike trails for those individuals that are able to utilize that as an alternative means of transportation.

For public transportation, the site is only 450 feet from the E Washington & Webster bus stops, serving the 06, 15, 23 and 27 routes eastbound and westbound. The site is 1,500 feet from the E Johnson and N Butler stop, serving the 02, 05, 10 and 27 routes eastbound. Three blocks from the Capitol Square provides easy access to

those bus routes that travel along the Capitol Square, including the 02, 04, 05, 06, 07, 08, 12, 15, 23, 27, 70, 72 and 75 routes.

Additionally, the City's proposed Bus Rapid Transit route will run directly past the site along East Washington Avenue. The proposed Capitol Square routes for BRT will provide further fast, predictable and convenient bus access as part of the City's redesigned bus network.

Given the site's central location within walking distance to many amenities, coupled with the additional transportation options noted, there is perhaps no other site in Madison that is being considered for affordable housing that has the level of access and proximity to all of these vital amenities and resources.

PROJECT APPROACH

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

In order to complete a successful development, St. John's issued an RFP to preferred local developers to select a development partner. After a lengthy due diligence process the Church elected to work with Mark Binkowski, a shareholder of Urban Land Interests, and Brad Binkowski, the co-founder and co-owner of Urban Land Interests. The Binkowski's experience in successfully implementing complicated projects in and around downtown Madison, their familiarity with Madison's housing market, experience in affordable housing, approach of taking a long term view towards real estate and commitment to the Madison community made them the best fit.

Additional information on Brad and Mark's qualifications as development partners are included in the Experience and Qualifications section of this response.

Lutheran Social Services has been engaged as the supportive services partner to help ensure the success of this project. LSS currently provides supportive services for over 100 sites across Wisconsin. Given St. John's long history with LSS and common ministry connection, as well as past interactions from LSS' role with the Off the Square Club, the partnership makes perfect sense. LSS will provide a service coordination model to the integrated supportive housing units.

This model will focus on connecting vulnerable residents with the many services and resources that exist within walking distance of the site. Given the location of the site and walkability to many other supportive services it is anticipated this service coordination model will involve a part-time staff person stationed on site. LSS will work with St. John's other partner organizations in the building to provide a greater sense of community and even broader and more diverse support network for residents.

N. **PARTNERING TO END HOMELESSNESS:** In the space below, indicate the project's willingness to partner with the Homeless Services Consortium and its housing placement system to end homelessness for individuals and /or families on the community by-name list; and, if units are unable

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

The development contains 22 units for those earning 30% or less of CMI in order to serve very low income individuals. Out of those 22 units, five (5) will be held for those on the by-name set aside list for referrals from the Coordinated Entry Systems Manager of the Homeless Services Consortium. These units will be targeted for individuals with VI-SPDAT scores of 5 or less. The Project is intending to serve the working poor, and by providing moderate and low-income housing stop their slide into homelessness and the ensuing trauma that brings. Based on the level of integrated supportive services provided the project will look to provide housing for those homeless individuals with a likelihood of successfully maintaining their tenancy.

Total # of Project Units	# of Units Targeted to Individuals/Families on HSC community by-name list	% of Units Targeted to Individuals/Families on HSC community by name list
130	5	4%

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

The property manager (ULI) and supportive services provider (LSS) will work closely with the Coordinated Entry Systems Manager to identify individuals and families that qualify based on the criteria included in the Tenant Selection Plan for the five (5) units held for those on the by-name list. As LSS is an HSC service provider they will be well positioned to help coordinate this outreach. Any available unit will be held vacant for 30 days to allow adequate time for referrals from the by-name list. After the 30 day period the units may be leased to other qualifying applicants, with an emphasis on working with other agencies within the HSC to solicit additional referrals. Tenants referred from the HSC will go through a screening process consistent with the Tenant Selection Plan.

- O. **FAIR TENANT SELECTION CRITERIA:** Will the project incorporate tenant selection criteria detailed below? Check all that apply, and attached copy of proposed tenant screening criteria for project.

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

	Yes	No	
Required for funding	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Inability to meet a minimum income requirement if the applicant can demonstrate the ability to comply with the rent obligation based on a rental history of paying at an equivalent rent to income ratio for 24 months
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Lack of housing history
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Membership in a class protected by Dane County fair housing ordinances and non-discrimination ordinances in the municipality where the project is located.
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Credit score

<input checked="" type="checkbox"/>	<input type="checkbox"/>	Information on credit report that is disputed, in repayment, or unrelated to a past housing or utility (gas, electric, and water only) obligations.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Inability to meet financial obligations other than housing and utilities necessary for housing (gas, electric, water).
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Owing money to a prior landlord or negative rent payment history if the tenant's housing and utility costs were more than 50% of their monthly income.
<input 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 obligation; 2) signs up for automatic payment of rent to the housing provider; or (3) obtains a representative payee.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Wisconsin Circuit Court Access records;
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Criminal activity, except: (i) a criminal conviction within the last two years for violent criminal activity or drug related criminal activity resulting in a criminal conviction, and (ii) if the program or project is federally assisted, criminal activity for which federal law currently requires denial. (<i>Violent criminal activity</i> is defined in 24 C.F.R § 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.)

Will the project incorporate the denial process detailed below?

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

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

5.	If the applicant requests an in-person appeal meeting, the hearing will be conducted by a person who was not involved in or consulted in making the decision to deny the application nor a subordinate of such a person so involved.
6.	The in-person appeal meeting shall be scheduled within ten working days of the request, unless the applicant requests a later date.
7.	A written decision on the application shall be provided to the applicant within ten working days after the in-person appeal meeting.

P. **TENANCY ADDENDUM:** Will the project include the following provisions within all tenant leases or as an addendum to all tenant leases?

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

a.	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.	<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> <p>(a) name of the person banned,</p> <p>(b) grounds for the ban including, (i) the specific facts detailing the activity resulting in the ban; (ii) the source of the information relied upon in making the ban decision; and (iii) a copy of any criminal record reviewed when making the ban decision; and</p>

	<p>(c) the right of the tenant to have a meeting to dispute the proposed ban, discuss alternatives to the ban, and address any unintended consequences of the proposed ban.</p> <p>(2) If requested, a hearing on the ban has taken place to provide the tenant an opportunity to dispute the proposed ban, discuss alternatives of the ban, and address any unintended consequences of the proposed ban.</p> <p>A tenant may not invite or allow a banned person as a guest on the premises, provided the Landlord has followed the proper procedure and given notice to Tenant as set forth herein.</p> <p>A tenant who violates the guest policy may be given a written warning detailing the facts of the alleged violation. The written warning shall detail the violation, and warn the tenant that repeated violations may result in termination of tenancy. Tenants that repeatedly violate the guest policy, (e.g. three (3) or more violations within a twelve (12) month period) may be issued a notice of termination in accordance with state and federal law.</p> <p>Nothing in this policy limits a person's right to pursue a civil order for protection against another individual.</p>
<p>f.</p>	<p>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.</p>

Q. SUPPORTIVE SERVICES PLAN: Provide a detailed description of how supportive services will be secured for project tenants. Use the table below to provide details of how supportive services will be provided to tenants. The plan should note any differences between services targeted to units with the HSC preference and services that will be available building-wide. Attach a letter from the identified partner(s) confirming the details of the plan.

<p>Name of Supportive Services Partner, and number of staff dedicated to project:</p>	<p>Lutheran Social Services of Wisconsin and Upper Michigan (LSS) currently provides supportive services for over 100 sites across Wisconsin and has a common ministry connection with St. John's, making them the ideal selection as the supportive services partner. LSS anticipates staffing the building with the equivalent of one-half FTE, or approximately 20 hours per week where an LSS service provider will be located physically on site.</p>
<p>Scope of Services provided to tenants and approaches supportive service partner will use to address needs of tenant population:</p>	<p>LSS will be engaged to provide a service coordination model to the integrated supportive housing units, which are intended to be the 22 units with income restrictions at or below 30% of CMI. The service coordination model focuses on connecting vulnerable residents with the many services and resources that exist within close proximity of the site. This includes linking the target population with supportive, medical and/or advocacy services with a desired outcome of keeping them independent in their units. LSS will provide a designated Service Coordinator that will be responsible for providing these services, including:</p> <ul style="list-style-type: none"> - Completion of an intake assessment for new residents requesting this service. Information regarding availability of a service coordinator will be presented to all new tenants by property management. Once receiving referral or inquiry the Service Coordinator will make reasonable efforts to engage with the resident to complete the intake assessment, recognizing that the tenant has to voluntarily agree to participation. - Development of a case management plan for tenants with supportive service needs completing the intake assessment. This may include referral to other resources, including linking residents with programs that support independence and self-sufficiency, employment opportunities and financial assistance. - LSS will also assist the property manager in outreach efforts with community partners to raise awareness of this unique opportunity for housing with the target population. LSS will work with the management company to market the low-income units to the target population.
<p>Where tenants will access services. For examples will services be on-site at development in designated space or by referral to off-site community supports:</p>	<p>The project plans for a separate office for LSS' supportive service staff person accessed via the ground floor residential lobby. To maintain best practices this office will be separate from any office provided for property management</p>

	<p>personnel. LSS' supportive services model would anticipate making referrals to residents to additional off-site service providers. Fortunately, many of these supportive service providers are located in close proximity to this site and can be easily accessed (i.e. Salvation Army, Beacon and others).</p>
<p>If services provided are referral to off-site community supports, please detail how tenants will receive information on supportive services that are available to them before and after needs arise:</p>	<p>Residents will be able to meet directly with LSS staff person on site, in the building, to discuss specific challenges they may be facing or needs that they have. LSS staff person will be able to directly provide information to residents on additional services available.</p>
<p>The frequency of services provided and/or a proposed schedule of when services are available to tenants:</p>	<p>The specific schedule for services provided by LSS has not yet been created. LSS anticipates having a one half FTE staffer physically on site, for approximately 20 hours per week.</p>
<p>How the supportive services partnership will be funded, including if the respondent is providing funding to support the partnership:</p>	<p>LSS service require financial support from the property owner and/or project in order to be feasible. The final level of funding has not yet been determined, but will be discussed in detail with LSS to ensure they have the adequate resources to provide the level of support necessary. These funds will be paid to LSS from one of two sources. First, through a share of the deferred development fee that St. John's will be receiving from the cash flow of the project. Or second, as an operating expense of the property and paid from the project's cash flows.</p>
<p>Relevant performance data that provides insight into the supportive service partner's experience serving the target tenant population, and the outcomes for their tenants. Metrics could include the number of individuals served in a related program in a year, housing retention rates for individuals served in that program, connections to employment, etc:</p>	<p>LSS has provided supportive services and service coordination to low income individuals and families, individuals with disabilities, individuals experiencing and transitioning out of homelessness, and older adults since the 1980s. In 2021, LSS served over 4,017 residents in over 105 Multifamily and LIHTC/Affordable Housing apartment communities. Through service provision LSS has provided over 66,000 direct services to residents. Direct Services includes referrals to community supports such as transportation, employment services, financial services/assistance, and mental health services. Participants in LSS's Supportive Services programs have shown tenants' length of stay increases by 1.5 years in comparison to individuals who decline services. In 2021 active participants in LSS programming on average remained a tenant at their property for 5.33 years, versus individuals who did not participate in services remaining at the property for 3.96 years.</p> <p>LSS currently operates and supports 7 Rapid Re-Housing and TBRA homelessness programs in Dane County. LSS currently supports over 125 clients in their housing search and supplemental case management in these programs.</p>

<p>How the supportive services partner and the respondent will work together to ensure the best outcomes for tenants, such as housing retention:</p>	<p>Lutheran Social Services of Wisconsin and Upper Michigan will establish a communication plan with the project's property management team prior to lease up, which implements a partnership approach to supporting the tenants at the property. It is important for the tenants to view LSS and property management as a team, working together to provide a safe and thriving community. LSS and the property management team will implement frequent check in calls or in person meetings to work and discuss property updates, unit turnover, eviction prevention, and overall tenant or property needs. Additionally facilitation of an annual meeting where tenants, management and the service provider can meet to discuss any issues or concerns to ensure best outcomes for tenants and the property.</p>
--	--

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

Lutheran Social Services of Wisconsin and Upper Michigan, Inc. (LSS) has been providing social services to people in need since 1882. With the help of nearly 900 employees, LSS provides services across a person's lifespan, addressing a variety of conditions. Services are available for children and families, adults, older adults, and persons with disabilities. Lutheran Social Services of Wisconsin & Upper Michigan, Inc. provides a multitude of services including but not limited to the following services:

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

Traditional service provision through LSS has long included services to individuals with disabilities. LSS has experience working with this project's target population. Current LSS programs known to include disabled individuals, low income families and homelessness include:

- HUD Housing and Tax Credit Housing Service Provision
- Off the Square Club- a daytime drop in center for people with serious and persistent mental illness as well as homelessness. Emotional support, vocational and recreational opportunities, and structuring of individual schedules are available.

- Rapid Rehousing and Housing First programming in Dane, Eau Claire, Racine and Kenosha Counties in Wisconsin, and several counties in the Upper Peninsula in Michigan. Including active participation in and attendance at the Dane County Continuum of Care meetings, as well as the Veterans Committee on Homelessness.
- Veterans Housing and Recovery Programming - residential facilities for homeless veterans to receive the job training, education, counseling and rehabilitative services they need to obtain steady employment, affordable housing and the skills to sustain a productive lifestyle
- Outpatient Treatment Services- intensive outpatient treatment for adults and adolescents dealing with addiction.
- Quality Mental Health clinics and services
- Comprehensive addiction and recovery services. Our programs work in partnership with most Wisconsin counties, the Department of Health Services, and the state and federal corrections departments.
- Community Supported Living and Support Brokering for older adults and individuals with disabilities

Lutheran Social Services (LSS) has a strong history as a supportive services provider within affordable housing and low income housing complexes. Since the 1980s, LSS has provided Service Provision services in low income housing facilities to older adults and adults with disabilities in the state of Wisconsin and Upper Michigan. Service Coordinators work to help identify, access and coordinate services for residents that can encourage independence and remain a successful tenant. LSS provides supportive services at over 105 communities throughout Wisconsin and Upper Michigan, including five currently operating communities in Madison

EXPERIENCE AND QUALIFICATIONS

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

St. John's has a long history of working with people who are homeless, marginally housed and economically insecure through various programs, including: our long-term partnerships with the Porchlight DIGS program that provides emergency housing assistance, St. John's Emergency Fund that works with individuals to cover their basic needs that they are unable to afford due to being severely housing burdened (e.g. spending more than 50% of their incomes on rent), long term partnerships with the Tenant Resource Center, City of Madison Homeless Services Consortium, Porchlight, Off the Square Club and Lutheran Social Services, Backyard Mosaic Project, Salvation Army and more. It has become clear that a primary issue facing Madison is a lack of availability of moderately priced, safe, well maintained, conveniently located housing for the working poor. St. John's is seeking to extend its historic mission of caring for those in need by using its property to address this critical need.

St. John's development partner, Brad and Mark Binkowski, have developed over 500 apartments in downtown Madison that the company their family co-owns, Urban Land Interests, continues to manage and operate. Brad began his career developing Section 8 housing developments throughout Wisconsin with his partner Tom Neujahr. In 1982 Brad and Tom turned their attention to downtown Madison with a vision that the Capitol Square could be transformed into a vibrant area with new office space, sidewalks filled with pedestrians walking to restaurants and special events drawing people and activity into downtown. They were focused on building new office buildings that could attract new tenants and building apartments leased to professional employees who could walk or ride their bikes to the places they worked.

The key to making their vision of downtown a reality was developing underground parking. The only way to make the parking feasible was through the creation of an effective partnership with the public sector to get the economic assistance required. These public-private partnerships were critical to the success of their projects, with some of the innovative structures used being the first of their kind and replicated by cities throughout the country.

Brad and Mark have seen first hand the changing dynamics in the Madison rental market as more market rate apartments have been built, and responded by constructing the Quarter Row project which emphasized smaller, more efficient units that could keep rent lower for younger professionals priced out of other properties. They have recognized the need to increase the supply of affordable housing in close proximity to the Capitol Square and are excited to have the opportunity to work with St. John's on a unique site that can help meet these needs.

Brad Binkowski and Urban Land Interests developed two WHEDA financed affordable properties that they continue to manage, and although they are not located in Madison they provide knowledge of the needs of tenants renting affordable apartments and associated reporting and compliance requirements. The first, LaFollette Park Apartments, is a 56 unit affordable rental apartment property in West Allis, WI that was acquired and renovated in 2004 as a 100% affordable housing project for tenants earning at or below 60% of area median income. The second, Sturgeon Bluff, is a 105 unit project in Wausau, WI that Brad and ULI redeveloped in 1980 into elderly housing for residents 65 years of age or older. The project was comprehensively renovated in 2005 utilizing equity provided by WHEDA low income housing tax credits. Both projects have maintained effectively 100% occupancy and continue to be managed by Urban Land Interests.

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

Urban Land Interests is a highly respected local property manager with a reputation for long term tenant retention and minimal vacancies. ULI's strong connection to the community, and its commitment to long term stewardship of the properties it manages, make it well suited to manage the completed project. Urban Land Interests consists of over 125 employees that are all committed to delivering the highest quality of service to its tenants. The companies mission is to "build long term relationships with its tenants by providing services that anticipate and meet their needs and exceed their expectations." ULI's residential property management team is the best in the business and includes everything from property management and leasing personnel to its own janitorial and maintenance staff. In this way the company can ensure that any interaction a tenant has with an employee in the building is positive, as employees have the shared mission of serving tenants.

As noted in the previous section, Urban Land Interests has direct experience managing WHEDA financed affordable properties. This includes the LaFollete Park Apartments and Sturgeon Bluff elderly housing that ULI developed and still presently manages. Both assets have maintained high tenant retention rates and effectively 100% occupancy for many years. Urban Land Interests' residential property management staff is undergoing re-certification with WHEDA and will have all paperwork submitted prior to WHEDA's September 1 deadline.

If for whatever reason the development team needed to bring in a third party property management firm to handle the initial lease up and to provide comfort to the tax credit investors we would be willing to do so. In that event, the team will look for a firm that shares ULI's commitment to serving tenants and can work as a trusted partner alongside St. John's, LSS and Mark and Brad Binkowski. That firm would be brought on to ensure a smooth lease up, after which point the property management would be transitioned to Urban Land Interests.

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

PROJECT FINANCING

- U. **BUDGET SUMMARY:** Indicate the sources and uses of all funds for this project.

The County requires that the developer defer 40% of the developer fee as a financing source. If the sources and uses for a project indicate that less than 40% of the developer fee has been deferred, the amount requested will be reduced by the difference between the percentage of the developer fee deferred and 40%

For example: Assume the developer fee is \$1,000,000 and \$350,000, or 35% of the fee is deferred. Also assume the request for county funding is \$500,000. The actual award would be reduced by \$50,000 and the project would receive an award of \$450,000, if selected.

SOURCE	AMOUNT
First Mortgage - WHEDA	11,877,260
City of Madison AHF - Cash Flow	1,750,000
City of Madison AHF - LTD	1,750,000
Dane County AHDF	2,430,000
GP Equity	100
Investor Federal LIHTC Equity	9,680,087
Investor State LIHTC Equity	3,622,237
Deferred Development Fee	2,630,654
WHEDA Subordinate Debt	1,187,726
AHP Loan	900,000
TOTAL	35,828,064

USES	AMOUNT
Apartment Construction Cost	23,400,000
Site Cost	300,000
General Requirements	1,185,000
Contractor Overhead	497,700
Contractor Profit	1,269,135
Construction Contingency	1,332,592
FF&E	85,000
Architectural	585,000
Architectural Supervision	15,000
Survey	15,000
Structural/Civil Engineering	100,000
Geotech/Soils	5,000
Construction Interest	1,166,665
Insurance	50,000
Construction Title/Recording	40,000
Construction Loan Orig.	213,052
Construction Legal	15,000
Construction Period Taxes	50,000
Perm Loan Orig. Fee	178,159
WHEDA Loan Comit. Fee	20,000
Perm Loan Legal	30,000
Market Study	7,500
Environmental Reports	15,000
Tax Credit Fees	159,317
Appraisal	7,500
Marketing & Leasing	50,000
Soft Cost Contingency	31,793
Cost Certification	8,000
Park Impact Fees	89,021
Permits and Municipal Fees	75,000
Accounting	51,875
Plan/Cost Review	35,000
GP Legal Fees	95,000
Property Insurance	10,000
Organization/Syndication	50,000
Developer Fee	3,592,852
Consultant Fee	155,625
Operating/DS Reserve	802,278
Rent Up Reserve	40,000
TOTAL	35,828,064

V. Which of the identified sources have been secured?

Due to the timing of the respective funding requirements, no other sources have yet been secured. The County's AHDF application is due first, with the application for City AHF submitted on July 18th. The project intends to submit its application to WHEDA to secure tax credits in November / December of this year (2022), with awards to be made in the spring of 2023. Once the tax credits are secured, the project would then submit to AHP for the \$900,000 in funding. The deferred development fee is included in the current underwriting and thus is not waiting to be secured.

Simply due to the nature of how these various funding organizations lay out their applications and respective timelines, this application to the County is the first step in the process to securing the required funding sources. However, the development team is confident that the merits of this

development will allow it to be successful in securing the above listed sources. The project meets most, if not all, of the preferences and goals of the County and City applications, and is currently scoring 8 - 10 points higher the 4% threshold in last year's WHEDA awards.

It is also important to note that a majority of the deferred development fee will be retained by St. John's as the owner of the development, with additional payments to Lutheran Social Services to help compensate for the supportive services being provided.

- W. If the project will be applying for tax credits, please indicate which applications will be submitted (e.g. 4%, 9%, senior), the proposed timeline for submittal.

The project will be applying to WHEDA for tax credits utilizing the 4% competitive state + 4% noncompetitive federal tax credits. The development team will submit those applications to WHEDA in advance of the deadline in early December, 2022 with the objective of obtaining an award in the spring of 2023. Please see below for why the project is not able to compete for 9% tax credits, and the added importance of securing support from both the County and City.

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

There has not been a true affordable housing project built within close proximity to the Capitol Square since the Madison Mark was completed in 2005. The primary reason for this is that because land is so limited on Madison's isthmus the cost to acquire a development site is extremely high. In addition, projects near the Capitol Square have to be supported by structured, underground parking, which is extremely cost prohibitive to built. Lastly, downtown developments require "high rise" construction standards including the use of post tensioned concrete.

A typical affordable housing project is built further from downtown where land is more readily available. These projects are generally built to be only a few stories tall in order to utilize wood frame construction. They also supply parking with very inexpensive surface parking lots. When comparing the cost basis between these two types of projects, the challenges facing an affordable housing project downtown are considerable. That is why the best we have been able to do in recent years as a community is to include a small number of affordable units in larger market rate projects.

The proposed site for this project is exactly where affordable housing is most needed. In a highly walkable neighborhood just blocks from the employment center that is the Capitol Square, directly along the main transportation corridor that is East Washington Avenue that will serve the future BRT route. Unfortunately, this site is not in a qualified census tract, limiting the potential for scoring on WHEDA's application. Additionally, because the demographics downtown are highly skewed by the student population, downtown Madison does not score highly as an area of economic opportunity. In fact, per WHEDA's scoring critiera (section 13 - appendix R - areas of economic opportunity) this location only scores 12 out of a total possible 28 points. So, although this site makes a great deal of sense as a location for affordable housing, WHEDA's scoring criteria do not allow the project to be competitive for 9% tax credits.

For this project, the construction costs are similar to what a new, downtown market rate project would cost but the rents are vastly less due to the income strictions. Because the project is utilizing the 4+4% tax credit program, the financial leverage provided by the tax credits is more limited than with a 9% deal. The combination of the lower tax credit leverage and high construction costs creates a significant gap in the budget for this project, without traditional methods to close this gap being available.

Critically, as the owner of the property St. John's has agreed to contribute the land the Church owns free and clear at no cost to the project. This comes at a significant financial loss to the Church, but is necessary to help make the project feasible. Since the land contribution is a net wash it has not been included in the above sources and uses. The land contribution further demonstrates the mission driven nature of this project and St. John's desire to use its site to further benefit the community it is a part of.

The support of the County thru the Affordable Housing Development Fund is another vital piece to unlocking the many benefits of this exciting project, and would go a long way to helping ensure this important affordable housing resource can be provided to downtown residents.

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

OPERATING BUDGET

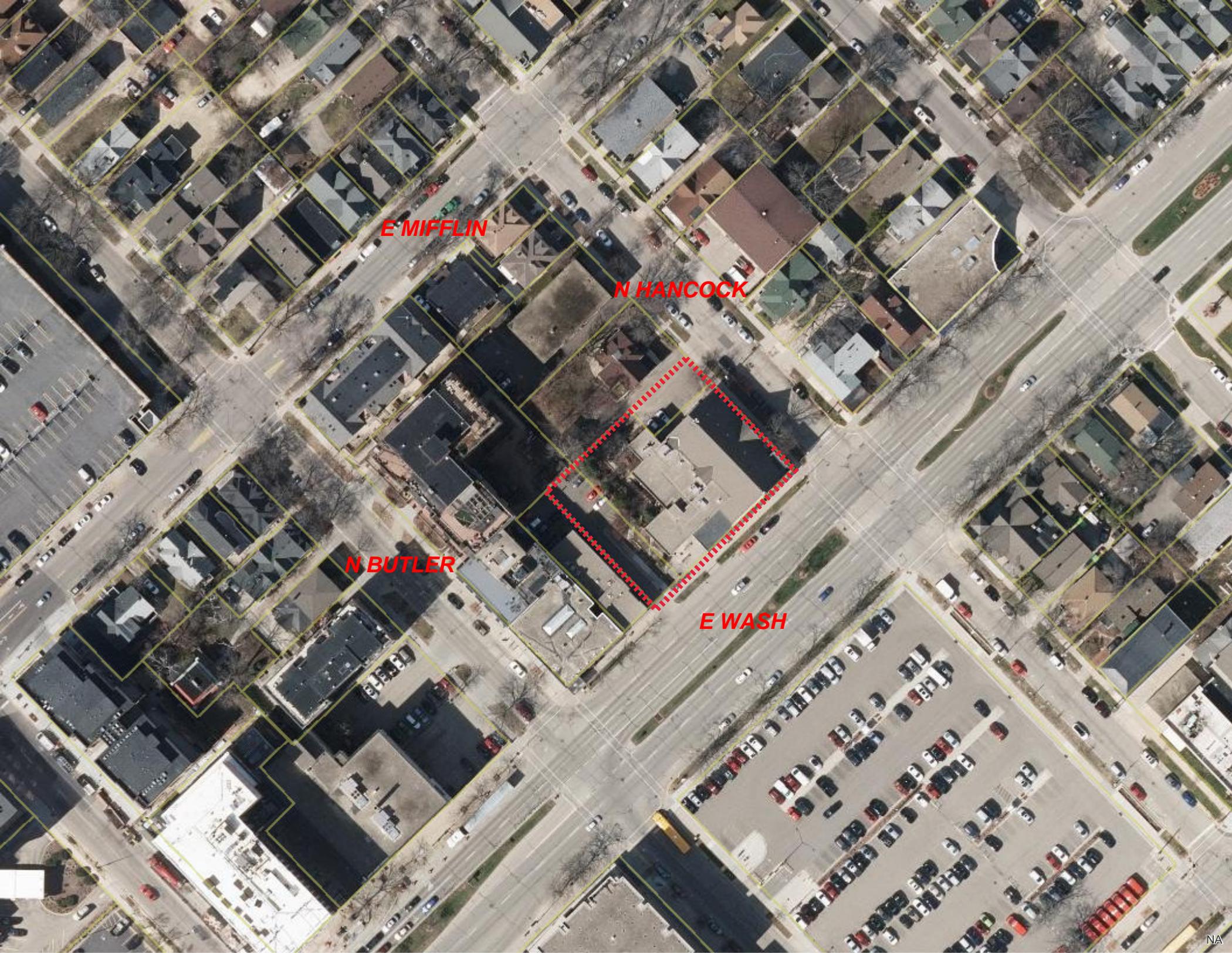
	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
INCOME										
Gross Potential Rent	SEE ATTACHED									
Vacancy										
Other Income										
Total Income										
OPERATING EXPENSES										
Marketing										
Payroll										
Other Administrative Costs										
Management Fees										
Utilities										
Security										
Maintenance Expenses										
Property Taxes										
Insurance										
Reserves for Replacement										
Total Operating Expenses										
Net Operating Income										
Debt Service										
Asset Management										
Cash Flow										

	Year 11	Year 12	Year 13	Year 14	Year 15	Year 16	Year 17	Year 18	Year 19	Year 20
INCOME										
Gross Potential Rent	SEE ATTACHED									
Vacancy										
Other Income										
Total Income										
OPERATING EXPENSES										
Marketing										
Payroll										
Other Administrative Costs										
Management Fees										
Utilities										
Security										
Maintenance Expenses										
Property Taxes										
Insurance										
Reserves for Replacement										
Total Operating Expenses										
Net Operating Income										
Debt Service										
Asset Management										
Cash Flow										

St. John's Lutheran Church
Affordable Housing Redevelopment
 Madison, Wisconsin

20 Year Cash Flow Projections -- Dane County AHDF Application

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13	Year 14	Year 15	Year 16	Year 17	Year 18	Year 19	Year 20
INCOME																				
Gross Potential Rent	1,855,947	1,893,066	1,930,927	1,969,546	2,008,937	2,049,115	2,090,098	2,131,900	2,174,538	2,218,028	2,262,389	2,307,637	2,353,790	2,400,865	2,448,883	2,497,860	2,547,818	2,598,774	2,650,749	2,703,764
Vacancy	(131,227)	(133,851)	(136,528)	(139,259)	(142,044)	(144,885)	(147,783)	(150,738)	(153,753)	(156,828)	(159,965)	(163,164)	(166,427)	(169,756)	(173,151)	(176,614)	(180,146)	(183,749)	(187,424)	(191,173)
Other Income	18,720	19,094	19,476	19,866	20,263	20,668	21,082	21,503	21,933	22,372	22,820	23,276	23,741	24,216	24,701	25,195	25,699	26,213	26,737	27,272
Total Income	1,743,440	1,778,309	1,813,875	1,850,153	1,887,156	1,924,899	1,963,397	2,002,665	2,042,718	2,083,573	2,125,244	2,167,749	2,211,104	2,255,326	2,300,432	2,346,441	2,393,370	2,441,237	2,490,062	2,539,863
OPERATING EXPENSES																				
Marketing	5,000	5,150	5,305	5,464	5,628	5,796	5,970	6,149	6,334	6,524	6,720	6,921	7,129	7,343	7,563	7,790	8,024	8,264	8,512	8,768
Payroll	65,000	66,950	68,959	71,027	73,158	75,353	77,613	79,942	82,340	84,810	87,355	89,975	92,674	95,455	98,318	101,268	104,306	107,435	110,658	113,978
Other Administrative Costs	27,125	27,939	28,777	29,640	30,529	31,445	32,389	33,360	34,361	35,392	36,454	37,547	38,674	39,834	41,029	42,260	43,528	44,833	46,178	47,564
Management Fees	104,606	106,699	108,833	111,009	113,229	115,494	117,804	120,160	122,563	125,014	127,515	130,065	132,666	135,320	138,026	140,786	143,602	146,474	149,404	152,392
Utilities	99,000	101,970	105,029	108,180	111,425	114,768	118,211	121,758	125,410	129,173	133,048	137,039	141,150	145,385	149,746	154,239	158,866	163,632	168,541	173,597
Security	31,202	32,138	33,102	34,095	35,118	36,172	37,257	38,375	39,526	40,712	41,933	43,191	44,487	45,821	47,196	48,612	50,070	51,572	53,119	54,713
Maintenance Expenses	187,500	193,125	198,919	204,886	211,033	217,364	223,885	230,601	237,519	244,645	251,984	259,544	267,330	275,350	283,611	292,119	300,882	309,909	319,206	328,782
Property Taxes	227,500	234,325	241,355	248,595	256,053	263,735	271,647	279,796	288,190	296,836	305,741	314,913	324,361	334,091	344,114	354,438	365,071	376,023	387,304	398,923
Insurance	25,000	25,750	26,523	27,318	28,138	28,982	29,851	30,747	31,669	32,619	33,598	34,606	35,644	36,713	37,815	38,949	40,118	41,321	42,561	43,838
Reserves for Replacement	39,000	40,170	41,375	42,616	43,895	45,212	46,568	47,965	49,404	50,886	52,413	53,985	55,605	57,273	58,991	60,761	62,584	64,461	66,395	68,387
Total Operating Expenses	810,933	834,215	858,175	882,832	908,207	934,321	961,195	988,853	1,017,317	1,046,611	1,076,759	1,107,787	1,139,720	1,172,585	1,206,409	1,241,221	1,277,050	1,313,925	1,351,878	1,390,940
NET OPERATING INCOME	932,507	944,094	955,700	967,321	978,949	990,578	1,002,202	1,013,812	1,025,401	1,036,962	1,048,485	1,059,962	1,071,384	1,082,741	1,094,024	1,105,220	1,116,320	1,127,312	1,138,184	1,148,923
Debt Service	793,623	793,623	793,623	793,623	793,623	793,623	793,623	793,623	793,623	793,623	793,623	793,623	793,623	793,623	793,623	793,623	793,623	793,623	793,623	793,623
Asset Management	5,000	5,150	5,305	5,464	5,628	5,796	5,970	6,149	6,334	6,524	6,720	6,921	7,129	7,343	7,563	7,790	8,024	8,264	8,512	8,768
CASH FLOW	133,884	145,321	156,773	168,234	179,699	191,159	202,609	214,040	225,444	236,815	248,142	259,418	270,632	281,776	292,838	303,807	314,674	325,425	336,049	346,532

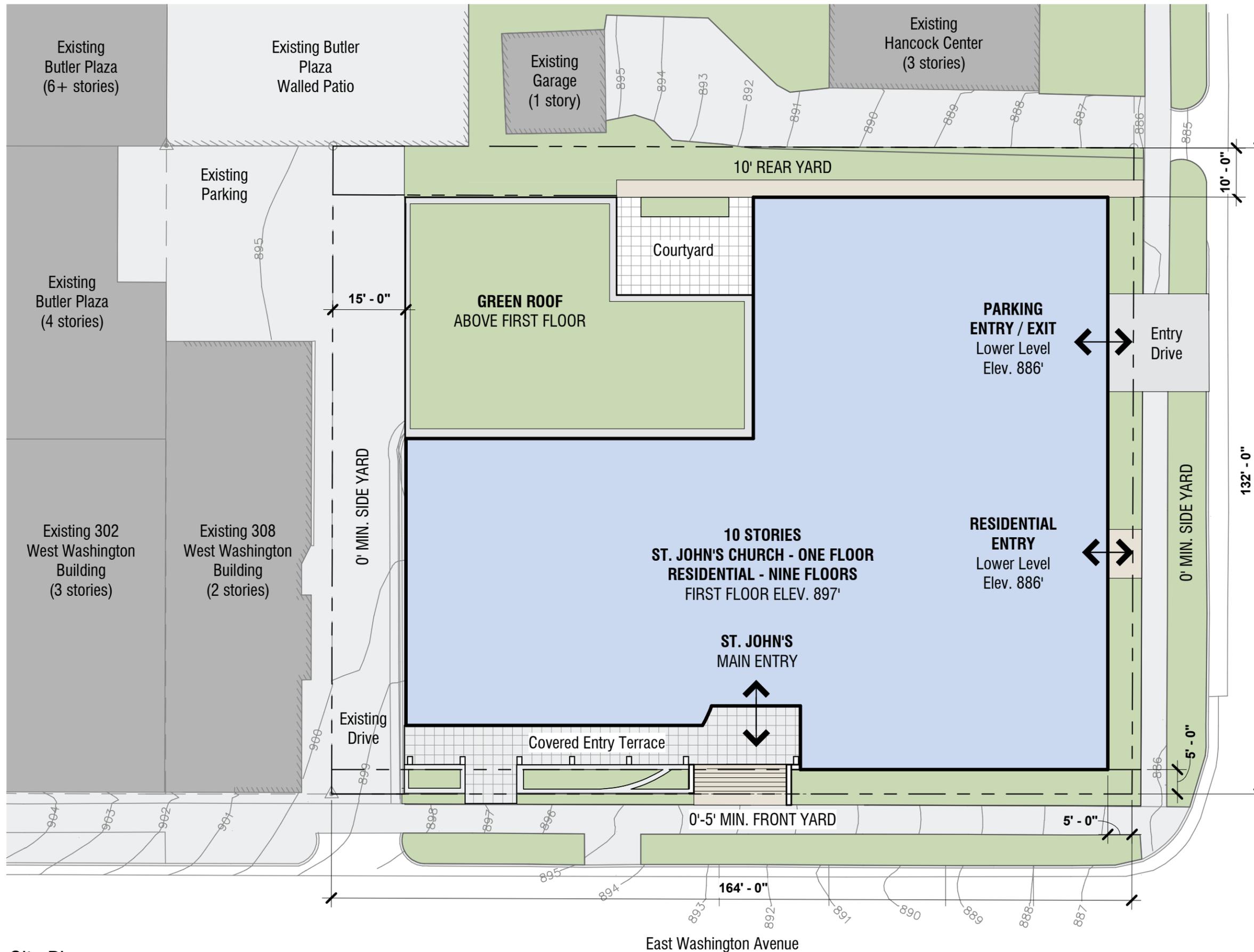


E MIFFLIN

N HANCOCK

N BUTLER

E WASH



322 East Washington Avenue
Zoning Information

Proposed Design
UMX Zoning – Urban Mixed Use
Setbacks: Front 5'
Side: 5' to 15'
Rear: 10'

Max Lot Coverage: 90% <

Max height: St. John's 1 story
Residential 9 stories
Total 10 stories

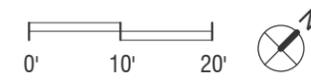
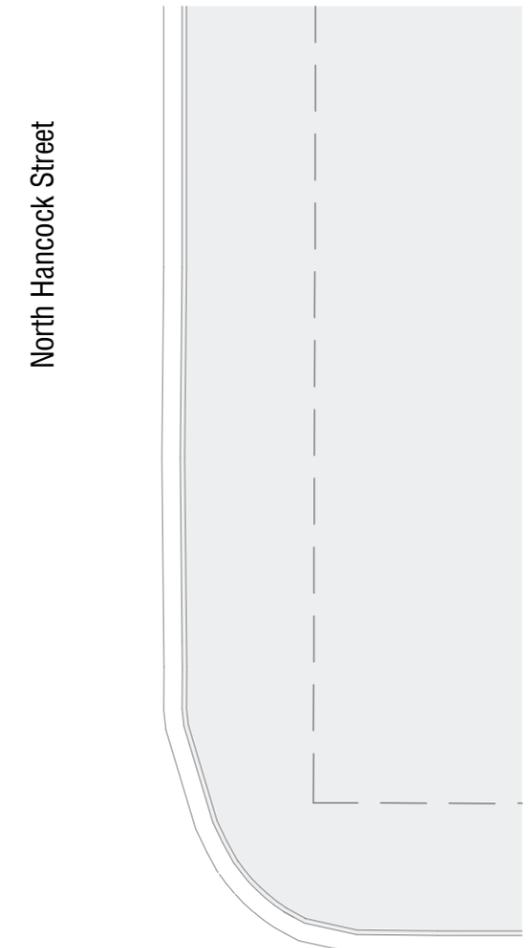
Previous 114' - 0" - Proposed 108' - 0"

Stepbacks: TBD

Useable Open Space: 10 Sq. ft. per bdrm

Residential Units: 110-130 units

Parking Stalls: Previous 99 stalls - Proposed 70 stalls





St. John's Lutheran Church

Exterior Perspective



Exterior Perspective



Exterior Perspective



Exterior Perspective - East Washington Avenue & North Hancock Street
St. Johns Lutheran Church - 2021.09.00
October 25, 2021



Exterior Perspective

Exterior Perspective



ST. JOHN'S LUTHERAN CHURCH REDEVELOPMENT

TENANT SELECTION PLAN

As Of: 7.1.22

PROJECT DESCRIPTION

St. John's Lutheran Church ("Owner") is redeveloping its property to construct a 130 unit affordable housing development (the "Project"). The Project is located at the corner of North Hancock Street and East Washington Avenue, directly adjacent to one of the City's main transit corridors. The project will contain the following unit set asides:

- 22 units at 30% of CMI
- 58 units at 50% of CMI
- 28 units at 60% of CMI
- 22 units at Market

The Project is a ten-story building that will contain approximately 70 stalls of underground parking. The first floor will contain gathering and worship space for St. John's Lutheran Church, as well as additional space to be leased to the Church's various partnering organizations. The Project will be financed utilizing the Wisconsin Housing and Economic Development Authority's ("WHEDA") 4% competitive state plus 4% noncompetitive federal low-income housing tax credits.

TARGETED POPULATIONS

The Project is intended to serve the following targeted populations as established by the City and County Affordable Housing guidelines:

- Very low-income individuals
- Persons with arrest or conviction records
- Persons suffering from mental illness

The 22 units set aside for those earning 30% or less of CMI is a hard set aside for very low-income individuals. Out of the 22 units set aside for very low-income individuals, five (5) of those units will be held for those on the by-name list set aside for referrals from the Coordinated Entry Systems Manager, specifically for individuals with VI-SPDAT scores of 5 or less. The Project intends to serve low-income earners and based on the level of integrated supportive services provided, will look to provide housing for those homeless individuals with a likelihood of successfully maintaining their tenancy.

The property manager and supportive services provider will work closely with the Coordinated Entry Systems Manager to identify individuals and families that qualify based on the criteria in this Tenant Selection Plan for the five (5) units held for those on the by-name list. Any available units will be held vacant for 30 days to allow referral from the by-name list. After the 30-day period, the units may be leased to other qualifying applicants, working in partnership with other agencies within the Homeless Services Consortium to solicit additional referrals.

The Project will work closely with the partnerships St. John's has developed with several organizations that work directly with the targeted populations to maintain ongoing referrals for

those individuals. These organizations include: the Tenant Resource Center, Porchlight, Off the Square Club, Lutheran Social Services, Backyard Mosaic Project, the Salvation Army and others. These outreach efforts will be designed to ensure that a sufficient number of applicants, with an emphasis on those in the targeted populations, are on the waiting list to fill any anticipated vacancies.

INTEGRATED SUPPORTIVE SERVICES

All 22 of the 30% CMI units will include integrated supportive housing services. 8 of the 58 units set aside for those at 50% CMI will also include integrated supportive housing services. Although the integrated supportive housing services are intended to specifically serve these thirty (30) units, all residents in the building will have access to these services.

The Project has entered into an agreement with Lutheran Social Services (“LSS”) to provide supportive services for these targeted units. LSS will provide a designated Service Coordinator responsible for linking residents with supportive or advocacy services in the general community to which they are entitled, with the desired outcome of keeping them independent in their units. Specific services to be offered include:

- Completion of an intake assessment for new residents requesting this service. Information regarding the availability of a service coordinator will be presented to all new tenants by property management. Once receiving referral or inquiry the Service Coordinator will make reasonable efforts to engage with the resident to complete the intake assessment. It is understood and agreed that tenants will have to voluntarily agree to participate in the process, and that there will not be any adverse consequences for tenants that elect not to partake.
- Development of a case management plan for tenants with supportive service needs completing the intake assessment. This plan may include referral to other resources, including linking residents with programs that support independence and self-sufficiency, employment opportunities and financial assistance and management.
- LSS will assist the property manager in outreach efforts with community partners to raise awareness of the unique opportunity with the targeted populations. LSS will work with the management company to market the low-income units to the targeted populations.

LSS’ Service Coordinator will have a standalone office in the Project, separate from the Property Management office. LSS anticipates this Service Coordinator being a one-half (0.5) FTE.

NONDISCRIMINATION

Federal law to promote fair housing prohibits discrimination against applicants and/or tenants on the basis of race, color, religion, disability, national origin, sex, familial status and age. Additionally, The Project will not discriminate on the basis of sexual orientation, gender identity or marital status in line with HUD's rules.

The Project, property manager and support services provider will comply with all federal, state and local laws concerning nondiscrimination and fair housing. Furthermore, the Project will take extra steps to ensure property management staff do not, and are not perceived to, discriminate against applicants or tenants. Owner will work with the property manager and supportive services provider to ensure all parties are familiar with, and in compliance with, all applicable federal, state and local laws regarding fair housing and accessibility, including:

- Fair Housing Act
- Title VI of the Civil Rights Act of 1964
- Age Discrimination Act of 1975
- Section 504 of the Rehabilitation Act of 1973
- HUD Notice 2015-01

[Drafter's Note – further details on specific nondiscrimination provisions addressed in each of the above referenced laws and mandates will be included in the final version of this TSP.]

LIMITED ENGLISH PROFICIENCY, EQUAL ACCESS AND REASONABLE ACCOMMODATIONS

The Project will take reasonable steps to provide access to the information and services contained within this TSP, as well as those provided by the property manager and supportive services provider, for persons with Limited English Proficiency (LEP). These steps may include a language line or other interpreter services and/or the translation of written materials (including this TSP) into other languages.

The Fair Housing Act ensures that persons with disabilities have equal access to programs and services. The Project will take steps to provide reasonable accommodations to ensure equal access is provided. This will begin from the first inquiry of a potential applicant through to the physical design of the Project and the supportive services provided by LSS.

A reasonable accommodation is a change, exception or adjustment to a policy or practice that may be necessary for a person with a disability to have an equal opportunity to enjoy a dwelling unit, including the Project's common areas. If an applicant or an applicant's family member has a disability or handicap they may request a reasonable accommodation at any time. Federal regulations stipulate that requests for accommodations will be considered reasonable if they do not create an "undue financial and administrative burden" for the Project or result in a "fundamental alteration" in the nature of the program or service offered.

To promote equal access and to allow the Project to better serve the targeted population of persons with disabilities, the Project will adhere to a high degree of commitment to Universal Design principles by creating spaces that are inclusive for all to use and understand, regardless of age, size and disability.

PRIVACY POLICY

The Project and property manager will, to the extent applicable, comply with the provisions of the Privacy Act of 1974 to safeguard the privacy of individuals and individuals' records collected and maintained by the Project. All applicant and tenant information will be kept in a secure location with access limited to authorized property management staff. Property management staff shall not disclose any personal information contained in records unless the individual has given their consent to any release or as required or compelled by federal, state or local agencies. This privacy policy does not limit the Project's ability to collect personal information as required and appropriate to determine eligibility, compute rent or determine an applicant's suitability for tenancy.

VIOLENCE AGAINST WOMEN ACT (VAWA)

The Violence Against Women Act provides protections for victims of domestic violence, dating violence, sexual assault and stalking regardless of sex, gender identity or sexual orientation. The Project will provide a copy of form HUD-5382, Certification of Domestic Violence, Dating Violence, Sexual Assault, and Stalking to applicants to make certifications that he/she/they is a victim of domestic violence, dating violence, sexual assault or stalking. The property manager will comply with all protections afforded under VAWA to applicants or tenants thus certified. The property manager will provide all tenants with information about VAWA at their annual reexamination and in any lease termination notices. Any information provided to the Project, property manager or supportive services provider regarding VAWA will be kept confidential.

ELIGIBILITY REQUIREMENTS

The Project and property management staff will work to treat all applicants and tenants equitably and fairly in keeping with the practices outlined in this Tenant Selection Plan. This includes ensuring that all applicants and tenants meet the Project's eligibility requirements, including any individuals approved to be added to a unit after the initial lease is executed. By submitting an application, applicants and tenants are agreeing to provide information as required by the Project to confirm eligibility requirements and to comply with applicable local, state and federal laws and program requirements.

Final decisions on eligibility for admission to the Project will be made only after all required information is provided, verified and properly documented, including social security information as required. This can be provided either with a social security card or a number certified as accurate.

The Project is responsible for screening applicants to occupy housing units and may consider all relevant information to ensure program integrity. The Project will consider an applicant's history with respect to the following factors:

- Payment of housing-related expenses, including rent and utilities
- Caring for a unit and property
- Respecting the rights of other residents to the quiet enjoyment of their units
- Criminal activity that poses a threat to the health or safety of others
- Compliance with any conditions of tenancy as outlined in this TSP or maintained by local, state or federal regulations.

More specifically, the Project will maintain the eligibility criteria noted below. When reviewing this criteria against an application, property management staff will take a holistic look at each application in making its determination, with the goal of not relying on any one criteria to the extent practical.

Income:

- The Project contains the following unit set-asides based on income levels:
 - o 22 units for individuals or families whose annual income does not exceed 30 percent of the median income for the area
 - 12 studios / junior one-bedrooms
 - 10 one-bedrooms
 - o 58 units for individuals or families whose annual income does not exceed 50 percent of the median income for the area
 - 22 studios / junior one-bedrooms
 - 24 one-bedrooms
 - 11 two-bedrooms
 - 1 three-bedroom
 - o 28 units for individuals or families whose annual income does not exceed 60 percent of the median income for the area

- 8 studios / junior one-bedrooms
- 9 one-bedrooms
- 11 two bedrooms
- The median income for the area will be based on the WHEDA published income limits for Dane County as established by HUD.
- Income eligibility is established by comparing a family's annual income with the published income limits. To be eligible a family's income must be less than the applicable HUD specified income limits.
- Rental rates for income-restricted units will be set within 90% - 97% of the WHEDA published maximum rent limits.
- If an applicant cannot meet the minimum income requirement the applicant will NOT be denied 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 the previous 24 months.

Housing History:

- The Property Manager will solicit references from past landlords covering a 24-month period of time to better determine whether an applicant kept a unit clean, safe and sanitary; whether the applicant violated health or safety codes; whether any damage was done by the applicant; whether the neighbors complained about the applicant and other general inquiries.
- An applicant will not be denied solely due to a lack of housing history. The Property Manager will work with the applicant to understand the applicant's ability to meet the income criteria noted above. If an applicant is living with a relative or friend, the applicant can provide proof of payment of rent to such relative or friend in lieu of traditional housing history documentation.

Credit Score:

- Credit checks will be processed through approved credit agencies for all applicants aged 18 years or older. An applicant will not be denied solely due to a poor credit score. A copy of the credit report will be made available to the applicant pursuant to any requirements of the specific credit agency.
- An applicant will not be denied if there is information in the credit report that is disputed, in repayment or unrelated to a past housing or utility (gas, electric, water) obligation.
- An applicant will not be denied due to an inability to meet financial obligations other than housing and utilities necessary for housing (gas, electric, water).

Criminal History:

- An applicant will not be denied based on Wisconsin Circuit Court Access records or previous 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, (ii) if the program or project is federally assisted, criminal activity for which federal law currently requires denial, and (iii) criminal conduct that indicates a demonstrable risk to resident safety and/or the Project. *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) and means criminal activity that involves the manufacture or distribution of a controlled substance, excluding those prescribed by a physician for the use by a disabled person.

Occupancy Criteria:

- Occupancy standards are established to ensure that units are occupied by families of the appropriate size, to promote health and safety and avoid overcrowding, and to maximize the availability of affordable housing opportunities. The occupancy criteria will be applied in accordance with all applicable fair housing requirements and local/federal laws. The following occupancy criteria will be used:
 - o 1 Bedroom Unit: Minimum Occupants = 1 / Maximum Occupants = 2
 - o 2 Bedroom Unit: Minimum Occupants = 2 / Maximum Occupants = 4
 - o 3 Bedroom Unit: Minimum Occupants = 3 / Maximum Occupants = 6

Security Deposit:

- The Project will collect a security deposit equal to one-half month's rent for residents in income-restricted units. For tenants in income-restricted units with conditional credit or limited rental histories, a security deposit equal to one-half month's rent will be collected with a cosignor; otherwise a security deposit equal to one month's rent will be collected. A security deposit equal to one month's rent will be collected for market-rate units.

Citizenship / Immigration Status:

- Housing assistance is available only to individuals who are US citizens, US Nationals or noncitizens that have eligible immigration status, provided any person still meets the other requirements for acceptance. All applicants will be required to declare whether the individual is a citizen, national or eligible noncitizen.
-

NOTICE OF DENIAL:

Property management staff will evaluate every application pursuant to the terms of this Tenant Selection Plan to maintain consistent application of this plan for all applicants. Management staff will timely notify applicants when they are approved for admission and will provide an estimate of the unit's anticipated availability.

In the event an application is rejected by management for any reason, management staff will provide the applicant with a written explanation detailing the reason or reasons that the application was rejected. The explanation will be provided in a timely manner. The applicant will be provided 10 days to request a meeting with management staff to discuss the reason or reasons the application was rejected. The meeting will be held by a member of the property management staff that was not involved in the original rejection decision. Management will follow up with the applicant in a reasonably timely manner after said meeting to inform the applicant whether the original rejection has been upheld or changed.

WAITLIST:

The Project will maintain a single waiting list that will be organized to allow the Project to accurately identify and select applicants in the proper order in keeping with the policies and preferences of this Tenant Selection Plan. In the event an application is received and approved (such that the applicant is deemed eligible under the criteria in this TSP) but an appropriately sized apartment is not vacant or readily available, said applicant will be placed on the Project's waiting list.

The waitlist will be maintained to detail the date and time that applications are received in order to ensure applicants are accepted on a first-come, first-served basis in keeping with the other criteria in this TSP. Property management staff will provide applicant's notice if their application was approved without an available unit to let the applicant know they will be placed on the waiting list. Property management staff will also provide the applicant with their best estimate of when a unit may become available. If the wait is anticipated to be longer than six (6) months, the applicant will be required to contact property management staff at six (6) months to confirm whether there have been any material changes to any of the information provided by applicant. Applicant will be required to provide this update on an ongoing basis, every six (6) months.

Property management staff will only deviate from the first-come, first-served basis of selecting applicants from the waiting list as units become available in the event it is necessary to maintain the five (5) by-name list set aside units. Furthermore, existing residents in the Project that request a unit transfer may be given priority over applicants on the waiting list.

Lutheran Social Services (LSS) has a strong history of providing wraparound service coordination and case management services to residents of housing complexes in numerous locations throughout Wisconsin and Upper Michigan, and is recognized as a provider of choice in the state for partnering with development companies to develop supportive services within affordable housing.

Lutheran Social Services will utilize wraparound a service coordination model where individuals residing at the St. John's Lutheran Church Development, will be given a single point of entry to accessing community and supportive services. An on-site coordinator will meet with individuals and families to complete an intake assessment and develop a strength-based, goal oriented plan of care. The service coordinator will work with the tenant and their surrounding existing natural supports, to build a comprehensive team, to explore areas of need, and fill gaps in supports where identified.

Scope of Services:

LSS will provide wraparound service provision and coordination, linking residents to supportive community services with a desired outcome of keeping the tenant and family members in stable housing. Specific services offered by LSS include:

- Completion of an intake assessment to identify strengths as well as areas of need for individuals and families. The Service Coordinator will make reasonable effort to engage residents in this process. It is understood and agreed that the resident has to voluntarily agree to participate in the process.
- Development of a case management plan for residents completing the intake assessment. This plan may include referral to other resources, including services and resources specific to their needs. This will include linking residents with programs that support independence and self-sufficiency, access to benefits, employment opportunities and financial assistance and management.
- The LSS Wraparound Service Coordinator will facilitate programming and supportive services for families. This will be done through:
 - An onsite presence by the Service Coordinator. LSS Staff will have a confidential space at the apartment community where tenants and families can schedule appointments or drop in for support and services. The Service Coordinator is also available by phone and email when offsite, to provide additional supports as needed, during business hours.
 - Facilitation of educational presentations and workshops. These will be based on the needs of the residents and can focus on resident identified issues such as positive parenting, budgeting, employment, educational resources, and benefit eligibility.
 - Connection to existing services in the Madison area, including but not limited to, mental health counseling, employment and educational services, benefit and entitlement programming and financial services.

The onsite wraparound service coordinator will refer residents to other community resources based on their individual plan of care. Currently LSS is in the process of developing community partnerships with the following:

- State of Wisconsin Department of Workforce Development, in coordination with the Job Centers of Wisconsin, to provide subsidized part-time work experience to obtain the skills necessary for obtaining permanent employment.
- UW Extension Dane County will provide onsite trainings and educational events of no cost to families. Training topics could include:
 - Financial coaching and one to one consultations
 - Nutritional education programs on topics such as choosing healthy diets on a limited budget and shopping strategies for spending wisely at the grocery store
- Dane County Veteran Services who can assist veterans and their families with obtaining local, state and federal benefits. Veterans Services also could assist tenants with the application process.
- Wisconsin Women's Business Initiative Corporation (WWBIC) has partnered with LSS to provide group training and events that focus on assisting tenants with managing household finances and increasing financial capabilities.

The goal of the Service Coordinator is to enhance the success of individuals and families residing at the project, with an emphasis of services to the 22 set aside units, and to promote their independence and ability to remain in their unit. The services identified above with enhance independent living success and promote dignity of residents by addressing needs through a person specific approach.

LSS is a member and attends the Dane County Continuum of Care meetings, and currently operates several Rapid Rehousing programs in Dane County. In addition, LSS's currently operates three Veterans Housing and Recovery Programs within the state of Wisconsin, for homeless veterans to receive the job training, education, counseling and rehabilitative services they need to obtain steady employment, affordable housing and the skills to sustain a productive lifestyle. LSS provides wrap around Service Coordination at other sites in the Madison area, and are familiar with the supports in the community to serve individuals and families experiencing homelessness and individuals with disabilities.

In addition to services outlined above LSS will assist property management in outreach efforts with community partners to raise awareness of this unique opportunity to individuals within the targeted population. LSS will work with the management company to market the low-income units to families in need.

We strongly believe that through provision of the wrap around service model, tenants at the St. John's Lutheran Church Development will have the tools necessary to strengthen support systems, identify necessary and beneficial resources, and positively impact their length of tenancy in this community. We look forward to partnering with St. John's Lutheran Church and Urban Land Interests on this exciting development.

Sincerely,

A handwritten signature in black ink, appearing to read "Dennis Hanson", written over a white background.

Dennis Hanson
Vice President



Urban Land Interests

July 12, 2022

Rev. Peter Beeson
St. John's Lutheran Church
322 East Washington Ave.
Madison, WI 53703

Dear Rev. Beeson,

On behalf of Urban Land Interests ("ULI"), I would like to thank you for your interest in engaging ULI as your property management partner for the St. John's Redevelopment. As I understand the project, St. John's will be redeveloping its site into 130 rental apartments, with church and partnering space on the ground floor and approximately 65 – 70 stalls of underground parking. Of the 130 apartments, 108 will be set aside for those earning less than 60% of area median income. I also understand that you will be submitting an application to WHEDA for low income housing tax credits, as well as to the City of Madison and Dane County for affordable housing funds.

Urban Land Interests has past experience in working with WHEDA while managing tax credit projects. We are delighted to have the opportunity to work with St. John's on this important project. I have reviewed the application for Dane County's AHDF that you provided, including the required lease addendum items and the draft tenant selection plan. ULI understand those requirements that St. John's has agreed to and is prepared to implement them as the property management partner. I appreciate you including ULI in these conversations early in the process, as it helps us be an effective partner in working with both you and Lutheran Social Services to deliver a successful project.

Please accept this letter as confirmation of Urban Land Interests commitment to providing property management services for this project and to being an effective partner throughout the process. We look forward to this exciting opportunity to work with St. John's on this transformative project.

Sincerely,

Steve Gibson
Director of Residential Property Management
Urban Land Interests

St. John's Lutheran Church

Affordable Housing Redevelopment

Madison, Wisconsin

20 Year Cash Flow Projections -- Dane County AHDF Application

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13	Year 14	Year 15	Year 16	Year 17	Year 18	Year 19	Year 20
INCOME																				
Gross Potential Rent	1,855,947	1,893,066	1,930,927	1,969,546	2,008,937	2,049,115	2,090,098	2,131,900	2,174,538	2,218,028	2,262,389	2,307,637	2,353,790	2,400,865	2,448,883	2,497,860	2,547,818	2,598,774	2,650,749	2,703,764
Vacancy	(131,227)	(133,851)	(136,528)	(139,259)	(142,044)	(144,885)	(147,783)	(150,738)	(153,753)	(156,828)	(159,965)	(163,164)	(166,427)	(169,756)	(173,151)	(176,614)	(180,146)	(183,749)	(187,424)	(191,173)
Other Income	18,720	19,094	19,476	19,866	20,263	20,668	21,082	21,503	21,933	22,372	22,820	23,276	23,741	24,216	24,701	25,195	25,699	26,213	26,737	27,272
Total Income	1,743,440	1,778,309	1,813,875	1,850,153	1,887,156	1,924,899	1,963,397	2,002,665	2,042,718	2,083,573	2,125,244	2,167,749	2,211,104	2,255,326	2,300,432	2,346,441	2,393,370	2,441,237	2,490,062	2,539,863
OPERATING EXPENSES																				
Marketing	5,000	5,150	5,305	5,464	5,628	5,796	5,970	6,149	6,334	6,524	6,720	6,921	7,129	7,343	7,563	7,790	8,024	8,264	8,512	8,768
Payroll	65,000	66,950	68,959	71,027	73,158	75,353	77,613	79,942	82,340	84,810	87,355	89,975	92,674	95,455	98,318	101,268	104,306	107,435	110,658	113,978
Other Administrative Costs	27,125	27,939	28,777	29,640	30,529	31,445	32,389	33,360	34,361	35,392	36,454	37,547	38,674	39,834	41,029	42,260	43,528	44,833	46,178	47,564
Management Fees	104,606	106,699	108,833	111,009	113,229	115,494	117,804	120,160	122,563	125,014	127,515	130,065	132,666	135,320	138,026	140,786	143,602	146,474	149,404	152,392
Utilities	99,000	101,970	105,029	108,180	111,425	114,768	118,211	121,758	125,410	129,173	133,048	137,039	141,150	145,385	149,746	154,239	158,866	163,632	168,541	173,597
Security	31,202	32,138	33,102	34,095	35,118	36,172	37,257	38,375	39,526	40,712	41,933	43,191	44,487	45,821	47,196	48,612	50,070	51,572	53,119	54,713
Maintenance Expenses	187,500	193,125	198,919	204,886	211,033	217,364	223,885	230,601	237,519	244,645	251,984	259,544	267,330	275,350	283,611	292,119	300,882	309,909	319,206	328,782
Property Taxes	227,500	234,325	241,355	248,595	256,053	263,735	271,647	279,796	288,190	296,836	305,741	314,913	324,361	334,091	344,114	354,438	365,071	376,023	387,304	398,923
Insurance	25,000	25,750	26,523	27,318	28,138	28,982	29,851	30,747	31,669	32,619	33,598	34,606	35,644	36,713	37,815	38,949	40,118	41,321	42,561	43,838
Reserves for Replacement	39,000	40,170	41,375	42,616	43,895	45,212	46,568	47,965	49,404	50,886	52,413	53,985	55,605	57,273	58,991	60,761	62,584	64,461	66,395	68,387
Total Operating Expenses	810,933	834,215	858,175	882,832	908,207	934,321	961,195	988,853	1,017,317	1,046,611	1,076,759	1,107,787	1,139,720	1,172,585	1,206,409	1,241,221	1,277,050	1,313,925	1,351,878	1,390,940
NET OPERATING INCOME	932,507	944,094	955,700	967,321	978,949	990,578	1,002,202	1,013,812	1,025,401	1,036,962	1,048,485	1,059,962	1,071,384	1,082,741	1,094,024	1,105,220	1,116,320	1,127,312	1,138,184	1,148,923
Debt Service	793,623	793,623	793,623	793,623	793,623	793,623	793,623	793,623	793,623	793,623	793,623	793,623	793,623	793,623	793,623	793,623	793,623	793,623	793,623	793,623
Asset Management	5,000	5,150	5,305	5,464	5,628	5,796	5,970	6,149	6,334	6,524	6,720	6,921	7,129	7,343	7,563	7,790	8,024	8,264	8,512	8,768
CASH FLOW	133,884	145,321	156,773	168,234	179,699	191,159	202,609	214,040	225,444	236,815	248,142	259,418	270,632	281,776	292,838	303,807	314,674	325,425	336,049	346,532