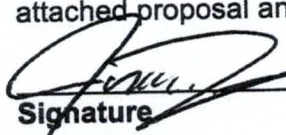


RFP COVER PAGE SIGNATURE AFFIDAVIT	
NAME OF FIRM:	JT Klein Company, Inc
STREET ADDRESS:	906 Bear Claw Way
CITY, STATE, ZIP	Madison, WI, 53717
CONTACT PERSON:	Jacob T Klein
PHONE #:	(612) 202-1577
FAX #:	N/A
EMAIL:	Jacob@jtklein.com

In signing this proposal, we also certify that we have not, either directly or indirectly, entered into any agreement or participated in any collusion or otherwise taken any action in restraint of free competition; that no attempt has been made to induce any other person or firm to submit or not to submit a proposal; that this proposal has been independently arrived at without collusion with any other proposer, competitor or potential competitor; that this proposal has not been knowingly disclosed prior to the opening of proposals to any other proposer or competitor; that the above statement is accurate under penalty of perjury.

The undersigned, submitting this proposal hereby agrees with all the terms, conditions, and specifications required by the County in this Request for Proposal, and declares that the attached proposal and pricing are in conformity therewith.



 Signature

President

 Title

Jacob Klein
 Name (type or print)

06/05/18
 Date

Addendums -This firm hereby acknowledges receipt / review of the following addendum(s) (if any)
 Addendum # _____ Addendum # _____ Addendum # _____ Addendum # _____

Dane County Affordable Rental Housing/Affordable Housing Development Fund

Oak Ridge Fitchburg, JT Klein Company, Inc.

RFP #118054

4.1 Introduction

In November 2014, Jacob T. Klein formed JT Klein Company, Inc. with the ambition to develop affordable and senior housing for Wisconsin's low income families and seniors. Prior to forming JT Klein Company, Inc. Jacob was Vice President and lead developer for a regional multifamily developer based in Minneapolis, MN where he was an owner and minority partner in the firm.

The company has developed and completed Meadow Ridge Middleton, a 95 unit family affordable project in Middleton, WI. Currently three additional projects are under construction: 8Twenty Park (affordable family, 95 units), located in Madison and currently leasing for July 2018, Oak Ridge Middleton (affordable senior, 83 units) scheduled for completion in December 2018, and Stagecoach Trail Apartments (Middleton TIF-supported workforce and market rate apartments, 46 units) which begun construction in May 2018.

Over the past 14 years Jacob has been involved with the development and construction of affordable and market rate apartments, independent senior apartments, assisted living and memory care. Jacob's role includes site identification, market analysis, securing entitlements, sourcing debt and equity financing and construction project management. Between his experience with his former firm and with JT Klein Company, Jacob has developed over 1,350 units with project costs totaling over \$200,000,000. He has also served as construction project manager for over 600 of those units with construction contracts of exceeding \$60,000,000.

Development Team:

Developer/ Owner: JT Klein Company, Inc.

Lead Contact: Jacob T. Klein

Accountant: SVA

Lead Contact: Mike Kendhammer

Attorney: Reinhart

Lead Contact: William Cummings

Management Company: Oakbrook Corporation

Lead Contact: Sarah Connolly

Veterans and Supportive Service Management: Community Action Coalition for South Central Wisconsin

Lead Contact: Jim Schroeder

Architect: Knothe & Bruce Architects

Lead Contact: Randy Bruce

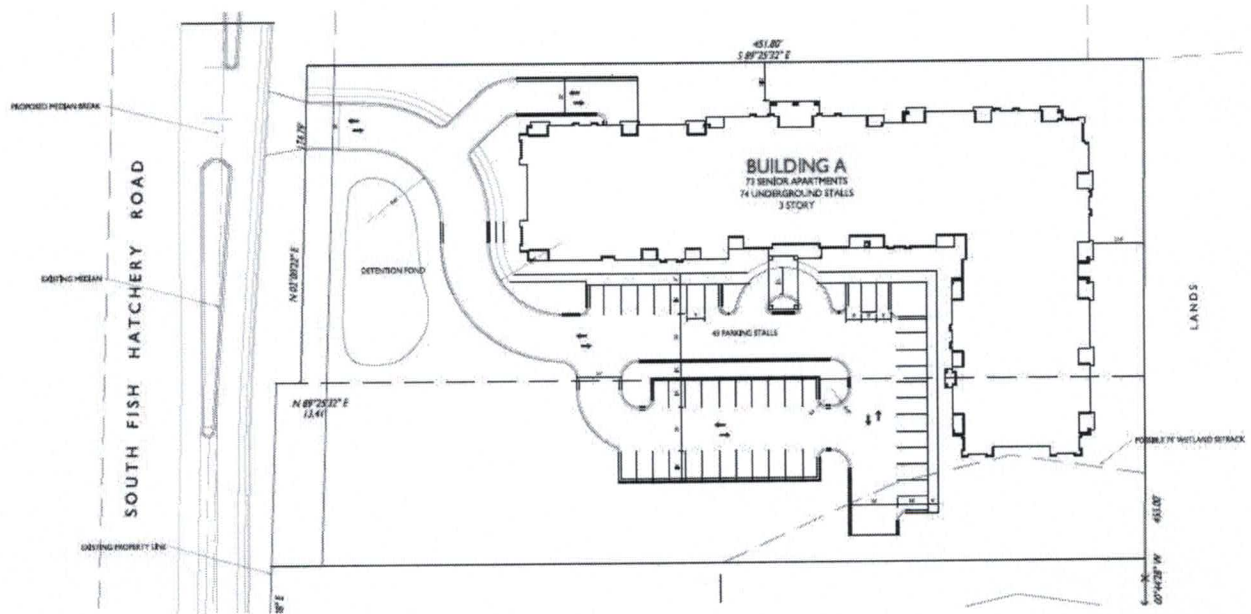
General Contractor: McGann Construction
Lead Contact: Aaron Kostichka

Project Description: Oak Ridge Fitchburg

Oak Ridge will offer Fitchburg seniors rental housing options tailored to the needs of independent older adults, targeted to individuals at a wide range of income levels. The project will be located at 2556 S Fish Hatchery Rd 0.6 miles south of Fitchburg’s Senior Center and municipal complex. The building will be a three story “L”-shaped building on the north east corner of the site. Oak Ridge Fitchburg will contain a total of 73 units on 2.78 acres, a density of 26.3 units per acre. Ample parking will be available onsite totaling 116 stalls including 73 underground and 43 surface parking spaces. This creates a ratio of 1.6 stalls per unit, with over 1.0 stalls per unit located underground.

A preliminary proposed site plan is included below:

Oak Ridge Fitchburg Proposed Site Plan: 73 Unit Mixed Income Senior Building at 2556 S Fish Hatchery Rd



The project will offer 73 units of independent senior housing in a three story building to be constructed on the northeast corner of the property. Of these 73 units, 100% of units will be affordable to individuals earning no more than 80% of the Dane County Area Median Income (AMI), with 60% of the units reserved for households earning up to 60% AMI. These affordable units are designed to appeal to retired seniors living on fixed incomes and will allow lifetime Fitchburg residents to remain in the community. These seniors are particularly vulnerable to the rising cost of housing in Dane County, as their income is inflexible and cannot adjust for an increase in living expenses.

The independent senior building will offer a mix of one and two bedroom units and will be truly mixed income: priced to be affordable to a range of residents with incomes up to 30% to 80% AMI. This building will meet the Wisconsin Housing and Economic Development Authority’s (WHEDA) standards for affordability and will also be built with high quality finishes sought after by market rate

tenants. These high quality finishes include a stainless steel appliance package and granite countertops. As is the case with all of JT Klein Company's past projects, there will be no difference in finish level between affordable and market rate units at Oak Ridge Fitchburg.

4.2 Development and Service Team Background

1) Jacob T. Klein Experience and Section 42 Projects:

Mr. Klein is responsible for project development, leading all facets of the development process, including site identification and acquisition, city approvals, financial layering, tax credit approval, construction and lease-up, financing -- identifying various forms of soft cost subsidies, TIF analysis, construction and long-term debt financing as well as Tax Credit Equity. Mr. Klein is experienced in developing and performing construction management duties for independent senior apartments, assisted living and memory care as well as market rate and affordable general occupancy apartments. Prior to forming JT Klein Company, Inc. in 2014, Mr. Klein served as Vice President and Project Partner at MSP Development and Heritage Assisted Living. During his tenure at MSP Jacob developed over 1,000 units with project costs exceeding \$150,000,000.

Projects Developed as Director of Development for MSP Real Estate, Inc:

Market Rate Apartments:

- City Center North 75 Units, New Berlin, WI completed May 2015

Affordable Family Apartments:

- City Center at Deer Creek 102 Units, New Berlin, WI completed December 2012
- Meadow Ridge 70 Units, Waukesha, WI completed October 2014

Affordable Senior Apartments:

- Heritage West Allis 122 Units, West Allis, WI completed April 2009
- Heritage Monona 88 Units, Monona, WI completed September 2009
- Heritage Middleton 56 Units, Middleton, WI completed October 2012
- Heritage at City Center 34 Units, New Berlin, WI completed December 2012
- Chippewa Senior II 24 Units, Chippewa Falls, WI completed October 2011

JT Klein Company, Inc. Projects:

Affordable Senior Apartments:

- Oak Ridge Middleton 83 Units, Middleton, WI currently under construction

Affordable Family Apartments:

- Meadow Ridge Middleton 95 Units, Middleton, WI completed May 2017
- 8Twenty Park Phases I & II 95 Units, Madison, WI currently under construction

Market Rate Apartments:

- Stagecoach Trail Apartments 46 Units, Middleton, WI, currently under construction

Since 2014, JT Klein Company has been awarded six LIHTC awards from WHEDA to support the development of 273 new apartment units in Dane County. JT Klein Company was recognized as one of 2016's Top 50 affordable housing developers in the nation by Affordable Housing Finance Magazine.

President Jacob T. Klein has developed over 1,000 senior and family apartment units since 2007. These include 496 units in affordable projects and five affordable senior apartment buildings.

2) Public/ Private Joint Ventures

Property	Public Involvement
Heritage West Allis	At MSP, Jacob was selected as the developer of a City sponsored RFP to construct a 200 unit senior housing campus. This project included 122 units of Section 42 independent senior apartments. In this public/private partnership, the City provided the land for \$1 and was responsible for demolition of the existing uses on the site and remediation of brownfield conditions.
Heritage Monona	At MSP, Jacob was selected as the developer of a City sponsored RFP to construct a multi-phase senior housing campus. This project included 88 units of Section 42 independent senior apartments. In this public private partnership the City provided the land for \$1 and \$2,100,000 in TIF to help finance the construction of 231 units of senior housing.
Heritage Middleton	At MSP, Jacob worked with the City of Middleton to put together a financing package to help finance the construction of a 135 unit senior housing campus. This project included 56 units of Section 42 independent senior. In this public/private partnership the City provided \$2,100,000 in TIF. Additionally, Dane County provided approximately \$450,000 in HOME Funds.
Heritage Elm Grove	At MSP, Jacob worked with the Village of Elm Grove to put together a financing package to help finance the construction of a 98 unit assisted living and memory care community. In this public/private partnership the Village provided \$600,000 in TIF and the project ran a new water line from the neighboring municipality to service the project.
Heritage at City Center	At MSP, Jacob obtained a \$180,000 grant from the Federal Home Loan Bank of Chicago as well as \$300,000 in Waukesha County HOME Funds to help finance the construction of this 34 unit Section 42 independent senior project.
City Center at Deer Creek	At MSP, Jacob obtained a \$484,000 grant from the Federal Home Loan Bank of Chicago as well as \$555,000 in Waukesha County HOME Funds to help finance the construction of this 102 unit Section 42 family development.

Meadow Ridge Middleton	a JT Klein Company project, obtained \$2,100,000 in TIF committed from the City of Middleton, \$804,000 from the Federal Home Loan Bank of Chicago Affordable Housing Program and a below interest first mortgage from the lender.
Oak Ridge Middleton	A JT Klein Company project, obtained \$1,500,000 in TIF committed from the City of Middleton, \$427,559 in Dane County HOME and \$665,000 in Dane County AHDF.
8Twenty Park	A JT Klein Company project, obtained \$1,250,000 from the City of Madison Affordable Housing Fund, and \$1,016,901 from the Federal Home Loan Bank of Chicago Affordable Housing Program.
Stagecoach Trail Apartments	A JT Klein Company project, obtained \$1,600,000 in TIF committed from the City of Middleton to support the inclusion of 10 workforce housing units for tenants at 50% AMI in a market rate project.

3) Developing Housing for Low-Income Households

As detailed above Jacob Klein has developed or is in the process of constructing a total of 8 affordable housing projects in Wisconsin using Section 42 tax credits, creating a total of 769 new apartment units.

4) Developing Permanent Supportive Housing

While the proposed development and others that Jacob has completed are not purely supportive housing projects, we have utilized an integrated housing model in several developments. This approach requires that a portion of the building's units be set aside for the homeless, veterans, or those with disabilities. At MSP, Jacob developed three projects with the non-profit organization Movin' Out that followed this model, with units specifically designated and maintained for veterans or residents with special needs.

At JTK we have continued this model at Meadow Ridge (24 units), 8Twenty Park (24 units) and Oak Ridge Middleton (17 units).

Oak Ridge Fitchburg will contain eight (8) units that are considered supportive and are targeted towards veterans or those who require supportive services. To provide these services JT Klein Company has entered into a Memorandum of Understanding with the Community Action Coalition of South Central Wisconsin to place and support homeless individuals and veterans in these units, as well as to provide associated services to these residents. The project has entered into an MOU with Dane County Department of Human Services to offer residents assistance coordinating benefits from programs including FoodShare, Medicaid, Badgercare Plus, and Enegy Services.

5) Property Management: Oakbrook Corporation

Oakbrook's multifamily property management group has extensive experience managing apartment communities of all types and sizes including urban mixed use properties. These properties consist of senior or family communities which operate as market rate properties or were financed with Section 42 Low Income Housing Tax Credits or under various other state and federal programs.

Oakbrook Corporation currently employs over 280 individuals and manages over 8,300 apartments in 118 different properties in Wisconsin, Iowa and Illinois, and 46 commercial properties in the Madison area totaling over 1,900,000 square feet.

With state-of-the-art software products, Oakbrook is equipped to provide a range of financial reports to property owners and other direct real time reports to tenants. These reports include balance sheets, income statements (with comparisons of actual to budget), sources and uses of funds statements, investor reports, occupancy and marketing reports, state and federal compliance reports, operating budgets which include proposed capital improvements.

Oakbrook provides tenant communications that include real time work order status reports, leases with electronic signatures, online rental payments and rental applications.

Included with this RFP is Oakbrook's corporate brochure that elaborates on their history and current property portfolio.

6) Supportive Services: Community Action Coalition and Dane County Department of Human Services

The Community Action Coalition of South Central Wisconsin specializes in providing housing case management, coordinated intake, financial assistance and supportive housing for homeless persons, those with documented disabilities and veterans in Dane County. JT Klein Company and CAC has entered into a Memorandum of Understanding to work together on Oak Ridge Mount Horeb in order to further the mission of CAC by provide housing and supportive services to those in need in Dane County. The project has entered into an MOU with Dane County Department of Human Services to offer residents assistance coordinating benefits from programs including FoodShare, Medicaid, Badgercare Plus, and Energy Services.

JT Klein Company has strong working relationships with local non-profit resident referral organizations in the greater Madison area. These partners include Community Action Coalition (CAC), Community Living Connections (CLC), Joining Forces for Families (JFF), the Dane County Housing Authority, Madison Housing Authority, and Middleton Outreach Ministry (MOM). JT Klein Company recently completed a 95 unit LIHTC development, Meadow Ridge Middleton which, opened in May 2017. There we successfully worked with the above mentioned organizations to connect with the broader community and place 29 tenants who required supportive services. JT Klein Company is also near to opening 8Twenty Park, Phase I and II (Phase I will open July 2018), will be working with these organizations to help refer tenants for the 24 supportive units that are part of those developments.

At Meadow Ridge Middleton residents were referred to us from CAC (10 residents), CLC (5), JFF (4), and the Dane County Housing Authority or Madison Housing Authority (10). We are proud to be able to provide housing for prospects with specific needs and to offer this valuable housing resource to the local community. Oakbrook Corporation, our property management agent, works throughout Wisconsin and manages several properties where residents receive on site supportive services. Oakbrook has had great success proactively reaching out and meeting with area organizations to place tenants in our supportive

service targeted units. At Meadow Ridge CLC even rented a market rate unit for a caregiver to move into the building to manage the services of their tenants on site.

Our goal is that when an organization has someone in need of housing they already have us in mind. Once we are contacted by an organization we work together to make sure all the necessary paperwork is provided and facilitate the application process. We work hard to establish and maintain these relationships with non-profit resident referral organizations, and make sure we are providing the best service possible to their clients.

At Oak Ridge Fitchburg we will continue our relationships with Community Action Coalition (CAC), Community Living Connections (CLC), Joining Forces for Families (JFF), the Dane County Housing Authority, Madison Housing Authority, and Middleton Outreach Ministry (MOM) to match residents who receive supportive services to the units we have available for that target population.

Developer Resume

Prior to forming JT Klein Company, Inc. in November 2014 I spent 10 years working for a multifamily developer based in St. Louis Park, MN. First at MSP Real Estate and later for MSP Development I was primarily responsible for project development and construction project management. At JT Klein, I lead all facets of the development process in a boutique firm that currently includes, myself and a development associate. My responsibilities included market selection, site identification and acquisition, city approvals, financial layering, tax credit approvals, construction and lease-up, financing -- identifying various forms of soft cost subsidies, TIF analysis, construction and long-term debt financing as well as Tax Credit Equity.

Projects Developed as Director of Development for MSP Real Estate, Inc. (August 2004-August 2011)

Affordable Senior Apartments:

West Allis Senior Apartments, LLC	122 Units, West Allis, WI	completed April 2009
Monona Senior Apartments, LLC	88 Units, Monona, WI	completed Sept. 2009
Chippewa Senior Apartments II, LLC	24 Units, Chippewa Falls, WI	completed Oct. 2011

Assisted Living and Memory Care:

Heritage-5, LLC	34 Units, Eau Claire, WI	completed Oct. 2007
Heritage-6, LLC	40 units, West Allis, WI	completed Sept. 2009
Heritage-7, LLC	38 units, West Allis, WI	completed Sept. 2009
Heritage-9, LLC	75 Units, Monona, WI	completed Sept. 2009
Heritage-10, LLC	68 Units, Monona, WI	completed Nov. 2012

Projects Developed as Vice President for MSP Development and minority partner (August 2011-November 2014)

Affordable Family Apartments:

New Berlin City Center, LLC	102 Units, New Berlin, WI	completed Dec. 2012
Meadow Ridge Waukesha, LLC	70 Units, Waukesha, WI	completed Oct. 2014
City Center North	75 Units, New Berlin, WI	est. comp. Feb. 2015

Affordable Senior Apartments:

Middleton Senior Apartments, LLC	56 Units, Middleton, WI	completed Oct. 2012
New Berlin Senior Apartments II, LLC	34 Units, New Berlin, WI	completed Dec. 2012

Assisted Living and Memory Care:

Heritage-11, LLC	79 Units, Middleton, WI	completed Dec. 2012
Heritage-12, LLC	98 Units, Elm Grove, WI	completed May 2014
Heritage-13, LLC	36 Units, Waukesha, WI	completed Oct. 2014

Projects Developed at JT Klein Company, Inc. (November 2014-present)

Affordable Family Apartments:

Meadow Ridge Middleton, LLC
8Twenty Park Phase I and II
Stagecoach Trail

95 Units, Middleton, WI
95 Units, Madison, WI
46 Units, Middleton, WI

completed April 2017
est. completion July 18
est. completion Mar 19

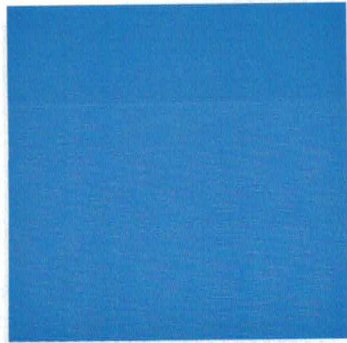
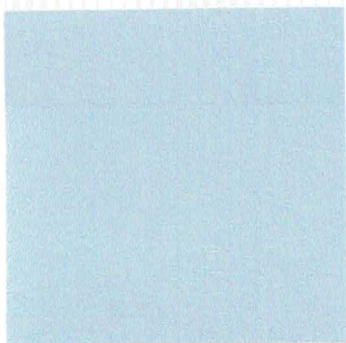
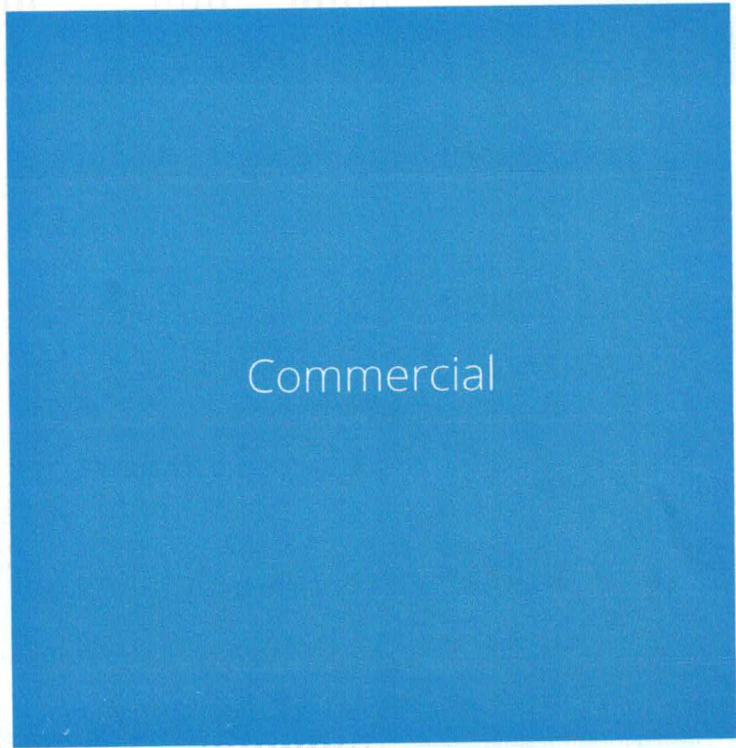
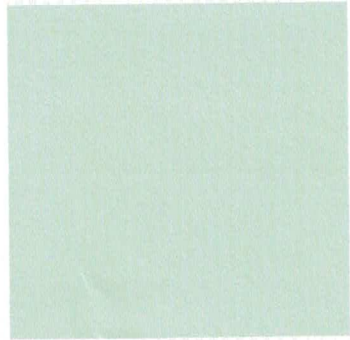
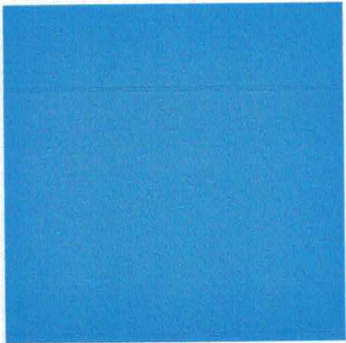
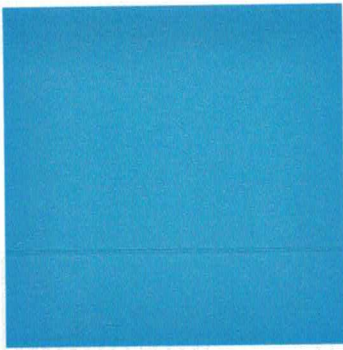
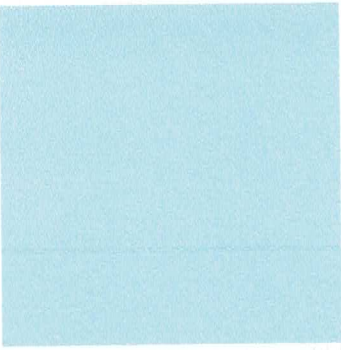
Affordable Senior Apartments

Oak Ridge Middleton, LLC

83 Units, Middleton, WI

est. completion Dec 18





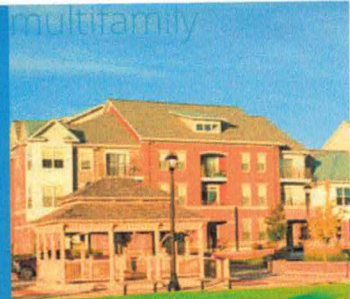
At Oakbrook we believe people are the difference.

Our Company



12 million sq ft
under
management

commercial



With a combined portfolio of over 12 million square feet under management, including over 8,300 apartments in 118 communities in Wisconsin, Illinois, and Iowa and 46 office and industrial buildings in the metropolitan Madison, WI area, we are one of the Midwest region's largest integrated real estate service providers.

The company was founded in 1987 on the belief that diligence, a proactive approach and a principal-to-client relationship are fundamental to providing the highest, continuous value-added service possible.

Our commitment to these principles is the reason that our company has earned the trust of a significant number of prominent clients who have continued their relationship with us for many years.

The key to these longstanding relationships is that we apply the same practical, aggressive, hands-on approach to their unique and integrated real estate needs as we do our own.

We would be honored to help you with all of your real estate needs.

Sincerely,

A handwritten signature in black ink, appearing to read "Mike".

Michael L. Morey
President, Oakbrook Corporation



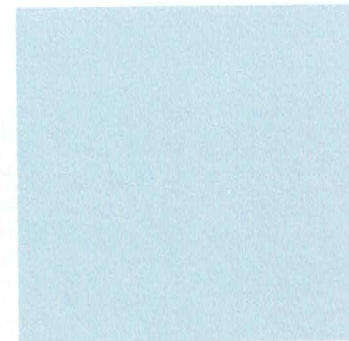
"They do the best job
in the industry."

*-commercial real estate client
Milwaukee, WI*

Oakbrook Corporation provides you a single resource for all of the integrated real estate services required to manage not only our own properties, but also those of our many clients. We provide both multifamily and commercial property management, brokerage, development, research, sales, construction management and consulting services.

We utilize an organizational structure which is unique among Wisconsin real estate service firms.

We are organized into six primary operating groups each headed by one or more principals of the company. As each assignment warrants, we bring together a team of professionals with special expertise in research, financial analysis, property management, project management, construction and transaction execution. Each team's breadth on both a local and national basis creates a comprehensive array of insight, experience and knowledge of the many disciplines that are needed for a successful project and provides you with a unique resource of value-added services.



managing over

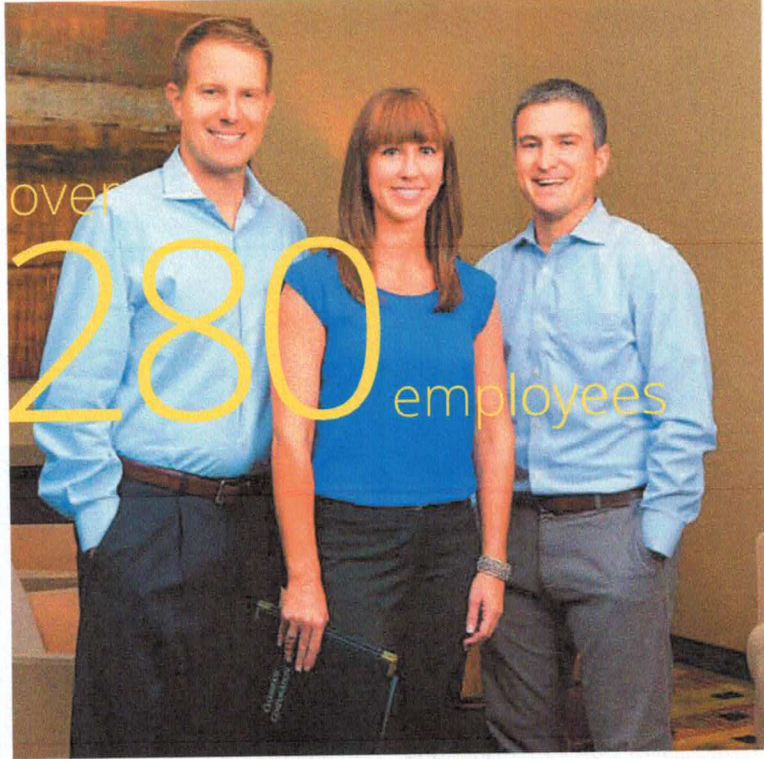
8,300
apartments



Property management

over

280
employees



Multifamily

Our multifamily property management group has extensive experience managing apartment communities of all types and sizes, including high-rise urban mixed-use properties. These properties consist of senior or family communities which operate as market-rate properties or with partial assistance under state and federal programs.

Commercial

Our commercial property management group manages state-of-the-art office, industrial and retail buildings throughout the metropolitan Madison area.

The property management services we offer range from the most basic relationship of providing physical plant maintenance services to the most comprehensive relationship of providing complete asset management with discretionary authority subject only to prudent judgment and fiduciary limitations.

Oakbrook is equipped to provide a range of customized property management services tailored to the needs of any client. Oakbrook's complete scope of services includes preparation of marketing plans, market analysis interpretation, capital structure analysis, change implementation and long range business planning which provide: (1) preventative maintenance and capital improvement plans; (2) marketing plans; (3) tenant relations; (4) property financing; and (5) disposition or acquisition execution.

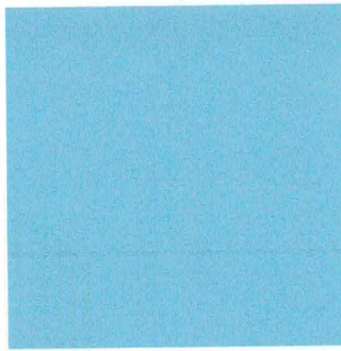
We provide extensive financial reports to our property owners and place a high priority on meaningful, timely and accurate information so they are continually informed and thereby enabled to make appropriate decisions at the opportune time.

These reports include balance sheets, income statements (with comparisons of actual to budget), investor reports, sources and uses of funds statements, occupancy and marketing reports, state and federal compliance reports, and operating budgets including long-term capital improvements. We will design special reports to accommodate any owner needs.

We manage our clients' properties from an owner's perspective and expertise that has been developed during an extended period of property ownership by the company's principals. We apply the same thoughtful, aggressive, goal-oriented approach to the management of our clients' properties as we do in successfully managing our own.

Oakbrook Corporation has attained the designation of an Accredited Management Organization.

completed transactions
totaling over
\$683 million



Brokerage Services Sales

We have represented clients in the sale or purchase of real estate for over 27 years, completing transactions totaling over \$683 million. These sales and acquisitions have included apartment buildings, office buildings, shopping centers, vacant land, commercial industrial buildings and retail buildings, and have included new construction, existing core and value added assets, and triple net investments.

Our people, experience, knowledge and our sales process add significantly to the ultimate value that our clients realize from the sale of their existing property or acquisition of a new property.

**"Oakbrook Corporation
is very professional,
detail oriented
and consistent."**

*-brokerage client
Madison, WI*

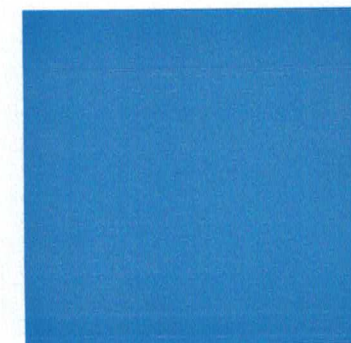
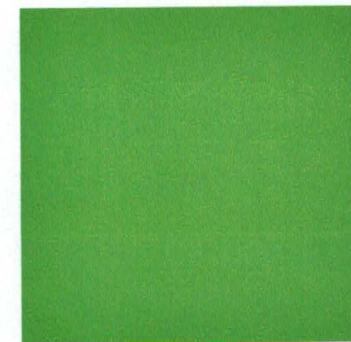
Leasing

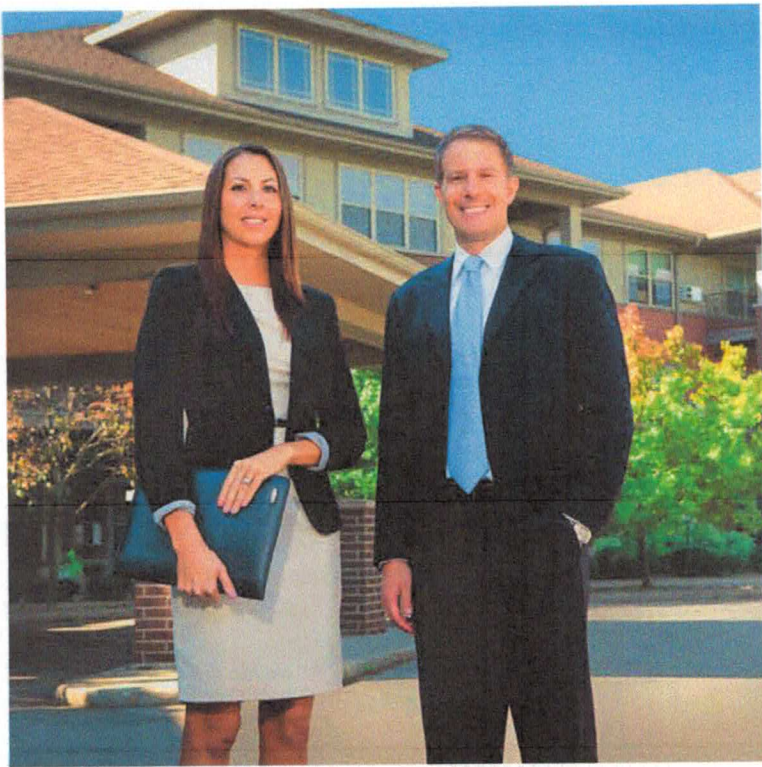
Since 2000, we have negotiated leases for clients occupying over 6,850,000 square feet of office, industrial and retail space, having a total lease value of over \$260,000,000.

We represent building owners who are seeking tenants for their office, retail, or industrial buildings, as well as tenants who are seeking office, retail and/or industrial space for their use.

Our research department provides our leasing agents with the latest market rate lease terms and available space options. Our construction management department provides our agents up-to-date tenant improvement costs and value engineering options.

Our goal is to always find the right space or tenant for the client at the best combination of price and business terms. By applying our experience we provide innovative and customized solutions for our clients.





Many organizations recognize that the skills that make them successful are unrelated to real estate decision making. Consequently, public, private and institutional clients are seeking our professional assistance to dramatically improve their real estate decisions.

Oakbrook provides a broad array of development and construction management services.

Perspective in performing these services has been gained from our lengthy experience as a developer, builder, owner and manager of real property.

Over the past forty years, Oakbrook's principals have been responsible for the marketing, management, construction, and development of over ten thousand apartments and 2.5 million square feet of office, industrial and retail space.

Development Services

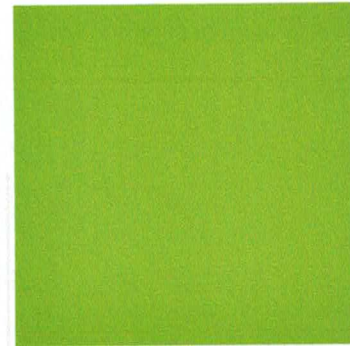
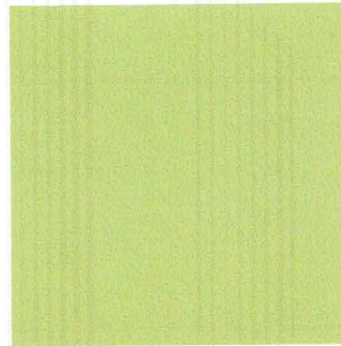
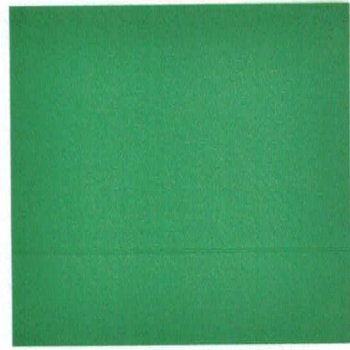
We have developed office, retail, residential and mixed-use properties in Wisconsin, Minnesota, Illinois and Colorado. These projects have ranged in size from \$400,000 to \$60 million. We can assist owners with land acquisition, zoning, architectural and engineering firm selection, contractor selection, project feasibility analysis, and financing.

Construction Management Services

Our construction service division specializes in the planning and management of tenant improvements and facility remodeling projects. We believe that it is critical to ensure that the design and implementation of remodeling projects are consistent with existing building systems, architectural design intent, and owner budgetary constraints. We employ only reliable and experienced local subcontractors to provide quality work and with whom we have strong relationships. Multiple bids are sought from each trade level to continually ensure market competitive pricing. We have a firm commitment to providing all the information which allows you to reach optimal decisions.

over

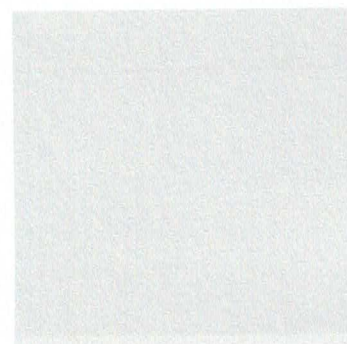
1,100 properties



Our database contains over 1,100 office and industrial properties in the Madison area.

We track office and industrial vacancy, rental rates, absorption and construction volume, office, industrial, and retail land sales, office and industrial park land inventory, and sales of office, industrial, and investment properties. This is done to provide our clients with a clear understanding of the market and to enable us to identify opportunities for them.

For more information, please visit our website at www.oakbrookcorp.com



Integrated Real Estate Services

Multifamily and Commercial Property Management

- Annual Budget Planning
- Preventative Maintenance
- Capital Budget Planning and Execution
- Marketing and Leasing
- Tenant Relations
- Owner Financial and Tax Reporting
- Property Accounting
- Federal and State Program Compliance

Brokerage Services

- Retail, Office, Industrial, Multifamily, Land
- Corporate Building Sales and Acquisitions
- Investment Sales and Acquisitions
- Land Sales and Acquisitions
- Landlord Representation
- Tenant Representation
- Broker Opinion of Value

Development and Construction Management Services

- Strategic Planning
- Analysis of Facility Operating Costs
- Mortgage/Equity Financing Services
- Project Management
- Site Selection and Acquisition
- Construction Management
- Architectural/Engineering Contract Negotiation
- Construction Contract Negotiations

Research for Office, Industrial and Investment Properties

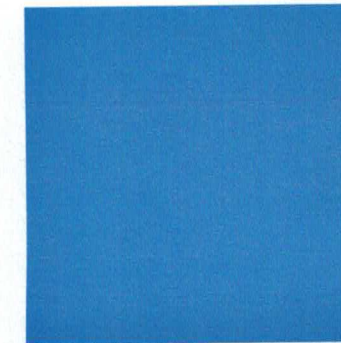
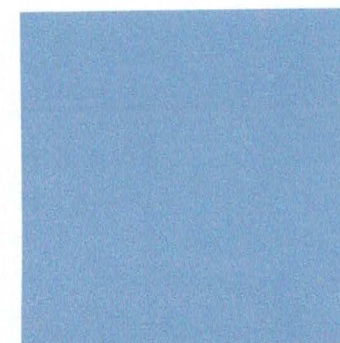
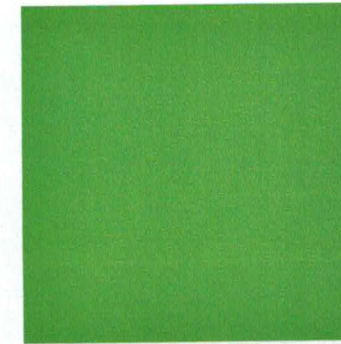
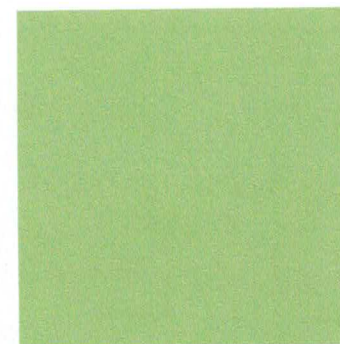
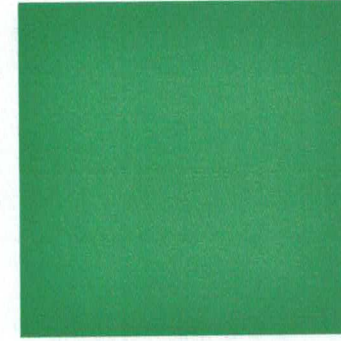
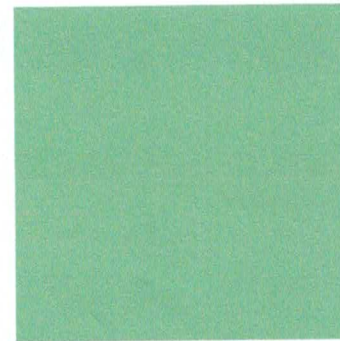
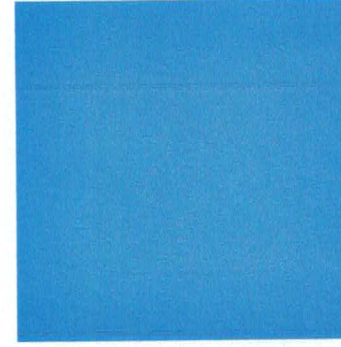
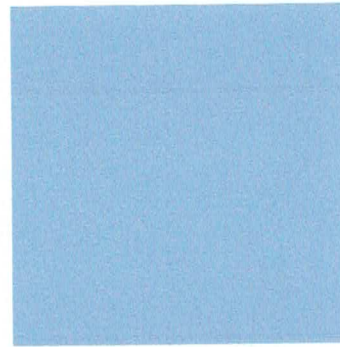
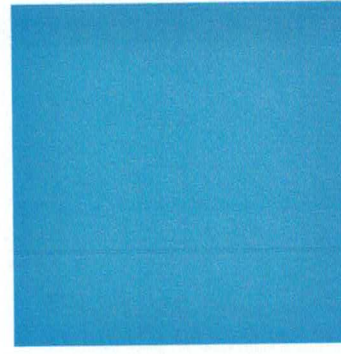
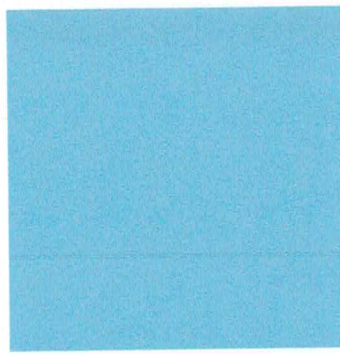
- Sales
- Rents
- Occupancy
- Construction in Progress
- Absorption
- Trends



Integrated Real Estate Services

Oakbrook Corporation
2 Science Court
Madison, WI 53711

oakbrookcorp.com
608 238 2600





BUSINESS REFERENCES

OAKBROOK CORPORATION BUSINESS REFERENCES

Accounting

Mr. Glen Weyenberg
Suby, Von Haden & Associates, S.C.
1221 John Q. Hammons Drive
P.O. Box 44966
Madison, WI 53744-4966
(608) 826-2005

Partner responsible for preparation of Oakbrook Corporation corporate tax returns and income tax returns and audits for real estate properties managed by Oakbrook Corporation.

Legal

Mr. David Hanson, Esq.
Michael Best & Friedrich
One South Pinckney Street
P.O. Box 1806
Madison, WI 53701-1806
(608) 283-2241

Partner responsible for legal assistance to Oakbrook Corporation on corporate matters.

Mr. Michael Hatch, Esq.
Foley & Lardner
777 East Wisconsin Avenue
Milwaukee, WI 53202-5367
(414) 297-5706

Partner responsible for legal assistance on real estate matters.

OAKBROOK CORPORATION BUSINESS REFERENCES

Property Management

Mr. David Weiss
General Capital Group
6938 North Santa Monica Boulevard
Fox Point, WI 53217
(414) 228-3500

Mr. Dan Fosdick
Heartland Properties
2418 Crossroads Drive, Suite 2000
Madison, WI 53718
(608) 310-6860



MICHAEL L. MOREY

President
Oakbrook Corporation

CAREER SUMMARY

Prior to forming the Oakbrook Corporation in 1987, Mr. Morey was Executive Vice President and Secretary of Madsen Corporation, a Midwestern commercial development and construction business. He was also President of its two operating subsidiaries, Madsen Investment Services, Inc., a licensed securities broker/dealer, and Madsen Mortgage Company, Inc., a mortgage-banking firm. During his 13 years at Madsen, Mr. Morey was responsible for development, financing and financial planning for \$400 million in properties developed and/or owned by Madsen. He also supervised the activities of Madsen's developers, real estate agents, securities agents, property managers, and finance directors.

During his career, Mr. Morey has been active as a speaker at seminars on various aspects of real estate. He is currently a member of the Edgewood College Board of Trustees and a member of the Wisconsin Real Estate Alumni Association. Mr. Morey is a past member of the Board of Trustees of the Edgewood Campus Grade School, the Board of Directors of Downtown Madison, Inc., the Business and Advisory Board of Attic Angels, and previously on the Gubernatorial appointed Multifamily Dwelling Code Council.

EXPERIENCE

As President of Oakbrook Corporation Mr. Morey is responsible for overall corporate management and directs the brokerage, property management, consulting, development, construction and financial operations.

- 1987 – Present: President
Oakbrook Corporation

EDUCATION

- University of Wisconsin-Madison, M.B.A., Finance, 1974
- University of Wisconsin-Madison, B.S. Engineering, 1972

PROFESSIONAL AFFILIATIONS

- Registered Professional Engineer
- Licensed Real Estate Broker – Wisconsin, Illinois
- Board of Trustees, Edgewood College
- Wisconsin Real Estate Alumni Association



KELLY A. EDWARDS

Vice President, Operations-Managed Properties
Oakbrook Corporation

CAREER SUMMARY

As Vice President, Operations-Managed Properties, Ms. Edwards is responsible for a portfolio of over 90 properties consisting of more than 5,600 residential units located in Illinois and Wisconsin. Her portfolio includes market rate, tax-exempt bond, HUD Section 8 and HOME, USDA Rural Development and Low Income Housing Tax Credit financed developments. Prior to her current position, Ms. Edwards held positions as Senior Regional Portfolio Manager, Regional Manager and Compliance Manager.

Prior to joining Oakbrook in 1999, Ms. Edwards held positions of Director of Asset Management with SunStarr Property Real Estate Group, LLC; Project Developer with Merced Housing Texas in San Antonio, Texas; and Compliance Trainer and Coordinator at Heartland Properties, Inc., in Madison, Wisconsin. Ms. Edwards has more than 18 years experience in various aspects of affordable housing development and asset management.

EXPERIENCE

- 2010 – Present: Vice President, Operations-Managed Properties
- 2009 – 2010: Senior Regional Portfolio Manager
Oakbrook Corporation
- 2004 – 2009: Regional Manager
Oakbrook Corporation
- 1999 – 2004: Director of Compliance
Oakbrook Corporation

EDUCATION

- University of Minnesota, Minneapolis – B.A. Political Science

PROFESSIONAL AFFILIATIONS

- Certified Occupancy Specialist, National Center of Housing Management
- Housing Credit Certified Professional, National Association of Home Builders
- STAR Certification, Spectrum Enterprises



JOSEPH M. CARPENTER

Chief Financial Officer
Oakbrook Corporation

CAREER SUMMARY

Joe Carpenter is a financial and informational systems professional with experience in property management, telecommunications, publishing and distribution. He has broad skills in financial systems design and improvement, information systems implementation and operational improvements. Much of his recent experience has been managing organizations through change and developing staff.

EXPERIENCE

Joe is responsible for the company's finance, human resource and information technology functions.

- 2009 – Present: CFO
Oakbrook Corporation
- 2002 – 2009: Controller & Operations Manager
H&M Distributing
- 2000 – 2002: Controller
Hanley-Wood, LLC
- 2000: Accounting Manager
The Wilderness Society
- 1995 – 2000: Specialist – Accounting & Finance
Southern New England Telephone
- 1991 – 1995: Staff Accountant
Martin Verhelst, CPA

EDUCATION

- University of Wisconsin-Madison, BBA, Accounting, 1991
- Quinnipiac University, MBA, 1999

PROFESSIONAL AFFILIATIONS

- AICPA, WICPA, Financial Executives International



MICHAEL C. MOREY

Vice President-Asset Management
Oakbrook Corporation

CAREER SUMMARY

Mr. Morey joined Oakbrook in 2007 to provide development and asset management support for Oakbrook's multi-housing portfolio. Mr. Morey's responsibilities include overseeing property operations as well as the planning and implementation of the company's redevelopment projects.

Prior to joining Oakbrook, Mr. Morey was employed as a Development Associate with General Growth Properties in Chicago, Illinois. His responsibilities included project management and feasibility analysis for major retail redevelopments and capital improvement projects in General Growth Properties' southeastern U.S. portfolio.

EXPERIENCE

- 2010 – Present: Vice President-Asset Management, Oakbrook Corporation
- 2010: Director of Asset Management, Oakbrook Corporation
- 2007 – 2010: Real Estate Associate, Oakbrook Corporation
- 2005 – 2007: Development Associate, General Growth Properties, Inc.

EDUCATION

- University of Wisconsin-Madison, M.S., Real Estate and Urban Land Economics, 2005
- University of Michigan, A.B., Economics, 2003

PROFESSIONAL AFFILIATIONS

- Licensed Real Estate Salesperson, Wisconsin
- Wisconsin Real Estate Alumni Association
- National Multi-Housing Council

4.3 Project Description.

Oak Ridge Fitchburg is a three (3) story new construction elevator building with underground and surface parking, containing 73 one and two bedroom units. The building will offer affordable apartments targeted to independent adults aged 55 and older.

The project will be 100% affordable, with all units (73) targeted to low income seniors earning no more than eighty percent (80%) of the Dane County median income. It is anticipated that fifteen (15) of the units will be targeted to individuals at 30% AMI, thirteen (13) units targeted to residents at up to 60% AMI, and forty-five (45) units targeted to residents at up to 80% AMI. The project has a commitment from the Dane County Housing Authority to offer eight (8) project based voucher units, in which residents will pay 30% of their income as rent, regardless of income level. A total of 15 units will be targeted to individuals with permanent disabilities or veterans who may need supportive services.

The positive social impacts of this project include the addition of independent senior apartments affordable to residents with a wide range of incomes. This will occur in an area of Fitchburg most conducive to senior housing due to its access to downtown municipal facilities such as the senior center and library. By adding residential density to this service-rich area of Fitchburg, the project will help to increase the walkability and improve the street life of the downtown area by allowing more residents to walk and bike to these municipal locations.

We have recently learned via a conversation with Jill McHone, the Senior Director of the Fitchburg Senior Center, that there is interest in having senior Fitchburg residents utilize the project's amenities including the on-site salon and community room due to the considerable popularity of the Senior Center and the significant demand for salon appointments and event space. This project may be able to alleviate some of this demand by increasing the amount of space and affordable salon appointments available to Fitchburg seniors. We have offered to work with the Senior Center to set up a system allowing Fitchburg residents to reserve salon appointments and the community room at the new building, and we are excited for the opportunity to offer useful amenities to the Fitchburg community at large in addition to our future residents.

The project is also committed to improving the local availability of affordable housing, in keeping with the City's expressed goals. The City of Fitchburg is currently undergoing an update of their Housing Plan and has been hosting a regular meeting of the Fitchburg Housing Task Force. JT Klein Company regularly attends these meetings. Two of the recommendations of the Fitchburg Housing Plan (currently in draft form) are: Build more rental housing at various price points, and upgrade or replace existing rental housing and maintain affordability (Fitchburg Housing Plan April 2018 Draft, pp 21-22). Oak Ridge Fitchburg supports both of these expressed municipal goals.

In addition, the March 20, 2018 Fitchburg Affordable Housing Summit Housing Needs Summary meeting notes outline Fitchburg's goal to increase access to affordable units as a tangible goal: "Build more rental units, at various price points. A total need for 2,200 net additional units is projected over the next 12 years...New construction should target the full spectrum of prices and incomes, from under 30% of median income to above 120% of median income." We propose to add 73 rental units towards this goal of adding 2,200 units over the next 12 years, and 85% of the units will be designated as affordable to residents earning less than 60% AMI, with the remainder affordable to households at 80% AMI.

Environmentally, the project will maintain a significant amount of green space onsite for resident use and will mitigate all stormwater runoff. The project will be built to Wisconsin Green Built Homes Standards (scoring 150 points or greater), will utilize the Wisconsin Focus on Energy program, and will

also conform to WHEDA's Energy Efficiency and Sustainability guidelines. Oak Ridge Fitchburg will additionally be a non-smoking building.

To provide supportive services JT Klein Company has entered into a Memorandum of Understanding with the Community Action Coalition of South Central Wisconsin to place and support the homeless and veterans in these units. Please see the table below for a detailed description of the project's unit mix, including a count of supportive, handicap-accessible, and sensory impaired-accessible units.

Oak Ridge Fitchburg will offer a variety of on-site amenities designed to appeal to senior residents. These include a community garden, outdoor pergola and seating area, beauty salon, community room, exercise room, and a roundabout with a covered drop off area at the building's entrance.

Units will offer Energy Star appliances, hardwood cabinets, and a stainless steel appliance package. Flooring will be luxury vinyl plank and bedrooms will be carpeted. Most units will have a private balcony. Exterior finishes include high quality brick and siding materials.

SITE ADDRESS	UNIT TYPE	NUMBER OF UNITS	NUMBER OCCUPIED BY LMI HOUSEHOLDS	SUPPORTIVE UNITS
Oak Ridge Fitchburg 2556 S Fish Hatchery Rd, Fitchburg WI	Senior	73	73	15
	NUMBER OF STORIES:	3	ELEVATOR?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	NUMBER OF HANDICAPPED ACCESS UNITS	2	NUMBER OF UNITS ACCESSIBLE FOR SENSORY IMPAIRED	2

UNIT	SQUARE FOOTAGE	NUMBER OF BEDROOMS	NUMBER OF UNITS	MONTHLY UNIT RENT	UTILITY ALLOWANCE	TOTAL HOUSING COST
1 BR/1 BA - 30%	620	1	7	\$421	\$95	\$516
1 BR/1 BA - 30% Voucher	620	1	8	\$915	\$95	\$1,010
1 BR/1 BA - 80%	725	1	20	\$1,030	\$95	\$1,125
2 BR/1 BA - 60%	1010	2	13	\$1,088	\$112	\$1,200
2 BR/1 BA - 80%	1010	2	13	\$1,238	\$112	\$1,350
2 BR/2 BA - 80%	1100	2	12	\$1,338	\$112	\$1,450

Operating Expenses

Annual

Marketing and Advertising

Internet Advertising	\$	2,500.00
Brochures	\$	500.00
Promotions	\$	2,200.00
Signage	\$	50.00
Subtotal	\$	5,250.00

Administrative

Bank Fees	\$	1,000.00
Computer Expenses	\$	1,200.00
Credit Check	\$	1,200.00
Audit	\$	6,000.00
Eviction Costs	\$	500.00
Forms	\$	500.00
Meals and Entertainment	\$	250.00
Mileage Reimbursement	\$	800.00
Office Supplies	\$	1,500.00
Other Administrative	\$	25.00
Postage	\$	500.00
Telephone	\$	3,600.00
Training	\$	250.00
Subtotal	\$	17,325.00

Management Fees (6%) \$ 53,400.00**Salaries and Personnel**

Salaries and Wages	\$	60,000.00
Overtime	\$	2,000.00
Bonus	\$	1,000.00
Payroll Taxes	\$	10,000.00
401K Match	\$	1,000.00
Medical Insurance	\$	9,000.00
Life Insurance	\$	480.00
Subtotal	\$	83,480.00

Utilities

Electricity	\$	14,000.00
Gas	\$	8,000.00
Water and Sewer	\$	10,000.00
Vacant Unit Utilities	\$	500.00
Tenant Utilities	\$	500.00
Subtotal	\$	33,000.00

Contracted Services

Answering Service	\$ 1,200.00
Cleaning/Janitorial	\$ 3,000.00
Elevator Expenses	\$ 4,800.00
Fire Protection	\$ 1,400.00
Landscaping and Grounds	\$ 2,400.00
Refuse Removal	\$ 6,000.00
Snow and Ice Removal	\$ 5,000.00
Subtotal	\$ 23,800.00

Repairs and Maintenance

Appliance Repairs	\$ 1,200.00
Association Fees	\$ -
Bulbs and Ballasts	\$ 720.00
Carpet Cleaning- Common	\$ 800.00
Carpet Cleaning- Tenant	\$ 1,200.00
Decorating-Supplies	\$ 50.00
Electrical	\$ 800.00
Elevator	\$ 3,000.00
Equipment Rental	\$ -
Exercise and Party Rooms	\$ 200.00
Exterior Building Repairs	\$ 500.00
Interior Building Repairs	\$ 1,000.00
Garage Repairs	\$ 500.00
HVAC Repairs	
Janitorial/Cleaning Supplies	\$ 1,500.00
Miscellaneous	\$ 500.00
Painting	\$ -
Plumbing	\$ 200.00
Repairs and Main. Supplies	\$ 1,500.00
Turnover-Cleaning	\$ 3,000.00
Turnover-Painting	\$ 2,000.00
Turnover-Resident Damages	\$ 2,000.00
Turnover-Window Coverings	\$ 200.00
Vehicles and Mileage	\$ -
Subtotal	\$ 20,870.00

Insurance

Building Insurance	\$ 10,000.00
Workers Comp. Insurance	\$ 1,200.00
Subtotal	\$ 11,200.00

Taxes

Real Estate Taxes	\$ 105,850.00
Personal Property Taxes	\$ 800.00
Subtotal	\$ 106,650.00

Total Operating Expenses \$ 354,975.00

Non-Operating Expenses

Replacement Reserves	\$ 18,250.00
Tax Credit Monitoring Fees	\$ 2,920.00

Total Expenses \$ 376,145.00

=====		
DATE	05-Jun-18	
PROJECT NAME	Oakridge	
NUMBER OF UNITS	73	
YEAR 1	2020	
MONTHS IN FIRST YEAR	5	
DATE PLACED IN SERVICE	01-Aug-19	
OCCUPANCY / YR 1 / YR 2 / YR 3	60.00%	
RENTAL INFLATION	2.00%	
EXPENSE INFLATION	3.00%	
TAXES/UNIT	\$1,450	
OPERATING EXPENSE/UNIT	\$3,450	
ANNUAL RESERVE/UNIT	\$250	
RESERVE INTEREST	2.50%	
APPLICABLE ANNUAL RATE	3.24%	
QCT ADJUSTABLE BASIS FACTOR	100.00%	
LIHTC APPLICABLE FRACTION	100.00%	
QUALIFIED BASIS FACTOR	100.00%	
NET TAX CREDIT PURCHASE @	\$0.920	
INVESTOR ALLOCATION		
CASH FLOW	10.00%	
TAX CREDITS	99.99%	
TAX BENEFITS	0.00%	
REVERSION	20.00%	
INVESTOR TAX RATE	35.00%	
CAPITALIZATION RATE	6.00%	
SALE COSTS	6.00%	
REAL PROPERTY DEPRECIATION	27.50	
PERSONAL PROPERTY DEPRECIATION	7.00	
FINANCE FEES AMORTIZATION	30.00	
LAND IMPROVEMENTS	15.00	
TAX CREDIT FEE	10.00	
ORGANIZATIONAL	5.00	
HISTORIC TAX CREDITS	25.00%	
CAP VALUE	\$7,818,388	
LOAN TO VALUE	80.58%	
REPLACEMENT VALUE	\$13,494,251	
LOAN TO VALUE	46.69%	

=====		
1. USES		
LAND/SITE UTILITIES		
SITE WORK	\$0	
CONSTRUCTION @	\$9,780,000	
CONTINGENCY	\$485,000	
ARCHITECT/ENGINEER	\$176,400	
INTERIM/CONSTRUCTION	\$250,000	
PERMANENT FINANCING	\$223,000	
SOFT COSTS	\$189,000	
SYNDICATION COSTS	\$520	
DEVELOPMENT FEE & OH	\$1,286,331	
RESERVES/LEASE-UP	\$504,000	
TOTAL USES	\$13,494,251	\$12,067,731
=====		
2. SOURCES		
FIRST MORTGAGE		
HTF	\$6,300,000	
Land Loan	\$1,095,000	
CASH	(\$0)	
DEFERRED DEVELOPER FEE	\$411,666	
TAX CREDIT PROCEEDS	\$5,187,585	
Dane County	\$500,000	
WHEDA HTF	\$0	
FHLB	\$0	
TOTAL SOURCES	\$13,494,251	\$38,576

=====		
3. TAX CREDITS		
Federal		
% OF BUILDING COST QUALIFYING	100.00%	
APPLICABLE ANNUAL RATE	3.24%	
TOTAL ELIGIBLE BASIS	\$12,057,731	
TOTAL COSTS	\$13,494,251	
ANNUAL CREDIT AMOUNT	\$390,670	
LIMITED PARTNER ALLOCATION	99.99%	
ANNUAL CREDIT TO LP	\$390,631	
LP PURCHASE CREDITS @	\$0.920	
State		
% OF BUILDING COST QUALIFYING	100.00%	
APPLICABLE ANNUAL RATE	3.24%	
TOTAL ELIGIBLE BASIS	\$12,057,731	
TOTAL COSTS	\$13,494,251	
ANNUAL CREDIT AMOUNT	\$390,670	
LIMITED PARTNER ALLOCATION	99.99%	
ANNUAL CREDIT TO LP	\$390,631	
LP PURCHASE CREDITS @	\$0.680	

=====		
ADJUSTED BASIS	100%	
ELIGIBLE BASIS	\$0	
TOTAL COST	\$600,000	
LAND/SITE UTILITIES	\$0	
SITE WORK	\$0	
CONSTRUCTION @	\$9,780,000	
CONTINGENCY	\$485,000	
ARCHITECT/ENGINEER	\$176,400	
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TOTAL USES	\$13,494,251	\$12,067,731

4. INCOME/EXPENSE ANALYSIS

	MONTHLY		RENTABLE SF		% RENT. SF		RENT / SF		ALLOWANCE		GROSS		NET					
	# UNITS	RENT/UNIT	RENT	SQ FT	RENTABLE SF	% RENT. SF	RENT / SF	RENT / SF	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
1 BR 30% (Voucher)	8	\$1,010	\$8,080	620	4,960	8%	\$0.83	\$95	\$1,010	\$915	9.49%	\$7,320						
1 BR 30%	7	\$516	\$3,612	620	4,340	7%	\$0.83	\$95	\$516	\$421	3.82%	\$2,947						
1 BR 60%	0	\$1,000	\$0	620	0	0%	\$1.61	\$95	\$1,000	\$905	0.00%	\$0						
1 BR 60%	0	\$1,015	\$0	670	0	0%	\$1.51	\$95	\$1,015	\$920	0.00%	\$0						
1 BR 60%	0	\$1,030	\$0	725	0	0%	\$1.42	\$95	\$1,030	\$935	0.00%	\$0						
1 BR 80%	20	\$1,125	\$22,500	725	14,500	23%	\$1.55	\$95	\$1,030	\$935	26.70%	\$20,600						
2 BR 60%	13	\$1,200	\$15,600	1010	13,130	21%	\$1.19	\$112	\$1,200	\$1,088	18.33%	\$14,144						
2 BR 80%	13	\$1,350	\$17,550	1010	13,130	21%	\$1.34	\$112	\$1,350	\$1,238	20.86%	\$16,094						
2 BR 80%	12	\$1,450	\$17,400	1100	13,200	21%	\$1.32	\$112	\$1,450	\$1,338	20.81%	\$16,056						
TOTAL UNITS	73		\$84,742		63,260	100%	#N/A					\$77,161						
LIHTC UNITS	73	100.000000%			100.000%													
RENTAL INFLATION	2.00%																	
EXPENSE INFLATION	3.00%																	
PARTIAL YEAR STABILIZED																		
			2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031				
GROSS RENTAL INCOME		\$694,449	\$944,451	\$963,340	\$982,606	\$1,002,259	\$1,022,304	\$1,042,750	\$1,063,605	\$1,084,877	\$1,106,574	\$1,128,706	\$1,151,280					
OCCUPANCY		60%	93%	93%	93%	93%	93%	93%	93%	93%	93%	93%	93%	93%				
NET RENTAL INCOME		\$416,669	\$678,339	\$695,906	\$913,824	\$932,100	\$950,742	\$969,757	\$989,152	\$1,008,936	\$1,029,114	\$1,049,697	\$1,070,690					
MANAGER'S UNIT		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0					
Other		\$0	\$0	\$7,300	\$7,300	\$7,300	\$7,300	\$7,300	\$7,300	\$7,300	\$7,300	\$7,300	\$7,300					
EFFECTIVE GROSS INCOME		\$416,669	\$685,639	\$903,206	\$921,124	\$939,400	\$958,042	\$977,057	\$996,452	\$1,016,236	\$1,036,414	\$1,056,997	\$1,077,990					
REAL ESTATE TAX																		
OPERATING EXPENSE @	\$1,450																	
WIS MONITORING FEE	\$3,450																	
ANNUAL REPLACEMENTS	\$250																	
NET OPERATING INCOME		\$306,219	\$502,134	\$508,195	\$514,263	\$520,334	\$526,404	\$532,469	\$538,527	\$544,572	\$550,601	\$556,609	\$562,591					
INTERNAL NOI (NOI + 50% ASSET MGMT FEE)		\$306,219	\$502,134	\$508,195	\$514,263	\$520,334	\$526,404	\$532,469	\$538,527	\$544,572	\$550,601	\$556,609	\$562,591					
INTEREST ON RESERVES @	2.50%	\$180	\$180	\$180	\$180	\$180	\$180	\$180	\$180	\$180	\$180	\$180	\$180					
ASSET MANAGEMENT FEE @	0.00%	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0					
INTEREST EXPENSE																		
DEPRECIATION/AMORTIZATION																		
ACCRUED INTEREST		\$7,960	\$8,199	\$8,445	\$8,688	\$8,959	\$9,228	\$9,505	\$9,790	\$10,083	\$10,386	\$10,698	\$11,019					
TAXABLE INCOME																		
DEPRECIATION/AMORTIZATION																		
ACCRUED INTEREST																		
ANNUAL REPL RESERVE @	above																	
PRINCIPAL REDUCTION																		
DRAW FROM/(DEPOSIT TO) RESERVES		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0					
DISTRIBUTABLE CASH FLOW		\$145,997	\$39,397	\$45,459	\$51,527	\$57,597	\$63,667	\$69,733	\$75,790	\$81,836	\$87,865	\$93,872	\$99,855					
D C R - FIRST		0.74	1.21	1.22	1.24	1.25	1.27	1.28	1.30	1.31	1.32	1.34	1.35					
D C R - FIRST & SECOND		0.66	1.09	1.10	1.11	1.12	1.14	1.15	1.16	1.18	1.19	1.20	1.22					
PROPERTY VALUE @	6.50%	\$4,711,068	\$7,725,132	\$7,818,388	\$7,911,739	\$8,005,133	\$8,098,518	\$8,191,836	\$8,285,029	\$8,378,033	\$8,470,784	\$8,563,213	\$8,655,248					

	TOTAL COST	ELIGIBLE BASIS	ADJUSTED BASIS	QUALIFIED BASIS	DEPRECIABLE COST
A. PURCHASE LAND & BUILDING					
LAND @	\$600,000	N/A	N/A	N/A	N/A
Non-Basis Construction	\$0	N/A	N/A	\$0	\$0
LEGAL & CLOSING	\$0	N/A	N/A	N/A	\$0
SUBTOTAL	\$600,000	\$0	\$0	\$0	\$0
B. SITE IMPROVEMENTS					
SITE WORK	\$0	\$0	\$0	\$0	\$0
OFF-SITE	\$0	N/A	N/A	N/A	N/A
LANDSCAPING	\$0	\$0	\$0	\$0	N/A
LAND IMPROVEMENTS	\$0	\$0	\$0	\$0	N/A
OTHER (PORCH)	\$0	\$0	\$0	\$0	\$0
SUBTOTAL	\$0	\$0	\$0	\$0	\$0
C. BUILDINGS					
NEW BUILDING (96800X \$86)	\$9,700,000	\$9,700,000	\$9,700,000	\$9,700,000	\$9,590,500
COMMUNITY "BLDGs"	\$0	\$0	\$0	\$0	\$0
PERSONAL PROPERTY	\$0	\$0	\$0	\$0	\$0
COMMON AREA FURNITURE	\$80,000	\$80,000	\$80,000	\$80,000	\$80,000
GENERAL REQUIREMENTS	\$0	\$0	\$0	\$0	\$0
CONTRACTOR OVERHEAD	\$0	\$0	\$0	\$0	\$0
CONTRACTOR PROFIT	\$0	\$0	\$0	\$0	\$0
CONSTRUCTION CONT.	\$0	\$0	\$0	\$0	\$0
SUBTOTAL	\$9,780,000	\$9,780,000	\$9,780,000	\$9,780,000	\$9,590,500
D. CONTINGENCY					
CONTINGENCY	\$485,000	\$485,000	\$485,000	\$485,000	\$485,000
OTHER	\$0	\$0	\$0	\$0	\$0
SUBTOTAL	\$485,000	\$485,000	\$485,000	\$485,000	\$485,000
E. ARCHITECTURAL					
ARCHITECT-DESIGN	\$131,400	\$131,400	\$131,400	\$131,400	\$131,400
ARCHITECT-SUPERVISION	\$0	\$0	\$0	\$0	\$0
REAL ESTATE ATTORNEY	\$45,000	\$45,000	\$45,000	\$45,000	\$45,000
RENDERING	\$0	\$0	\$0	\$0	\$0
SUBTOTAL	\$176,400	\$176,400	\$176,400	\$176,400	\$176,400
F. INTERIM/CONSTRUCTION					
INSURANCE	\$0	\$0	\$0	\$0	\$0
CONSTRUCTION INTEREST	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000
ORIGINATION FEE	\$0	\$0	\$0	\$0	\$0
TAXES	\$0	\$0	\$0	\$0	\$0
LCC Fee	\$0	\$0	\$0	\$0	\$0
TITLE & RECORDING	\$0	\$0	\$0	\$0	\$0
SUBTOTAL	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000
G. PERMANENT FINANCING					
ORIGINATION FEE	\$205,000	N/A	N/A	N/A	N/A
TITLE & RECORDING	\$18,000	\$18,000	\$18,000	\$18,000	\$18,000
LEGAL (permanent loan)	\$0	N/A	N/A	N/A	N/A
OTHER	\$0	\$0	\$0	\$0	\$0
SUBTOTAL	\$223,000	\$18,000	\$18,000	\$18,000	\$18,000
H. SOFT COSTS					
APPRAISAL	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000
MARKET STUDY	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000
ENVIRONMENTAL	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000
TAX CREDIT FEES @ Credit f	\$0	\$0	\$0	\$0	\$0
SACWAC/PARK @	\$0	\$0	\$0	\$0	\$0
LEGAL/ACCOUNTING	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
RENT-UP/MARKETING	\$0	\$0	\$0	\$0	\$0
COMMON AREA F & F	\$12,000	\$12,000	\$12,000	\$12,000	\$12,000
COST CERTIFICATION	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000
SURVEY	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000
ENGINEERING	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
Soft Cost Contingency	\$0	\$0	\$0	\$0	\$0
SUBTOTAL	\$188,000	\$62,000	\$72,000	\$62,000	\$62,000
I. SYNDICATION					
ORGANIZATION	\$520	N/A	N/A	N/A	N/A
BRIDGE LOAN FEE	\$0	N/A	N/A	N/A	N/A
TAX OPINION	\$0	N/A	N/A	N/A	N/A
Investor Legal	\$520	\$0	\$0	\$0	\$0
SUBTOTAL	\$520	\$0	\$0	\$0	\$0
J. DEVELOPER FEE @ Per WHEDA					
CONSULTANT	\$1,286,331	\$1,286,331	\$1,286,331	\$1,286,331	\$1,286,331
SUBTOTAL	\$1,286,331	\$1,286,331	\$1,286,331	\$1,286,331	\$1,286,331
K. PROJECT RESERVES					
CONSTRUCTION CONTINGENCY	\$0	N/A	N/A	N/A	N/A
OPERATING RESERVE-1st Year Loss	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000
OPERATING RESERVE-2nd Year Loss	\$0	\$0	\$0	\$0	\$0
LEASEUP FEE (per Unit)-OAKBROOK	\$79,000	\$79,000	\$79,000	\$79,000	\$79,000
INVESTOR RESERVE	\$504,000	\$504,000	\$504,000	\$504,000	\$504,000
TOTAL RESERVES	\$504,000	\$504,000	\$504,000	\$504,000	\$504,000
TOTAL DEVELOPMENT COST	\$13,464,251	\$12,057,731	\$12,057,731	\$12,057,731	\$10,746,900
per unit	\$184,852.75				

4.4 Housing First

JT Klein Company will work with Dane County Department of Human Services and Community Action Coalition of South Central Wisconsin (CAC) to forward the County's goals of Housing First. Dane County Department of Human Services will offer residents assistance coordinating benefits from programs including FoodShare, Medicaid, Badgercare Plus, and Enegy Services, supporting the transition to stable housing.

CAC's mission is to provide Housing First by placing at-risk individuals and veterans in permanent housing and if necessary providing them with the supportive services they need to maintain their housing and promote housing stability. These services can be time limited or long term and are tailored specifically to the needs of the individual or veteran. CAC and Oak Ridge Fitchburg will not require housing to be contingent upon receiving services unless it associated with the requirements of the HUD VASH voucher program. All residents will comply with standard lease agreements and provisions and CAC will help residents understand the responsibilities associated with such agreements.

Specifically CAC addresses Housing First through the following services:

Case Management

Housing Case Management means providing participants one-on-one support related to housing stability. Services are a "neighborhood based case management service" delivered off-site in a variety of community locations which would include Oak Ridge Fitchburg. Case management is provided either in a short term program of 1 to 3 months, or a longer program consisting of 6 months up to 1 year.

CAC's Case Management services include:

- Assistance Locating Housing
- Housing Consultation
- Information and Referral
- Landlord/Tenant Mediation
- Budget Consultation
- Direct Rent Assistance

Financial Assistance

Financial assistance is available for participants who need short-term help with a housing situation. Assistance is available to eligible participants in the form of entry costs (security deposits), or homelessness prevention (eviction prevention). Additional services to prevent homelessness also include landlord/tenant mediation, budget consultation, and working with residents on a Housing Stability Plan.

Supportive Housing

This long-term, permanent supportive housing is for homeless persons with documented disabilities. Intensive case management is provided along with supportive services including alcohol and drug abuse services, mental health and counseling, health related services, education assistance, child care, transportation, household goods/cleaning supplies and furniture. Caseworkers assist participants on developing an Individual Service Plan (ISP) focused on remaining in permanent housing, stabilizing income including employment, and increasing self-

sufficiency by maximizing their ability to live independently.

Self-Sufficiency

CAC's Building Bridges and Family Self-Sufficiency programs work in partnership with DCHA and United Way of Dane County. These programs provide case management for households enrolled in the Section 8 Housing Choice Voucher program focused on employment and education opportunities.

MEMORANDUM OF UNDERSTANDING

THIS MEMORANDUM OF UNDERSTANDING (the "MOU") is made this 4th day of June, 2018 (the "Effective Date"), by and between the Community Action Coalition for South Central Wisconsin, Inc. (CAC), and JT Klein Company, Inc. (Developer).

WITNESSETH

WHEREAS, the Developer is the developer of a proposed Seventy-Three (73) unit development named Oak Ridge to be located at 2556 S Fish Hatchery Road in the City of Fitchburg, County of Dane, Wisconsin (the "Project").

WHEREAS, the Developer or its principal will have an interest in the owner of the Project (the "Project Owner").

WHEREAS, CAC is an independent, non-profit 501(c)3 organization which, through a grant provided by the U.S. Department of Veterans Affairs, provides supportive services to low income Veteran families in or transitioning to permanent housing. Through the Supportive Services Veterans Families (SSVF) Program, CAC provides eligible Veteran families with outreach, case management and assistance in obtaining VA and other benefits, which may include healthcare, daily living services, financial planning, transportation, legal services, childcare and housing consultation. CAC may also provide time-limited payments to third parties (e.g., landlords, utility companies, moving companies and licensed childcare providers) if these payments help Veterans' families stay in or acquire permanent housing on a sustainable basis.

WHEREAS, to be eligible for services under the SSVF Program, families and individuals must:

- 1) Have a member who served in the military on active duty and received an honorable discharge;
- 2) Be low-income (i.e., earning less than 50% of the area median income); and
- 3) Be homeless or be at imminent risk of becoming homeless (per HUD definitions)

WHEREAS, the intent of this Memorandum is to confirm the mutual desire and commitment of CAC and Developer to initiate a collaborative relationship to ensure eligible veterans are aware of the availability of affordable housing units in the Project, refer Veterans to the Project and those units and to further the goal of the SSVF Program to promote housing stability among low income Veteran families.

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

WHEREAS, the Developer wishes to proactively establish an area referral network that includes CAC.

NOW THEREFORE, the Developer and CAC agree:

- 1) The Project intends to provide 15 supportive housing units at rents affordable to those earning 30% of the area median income and provide 0 supportive housing units at rents affordable to those earning 50% of the area median income. The target population for the supportive housing units is veterans and the general population who have permanent developmental, physical, sensory, medical or mental health disabilities or a combination of impairments that make them eligible for long term care services.
- 2) Should the Project be developed, the Project Owner and/or its property management agent will, during lease-up and whenever one of the supportive housing units is vacant, contact CAC as well as other area local partners asking for referrals of prospective residents who are low income and are veterans. This contact will be made by the Project Owner or the onsite property management agent staff via email or phone.
- 3) The Project Owner's property management agent will establish a waiting list of prospective residents based on referrals described above.
- 4) The Project Owner and its property management agent will endeavor to make existing and prospective residents aware of services and resources available to them from CAC by provision of a tenant resource area within the common area of the Project.
- 5) CAC acknowledges that neither the Developer nor the Project Owner will provide supportive services to residents of the Project. Instead, the Project Owner will refer residents to CAC and other area local partners who will then assist residents in locating required services and funding appropriate to their individual needs.
- 6) Residents will not be required to receive any services in order to reside in the Project. Residents that desire to receive services will have their choice in service provider(s).
- 7) CAC will refer prospective residents to the Project. If a resident of the Project chooses to receive services from CAC, CAC will provide case management services through its SSVF program. Services may include referrals to community partners for job training, or employment, and assistance for applying for VA programs and services.
- 8) CAC shall provide the Project Owner and its agents with brochures and other materials in order for Project Owner to make residents aware of services offered by CAC. CAC also will include the Project on a list of housing options for low income veterans seeking housing.

Administrative Provisions

Duration

This MOU is subject to the Project receiving an award of LIHTC, with operations expected to commence on March 1, 2020. The initial term of this MOU shall commence upon the Project's receipt of the LIHTC award and shall terminate one year from commencement of leasing operations at the Project. This MOU shall be automatically extended for one-year terms throughout the Project's LIHTC compliance period. Either party may terminate this MOU with 30 days' notice at the end of the initial term or at the end of any one-year term thereafter. If any provision of this Agreement shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable.

Relationship of Parties

CAC is an independent, non-profit 501(c)3 and will not provide wages, taxes or fringe benefits such as health insurance, paid vacation or any other benefit to any JT Klein Company, Inc. employee.

Indemnification

JT Klein Company, Inc. agrees to indemnify and hold CAC and its directors, officers, agents, volunteers and employees against any and from all claims, losses, expenses, fees (including reasonable attorney's fees) and judgments that may be asserted against CAC that result from or are in anyway related to the negligence or misconduct of JT Klein Company, Inc., its directors, officers, agents, volunteers and employees.

CAC agrees to indemnify and hold harmless JT Klein Company, Inc. and its directors, officers, agents, volunteers and employees against any and all claims, losses, expenses, fees (including reasonable attorney's fees) and judgments that may be asserted against JT Klein Company, Inc. that result from or are in any way related to the negligence or misconduct of CAC, its directors, officers, agents, volunteers and employees. JT Klein Company Inc. will submit a Certificate of Insurance to CAC that indicates General Liability. In addition, your organization will provide an updated certification for the next year after January 1, 2020.

Amendments

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

Confidentiality

It is agreed that by virtue of entering into this MOU each party will have access to certain confidential information regarding the other party's operations related to this Project. JT Klein Company, Inc. recognizes that CAC has and will have data, records and other proprietary information which are valuable, special and specific to the participants. JT Klein Company, Inc. and CAC recognize that their staff will not at any time or in any manner, either directly or indirectly, use any information for its own benefit, or divulge, disclose, or communicate in any manner any information to any third party without the prior written consent of the other party. JT Klein Company, Inc. and CAC will protect said information and treat it as strictly confidential. Unauthorized disclosure of confidential information shall be considered a material breach of this MOU. Where appropriate, client releases will be secured before confidential client information is exchanged. Confidentiality provision of this MOU shall remain in full force and effect after the termination of the MOU.

Records: JT Klein Company, Inc. recognizes that any records, notes, data, that are in the CAC office are considered CAC property as they related to JT Klein Company, Inc. business and will be maintained as such.

Payment for approved services: CAC will process the payments to third party vendors through its regular accounting procedures. No payments will be made directly to JT Klein Company, Inc.

Nondiscrimination

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

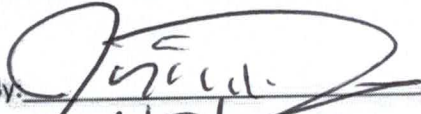
Notices: All notices required or permitted under this MOU shall be in writing and shall be deemed delivered in person, electronically (i.e. email and/or attachment) or deposited in the U.S. Mail, postage prepaid and addressed as follows:

For CAC: Community Action Coalition for South Central Wisconsin, Inc.
1717 N. Stoughton Road
Madison, WI 53704-2605

For Developer: JT Klein Company, Inc.
906 Bear Claw Way
Madison, WI, 53717

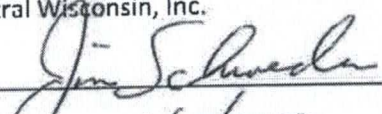
Signatories:

JT Klein Company, Inc.

By: 
Date: 6/5/2018

Name: Jacob T. Klein
Title: President
Office: 612-202-1577
Email: Jacob@JTKlein.com

Community Action Coalition for South Central Wisconsin, Inc.

By: 
Date: 6/5/2018

Name: Jim Schroeder
Title: Executive Director
Office: 608-246-4730 ext. 217
Email: jschroeder@cacscw.org

4.5 Targeted Population

Oak Ridge Fitchburg will serve Dane County's elderly population, providing high quality housing options for low income senior citizens. The elderly population of Dane County has increased dramatically in recent years, adding 52,560 senior residents since 2000. This is relative to the 90,292 individuals added to the County population during this period. Currently, 23.9% of Dane County residents are over the age of 55 according to the 2016 American Community Survey; this is a significant increase from the 2000 Census, when Dane County's population was only 16.5% aged 55 or over. The elderly population on Dane County is slated to continue to increase in the upcoming years due to broader demographic trends, and as the baby boom generation ages there continues to be significant demand for affordable housing for Dane County residents aged 55 and older. Further, many of these senior citizen individuals live on fixed incomes and are particularly vulnerable to the rising cost of rent in Dane County.

Mirroring Dane County, the elderly population of Fitchburg is also slated to increase significantly in the upcoming years due to broader demographic trends. In the City of Fitchburg 22.5% of residents are currently over the age of 55 according to data from the 2016 American Community Survey. These aging residents represent nearly a quarter of the local population and are the basis for the current high demand for senior housing in the Fitchburg area. This demand is projected to increase in the upcoming years as the population continues to age; currently a further 12.0% of the Fitchburg population is between the ages of 45-54. This means that 34.5% of Fitchburg residents are currently eligible or will be eligible for senior housing in the next ten years, despite few local senior apartment options currently being available. Affordable senior housing is rare in Fitchburg according to Jill McHone of the Fitchburg Senior Center, and there are no senior apartments located within walking or biking proximity of the Fitchburg Senior Center. As demographics show, there exists a strong need for senior affordable housing in Fitchburg in order to meet the needs of the community's aging population.

In addition to serving the elderly, Oak Ridge Fitchburg will offer eight units targeted to individuals with permanent disabilities or veterans who require supportive services. These units will be supported with project based vouchers provided by the Dane County Housing Authority and supportive services will be provided by Community Action Coalition of South Central Wisconsin (CAC). CAC's mission is to provide Housing First by placing at-risk individuals and veterans in permanent housing and providing them with the supportive services they need to maintain their housing. These services can be time limited or long term and are tailored specifically to the needs of the individual or veteran in order to best promote their housing stability. CAC offers a wide range of services including case management (landlord/tenant mediation, budget consultations, development of an Individual Service Plan (ISP)), as well as financial assistance. In addition CAC's Building Bridges and Family Self-Sufficiency programs work in partnership with DCHA and United Way of Dane County. These programs provide case management for households enrolled in the Section 8 Housing Choice Voucher program focused on employment and education opportunities.

CAC and Oak Ridge Fitchburg will not require housing to be contingent upon receiving services unless it associated with the requirements of the HUD VASH voucher program. All residents will comply with standard lease agreements and provisions and CAC will help residents understand the responsibilities associated with such agreements.

The project will additionally offer a flexible tenant screening policy according to Dane County Housing Authority's model. This model is utilized at all JT Klein Company-developed properties. DCHA's screening policy allows for flexibility for those with arrest or conviction records, allowing some individuals with criminal records to pass screening. DCHA provides a list of convicted crimes that will

be cause for automatic application denial if they have occurred within the last two years, including child criminal neglect, sex-related crimes and terrorist threats. If a crime was committed over two years ago DCHA's model will consider the applicant for tenancy, and the criminal history will not be cause for automatic rejection. DCHA's tenant screening model is outlined in the attached "Application Screening for DCHA Market Rate Properties".

In addition, property manager Oakbrook Corporation offers screening flexibility for applicants with a record of convicted misdemeanors and arrests. Oakbrook will deny applicants listed on the sex offender registry as well as those with a felony conviction, but other individuals' histories will be considered. Oakbrook Corporation's senior housing Resident Selection Plan is included with this application.

4.6 Supportive Services Plan

JT Klein Company has partnered with the Community Action Coalition of South Central Wisconsin to provide supportive services for residents of Oak Ridge Fitchburg. Community Action Coalition for South Central Wisconsin offers veterans case management and assistance obtaining healthcare, benefits, childcare, and legal services as outlined above in section 4.4, and CAC will work directly with potential residents and the management agent to qualify tenants and provide or coordinate supportive services. These services will be provided by CAC's internal budget and services will be offered at no cost to Oak Ridge Fitchburg or its residents. CAC's mission is to serve individuals with permanent disabilities or veterans, making them an ideal partner for Oak Ridge Fitchburg. A copy of the Memorandum of Understanding between JT Klein Company and CAC is included in the following pages of this RFP.

In addition the project will enter into a Memorandum of Understanding with Dane County Department of Human Services to provide Assistance with Benefits and Employment Services. Dane County Department of Human Services provides residents with on and off site programming including assistance accessing public benefit programs and employment, employment leads, access to the Dane County Job Center and job training network, and resume and interview training. This relationship will offer residents assistance coordinating benefits from programs including FoodShare, Medicaid, Badgercare Plus, and Energy Services. JTK additionally partners with non-profit service provider Greenpath, Inc. on all of its affordable projects. Greenpath, Inc. provides financial literacy counseling and personal finance training to residents at no cost to residents or the property.

In the past JTK has also partnered with Community Living Connections to provide on-site supportive living services to Meadow Ridge Middleton residents with a developmental disability. At Meadow Ridge Middleton CLC rents a market rate unit in the building so that an employee can live on site, providing disabled residents with high touch case management and assistance with activities of daily living. Four CLC clients currently live at Meadow Ridge in affordable units and benefit from these on-site services, which allow them to live independently in a unit they can afford. In addition JTK has partnered with Middleton Outreach Ministry at Meadow Ridge Middleton; MOM connects local low income renters with affordable units and provides security deposit assistance. JTK intends to explore partnerships with these organizations at Oak Ridge Fitchburg as well. JTK is proud to offer a broad array of social services to its residents, and the company sees its projects as being a platform for connecting residents to the services they need to thrive.

June 6, 2018

Gail Propsom
Housing Specialist
WI- Department of Health Services
1 West Wilson
Madison, WI 53703

RE: Oak Ridge- Fitchburg

Dear Ms. Propsom:

Since forming JT Klein Company Inc. (JTK) in November of 2014, we have been successful in obtaining LIHTC tax credits to construct four developments in Dane County, all of which will have units targeted for residents who require supportive services. In July 2015 JTK was awarded an allocation of tax credits to construct Meadow Ridge Middleton a 95 unit development that was constructed in partnership with the Dane County Housing Authority (DCHA) and The Community Action Coalition of South Central Wisconsin (CAC) and opened in May 2017. In 2016, JTK received awards to construct 8Twenty Park Phase I and II a 95 Unit development in Madison with the same development team which began construction in March 2017. Additionally, in 2017 JTK received an allocation of tax credits to help finance the construction of Oak Ridge- Middleton an 83 unit development for seniors which construction will begin late 2017.

A couple years ago WHEDA modified its requirements for the creation of units for persons needing supportive services. Within this letter, I will attempt to provide the necessary information for your review to assess Oak Ridge Fitchburg a new construction affordable housing development for seniors to be located in Fitchburg, WI. I request, that upon completion of your review, you execute the attached Appendix S to submit as part of my tax credit application. I appreciate your feedback to help me reach out to the community and improve access to supportive service for my target population.

Upon completion, Oak Ridge Fitchburg will be a seventy three (73) unit apartment project located at the 2556 South Fish Hatchery Road in the City of Fitchburg. The project will be with a mix of one and two bedrooms units. DCHA will be providing Project Based Section 8 Vouchers (PBV's) for eight (8) units in the project. These units will be marketed to disabled individuals eligible for care services who have permanent developmental, physical, or sensory impairments.

JTK has engaged Oakbrook Corporation to be the management agent for this development. Oakbrook currently manages over 8000 apartment units, primarily in Wisconsin and Illinois. They have extensive experience coordinating supportive services for residents in both Section 8 and Section 42 properties.

The local need for supportive housing in Dane County goes well beyond what can be developed using the limited resources of the affordable housing tax credit program in Wisconsin. In the City of Fitchburg and Dane County, there is an enormous, unmet demand for high quality affordable housing units targeted for extremely low-income individuals who need support services. JTK believes in an integrated housing model, which targets a wide spectrum of tenants, ranging from low-income to market rate; designed for people with and without disabilities. Integrated housing simply works more efficiently than the previous model -which used Section 8 project-based housing, predominantly reserved for disabled tenants.

Past projects I developed in New Berlin, Waukesha, and Middleton and Madison has taught me, that once a project receives funding and begins construction, local long-term support partners go through their waiting lists to place people in the units. For this project, I intend to work with Care Wisconsin, that Community Action Coalition of South Central Wisconsin and our management company to help qualify and place tenants in the units that suit them, and provide the best access to supportive services moving forward.

Eligibility screening and assessments procedures for the supportive units at Oak Ridge Fitchburg will be the same as they are for the other units. Applicants must complete a written application, which the management agent will use to tentatively determine: eligibility, family size, household characteristics (elderly, students, etc.), annual income, and assets. We attached a copy of Oak Ridge Fitchburg's Resident Selection Plan to provide a more detailed picture of the rental and certification procedures.

Typically, the applicant will come to the site office for the lease signing. However, until the applicant has paid the security deposit and one full month's rent, they will neither receive a signed copy of the lease, nor keys to the premises. Keys are given to the resident after the actual move-in date and not before. When the lease is signed, site personnel will explain to the resident any lease provisions which are unclear. The Resident Manager will be happy to help residents with any problems that might arise. For our end, only an authorized agent for the owner is permitted to sign the lease for the development.

Marketing efforts continue regardless of the occupancy level at a property. Beginning with a thorough orientation upon move-in and continuing focus on customer service throughout the tenancy, Oakbrook minimizes resident turnover. Expedient maintenance is another way we maintain high occupancy.

Oakbrook Corporation staff makes the effort to effectively communicate with persons having any disability or handicap (i.e., hearing and visual impairments, mobility constraints, etc.) and accommodate their needs. Oakbrook staff has tools available to aid communication with both visual and auditory impairments. If additional alternatives are necessary, staff is also familiar with interpreters, translators, and other methods of communication.

MARKETING PROGRAM

Our on-going marketing program is committed to:

1. Attracting qualified seniors who are most in need of the types of accommodations for this property (households whose income will allow them to pay no more than 30 to 45% of their income toward their rent and utilities);
2. Generating a rental traffic of qualified, quality applicants;
3. Working closely with the service agencies whose client base consists of an age and income qualified population, not only for referrals but also for continued support of our residents' needs and ongoing education of site staff;
4. Developing a waiting list of fully processed, qualified applicants for each unit; and
5. Promptly pre-leasing all vacant units with qualified residents.

A. TARGET MARKETS:

Target markets will consist of qualified seniors within a twenty-mile radius of the property. Pre-applications will be collected throughout the development and construction phases.

B. THEME AND TAG LINES

In marketing this property, management will work to convey to prospective residents that the property is:

1. An outstanding housing development in which seniors can comfortably live and interact with the community;
2. Committed to providing barrier-free living to people with various disabilities;
3. Oakbrook Corporation and the owners are responsive to the needs and wishes of its residents and encourage residents to play a role in their community.

C. ADVERTISING

Attracting prospects to our community and pointing out its benefits is essential in both rent-up and re-rent situations. Advertising is the most fundamental way to draw public attention.

1. Internet advertising is the most frequently used method.
2. Signage: A monument sign and directional signs are critical tools. Management anticipates the property will attract walk-in traffic with appropriate signage.
3. Referral networks will be established, and in some cases, a referral incentive may be offered.

Specifically, we will cultivate networks between:

- a. The Resident Manager and residents
- b. The Resident Manager and other area managers
- c. The Resident Manager and local businesses

D. OUTREACH

We plan to reach prospective residents through the following types of organizations:

1. Local city and county human services departments and agencies
2. Businesses frequented by potential residents
3. Local public housing authority(ies)
4. Transportation providers
5. Area health agencies
6. Social service organizations
7. Neighborhood associations
8. Local schools and libraries

Oak Ridge Fitchburg marketing materials will notify and inform these organizations about the property. Materials including: flyers, brochures, and newsletter and church bulletin inserts will be distributed to appropriate organizations.

STABILIZATION PERIOD

During rent-up, we will actively contact these organizations, at least on a monthly basis. That way, the organizations will have updated information about the development, construction timeline, and available units, so their staff can answer any questions. After initial rent-up is completed, these organizations will be contacted, at least on an annual basis.

A. WAITING LIST

Oak Ridge Fitchburg will have a separate waiting list for those requiring supportive services. If a unit is still available after reaching out to those on the list, Oakbrook will contact DHS, Care Wisconsin, CAC or other long-term support providers, to seek out residents who require supportive services.

B. NOTICE TO VACATE

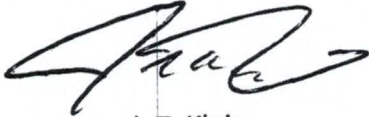
Notices to vacate must be submitted sixty (60) days prior to a resident moving out. That means that DHS, Care Wisconsin and CAC will have ninety (90) days to find a replacement tenant. Once the unit becomes vacant, we will hold it off the market for thirty (30) days, while our network searches for a tenant who qualifies for supportive services. If our network cannot find a qualifying tenant during that thirty (30) day period, then the unit will be rented to a family or individual who meets the income requirements, but does not require supportive services.

SOURCES FOR SUPPORTIVE SERVICES

Oak Ridge Fitchburg's service provider partners will drive the availability of supportive services for our tenants. As the building owner, we will make sure to work with the management company to explore what resources may be available to ensure tenants have their choice of service provider.

Most likely, local service providers will refer the tenants. In our experience with Care Wisconsin and CAC they have been an excellent partners, and have helped to coordinate with other providers to place tenants in these units. Other local housing providers - like the Dane County Housing Authority - also have extensive experience in providing this type of housing, and we plan to utilize their services as well. We appreciate your consideration of my Supportive Housing Plan for Oak Ridge Fitchburg. Please review this at your earliest convenience, and pass on any suggestions you have to strengthen the plan or to improve my development are greatly appreciated.

Sincerely,



Jacob T. Klein
President

4.7 Tenant Screening Policies

Oak Ridge Fitchburg will be managed by the Oakbrook Corporation, who will be responsible for leasing and tenant qualification. Oakbrook Corporation is an industry leader in providing management services to Section 42 properties in the Midwest. For this affordable housing development Oakbrook will use more relaxed qualification and screening policies than it does for market rate properties. These policies will enhance access to the property for persons that would normally not qualify to live in a typical market rate project. The 3 tenant qualification policies are listed below.

- Typically, a market rate renter is required to show that their income is at least three times the rent; Oakbrook understands that this may be unrealistic in an affordable project so they have adapted their standard policy to have a 45% rent to income requirement instead of the 33%.
- Next, there are two credit screening models provided by Oakbrook's vendor, a market rate and an affordable model. In the affordable model, student loan debt and unpaid medical expenses are not used.
- Finally, if applicants score with "conditional credit" Oakbrook will consider them with a higher security deposit and/or allow them to provide a co-signer with acceptable credit. In some cases, exceptions have been made for disabled applicants having a representative payee.

A detailed Oakbrook Corporation management plan and tenant selection criteria is included in the following pages of this RFP.



MANAGEMENT PLAN-Oak Ridge, LLC

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ABOUT OAKBROOK CORPORATION

Since 1987, our company has the experience gained through several real estate cycles to manage any real estate needs. With our history as a developer, investor, broker, and property manager, Oakbrook brings an unmatched depth of knowledge to each assignment.

With a combined portfolio of approximately 12 million square feet under management, including ~7,000 apartments and 46 office and industrial buildings, we are one of the Midwest region's largest service providers to the multifamily and commercial real estate sectors.

Adhering to our principles is the primary reason that we have gained the trust of our clients and developed a reputation built on integrity. We apply the same practical, aggressive, hands-on approach to our client's business that we do with our own.

Oakbrook Corporation was founded on the basic principles and belief that diligence, a proactive approach, and a principal-to-client relationship are fundamental to providing the highest, continuous value added service possible. Inherent in our philosophy are Oakbrook's core values, which we strive to achieve each and every day.

- Diligence
- Stewardship
- Integrity
- Excellence
- Invest in our People



PROPERTY MANAGEMENT STAFF

Oakbrook Corporation's goal is to hire highly skilled and motivated individuals who have the demonstrated ability to perform the duties and responsibilities of their position with professionalism.

1. Outline of Roles and Responsibilities of Management Staff:
 - a. The responsible manager is the Area Manager, who reports to the Director of Property Management overseen by the Vice President. Oakbrook Corporation is the management agent for the owner.
 - b. Working under the supervision of the Director will be the Area Manager and the Property Manager. Working under the Property Manager's supervision are caretakers, key keepers, maintenance staff, and various outside contractors as appropriate. The current budget is consulted when determining compensation for each employee and the expense of any external contractor.
 - c. The Director will consult with the owner whenever there are circumstances beyond the scope of the Management Agreement and whenever good judgment indicates consultation advisable. The owner is consulted prior to expenditures over \$5,000 (unless otherwise specified in the Management Agreement).
 - d. The Director is responsible for the operations of the property and supervises the Compliance Manager and Compliance Department. The Compliance Manager is the liaison between Oakbrook Corporation, allocating agencies, investors, etc., on housing program-related issues and concerns. The Director and VP, will handle operational decisions above and beyond the Compliance, Regional, Area and Property Managers' authority.
 - e. The respective responsibilities and duties of the owner and the management agent are defined in the Management Agreement. The Management Agreement identifies areas of overlap and describes how the overlap is handled.
 - f. Applicable job descriptions and organizational chart are attached to this Plan.

2. Personnel Policies and Site Staff Training
 - a. All hiring of Oakbrook personnel will conform to equal employment opportunity regulations. Management will subscribe to fair housing and wage laws.
 - b. The Area Manager is directly responsible for all hiring, training, performance evaluating, disciplining and discharging property staff.
 - c. Oakbrook Corporation has a comprehensive training program for all employees. In addition to annual fair housing training, Oakbrook employees are required to attend courses related to managing properties financed using various housing programs. The Area Manager, Compliance Manager and peers spend time with new employees familiarizing them with their job duties and orientating them to the property. Applicable affordable housing program guidelines are discussed as appropriate.
 - d. Oakbrook Corporation is supportive of outside training and also conducts in-house training at least annually. Staff hold HCCP, COS and other industry designations. The Compliance Manager coordinates training of staff on HUD, RD, LIHTC and various other affordable housing programs. All trainings are tailored to fit appropriate programs at each property.



PROPERTY MAINTENANCE PLAN

A well-maintained property is often the result of a well-developed and implemented Maintenance Plan.

1. **Corrective/Emergency maintenance:** Corrective maintenance is performed at the property to repair/restore items when problems are identified, and before major breakdowns or emergencies. Even the best maintained equipment or building components develop problems requiring corrective action despite a good the maintenance program. In addition, resident service requests are the most common source for identifying corrective maintenance needs.
2. **Maintenance Service Request Procedures:** Residents are instructed to report all maintenance requests to the office where a service request/work order will be documented. All maintenance requests that are not an emergency in nature will be completed within two working days unless outside service or parts are required. A contracted call center fields and dispatches all after hour emergency calls to Oakbrook maintenance staff. This toll free phone number is answered at all times. Resident requests for maintenance are monitored and analyzed periodically to determine the effectiveness of the maintenance program, response time and resident satisfaction.
3. **Custodial Maintenance:** Custodial maintenance includes all day-to-day routine maintenance and cleaning activities that are performed frequently. Custodial maintenance includes, but is not limited to, the following tasks:
 - a. Cleaning the property office and community building;
 - b. Cleaning the common areas, stairwells and hallways;
 - c. Cleaning laundry rooms;
 - d. Cleaning the grounds including the property entrance, parking lots and play areas;
 - e. Removing snow from sidewalks; and
 - f. Basic landscaping care such as mowing, trimming etc., on a regular basis
4. **Rubbish & Snow Removal:** Trash containers are provided in appropriate areas throughout the complex so as to be reasonably convenient for all residents. Snow and Rubbish removal are subcontracted to independent vendors.
5. **Inventory Procedures:** A complete list of inventory will be established, maintained and updated as new equipment or supplies are added or expended, consumed or written off. The inventory will be physically counted/inspected and reconciled to the books annually. Stock levels will be maintained at a minimum level to insure prompt service on maintenance requests, but will not be excessive.
6. **Unit Inspections:** Annual unit inspections will be performed to determine current or potential maintenance requirements as well as to insure that residents are fulfilling their responsibilities under the lease. Such inspections will be completed only after residents receive prior written notice in conjunction with the lease.
7. **Painting and Decorating Procedures:** All apartments will be repainted and redecorated upon turnover or as necessary. All interior and exterior painting and/or staining will be completed as necessary to maintain a neat and clean appearance at all times.
8. **Service Contracts:** A contract will be executed with a licensed rubbish hauler and exterminator after obtaining competitive bids so as to provide the best possible service at the most reasonable price. Landscaping, snow removal and other contractors may be hired using a competitive bid process, as necessary. Preference will be given to local vendors who meet contractor insurance and bid requirements.



PREVENTIVE MAINTENANCE PROGRAM

Preventive maintenance will be performed to maintain and extend the useful life of property or equipment as opposed to corrective maintenance that is performed in direct response to required repairs or equipment failures. Corrective and preventive maintenance will generally be accomplished in accordance with the following priority:

1. Emergency calls will be completed at any time there is an immediate threat to health, safety or property requiring an immediate response.
2. Residential maintenance requests will be completed generally within 24-48 hours to insure normal, uninterrupted use of their apartment.
3. Maintenance required at turnover will be performed promptly to insure timely re-rentals.
4. Preventive maintenance will be accomplished in conjunction with established plans and schedules.
5. Scheduled corrective maintenance work that does not fall in the above categories and thereby allows some flexibility in accomplishing the required work.

Preventive maintenance programs will be established per Oakbrook Corporation policies and procedures and includes the following:

1. An inventory of all items that require servicing during the upcoming years will be conducted.
2. Each item will be categorized according to what type of service is required, the frequency of the service and whether or not performing the work will save money.
3. A schedule will be established and monitored on a regular basis.
4. Each year the program will be analyzed and revised as necessary.

The following is a checklist of items addressed in the preventive maintenance program.

1. Building Exteriors
 - a. Trimming shrubbery and pruning trees as necessary;
 - b. Establishing and maintaining a lawn treatment program, fertilizing and weed control;
 - c. Service and/or repair lawn maintenance equipment;
 - d. Draining outside hose bibs and blowing-out irrigation system in fall, turning system on and inspecting in the spring;
 - e. Sealing all cracks in sidewalks and parking areas with appropriate materials;
 - f. Marking curbs, shrubbery, trees and other areas that are subject to damage by snow plows in the fall and remove markings in the spring;
 - g. Caulking and/or weatherizing exterior siding, windows and trim as necessary;
 - h. Installing and removing air-conditioner covers in the fall and spring;
 - i. Making sure all exterior windows and doors are in place, in good condition and operating properly;
 - j. Inspecting all roofs, patching and/or replacing damaged asphalt shingles as necessary;
 - k. Cleaning and repair gutters and down spouts;
 - l. Inspecting all head bolt heater outlets for proper condition and operation; and,
 - m. Inspecting exterior lighting and replace burned out lamps as necessary. Also adjust time clocks according to season where applicable.

2. Building Interiors

- a. Cleaning and oil all vestibule unit heaters and fans;
- b. Setting proper temperature controls on unit heaters and securing (seasonal);
- c. Installing adequate door units and carpet runners where necessary and maintaining;
- d. Cleaning out dryer exhaust vents and keeping equipment clean in laundry facility;
- e. Changing filters on all forced air filters, lubricating and inspecting for proper operation in individual units;
- f. Changing filters, lubricating and inspecting boilers and air-exchange equipment in laundry facilities and community/office building;
- g. Flushing out water heaters and adjusting temperature settings; and,
- h. Inspecting, repairing or replacing parts of appliances as necessary particularly after completing unit inspections or at the time of turnover.

The preventive maintenance program will also assist in reducing energy and utility costs at the development by:

1. Ensuring the highest quality operating efficiency of mechanical equipment, heating, ventilating and cooling (HVAC) through cleaning and regular maintenance.
2. Caulking and/or weather stripping exterior siding, windows, doors and trim as necessary to reduce or eliminate air leaks.
3. Utilizing energy efficient lighting and controlling their use through timers, photocells, etc.
4. Monitoring temperature controls setting wherever possible including common areas, hallways and vacant units.

PROPERTY MARKETING

Marketing efforts continue regardless of the occupancy level at a property. Beginning with a thorough orientation upon move-in and continuing focus on customer service throughout the tenancy, Oakbrook minimizes resident turnover. Expeditious maintenance is another way we maintain high occupancy.

Oakbrook Corporation staff is sensitive to the need to effectively communicate with persons having any disability or handicap (i.e., hearing and visual impairments, mobility constraints, etc.) Oakbrook staff makes every effort to accommodate the needs of persons having disabilities. Staff is aware of communication tools available in order to effectively communicate with those having visual or hearing impairments. Staff is aware of various alternatives such as interpreters, translators, and other forms of communication. Oakbrook Corporation's Reasonable Accommodation Policy is attached.



MARKETING PLAN

GOALS AND OBJECTIVES

The goals of the on-going marketing program are:

1. To attract qualified families who are most in need of the types of accommodations for this property (households whose income will allow them to pay no more than 30 to 45% of their income toward their rent and utilities);
2. To generate a rental traffic of qualified, quality applicants;
3. To work closely with the service agencies whose client base consists of an age and income qualified population, not only for referrals but also for continued support of our residents' needs and ongoing education of site staff;
4. To develop a waiting list of fully processed, qualified applicants for each unit; and
5. To promptly pre-lease all vacant units with qualified residents.

TARGET MARKETS

Target markets will consist of qualified families within a twenty-mile radius of the property. Applications will be collected 120 days prior to the anticipated opening of the property, if the property is a lease up.

THEME AND TAG LINES

In marketing this property, management will work to convey to prospective residents that the property is:

1. An outstanding housing development in which families can comfortably live and interact with the community;
2. Committed to providing barrier-free living to people with various disabilities;
3. Oakbrook Corporation and the owners are responsive to the needs and wishes of its residents and encourage residents to play a role in their community.

ADVERTISING & MARKETING

Attracting prospects to our community and pointing out its benefits is essential in both rent-up and re-rent situations. Advertising is the most fundamental way to draw public attention.

1. On-line and social media marketing is most often used to attract prospects and communicate with residents.
2. Both local and regional newspapers and print media may be used.
3. Brochures, direct mailers and other informational handouts will be distributed as appropriate.
4. Signage: A monument sign and directional signs are critical tools. Management anticipates the property will attract walk-in traffic with appropriate signage.
5. Referral networks will be established and in some cases a referral incentive may be offered. Networks that will be specially cultivated are:
 - a. Property Manager and residents

- b. Property Manager and other Property/Area Managers
- c. Property Manager and local businesses
- d. Property Manager and local and large employers

OUTREACH

Efforts will be made to reach prospective residents through the following organizations or types of organizations:

1. Local city and county human services departments and agencies
2. Businesses frequented by potential residents
3. Employers in the area
3. Local public housing authority(ies)
4. Transportation providers
5. Area health agencies
6. Social service organizations
7. Neighborhood associations
8. Local schools and libraries

Marketing materials will notify and inform these organizations about the property. Materials, such as flyers for posting on bulletin boards, brochures, copies of inserts for newsletters and church bulletins will be distributed to appropriate organizations in addition to electronic transmissions of the same.

During rent-up, these organizations will be contacted frequently. This follow up will provide the organizations with updated information about the development, construction timeline, and available units will allow staff to answer any questions that have arisen and will allow staff to ensure that the organizations have an appropriate supply of materials. After initial rent-up is completed, these organizations are contacted at least annually.

Oakbrook Corporation and this rental community adheres to local, state, and the federal Fair Housing Law (Title VIII of the Civil Rights Act of 1968, The Fair Housing Amendments Acts of 1988 and Section 504 of the Rehabilitation Act of 1973, all as amended), which stipulates that it is illegal to discriminate against any person on the basis of any federal, state or local protected class.

THIS IS AN EQUAL HOUSING OPPORTUNITY COMMUNITY



RESIDENT RELATIONS

1. The agent will use his best efforts at all times to maintain amicable relations with the residents of the development. It is important that departing residents think well of the development just as residents do during their residency. Fraternization with the residents is to be avoided and shall not be confused with amicable relations. The agent will maintain good faith communications with the residents, so that problems affecting the development and its residents may be avoided or solved on the basis of mutual self-interest.
2. The agent shall at all times during the term of the agreement operate and maintain the development according to the highest standards achievable. The agent shall secure full compliance by the residents with the terms and conditions of their respective leases.
3. Resident Orientation and Handbook: An orientation checklist will be distributed at move-in that contains information regarding the project and care of the unit. Rules and regulations will be explained to resident by site management staff. Resident will sign acknowledgment of such orientation procedures. The rent collection policy will be explained in full at the time of signing the Lease Agreement.
4. Grievance Procedure: Management intends that every effort will be made to generate a good working relationship with all residents. Should a resident wish to express dissatisfaction or bring a specific grievance concerning the work of site personnel that cannot be resolved by discussion with site management staff, the resident will be encouraged to notify the Area Manager. If both parties cannot reach a resolution, the problem would be taken to the Director.

APPLICATION, SCREENING AND SELECTION

Applicants for admission into the development must complete a written or on-line application. The application will enable the management agent to tentatively determine the applicants: eligibility, family size, household characteristics (elderly, students, etc.), annual income, and assets. A copy of the Resident Selection Plan outlining rental and certification procedures for this property is attached. Typically, the applicant(s) will come to the property office for the lease signing or sign electronically. The keys are given to the resident upon commencement of the lease term and not before. At the time the lease is signed, site personnel will explain to the resident any lease provisions which are unclear. Mention will be made to not hesitate to call upon the Property Manager about any problem that the resident may experience. Only an authorized agent for the owner is permitted to sign the lease for the development.



CITY OF MADISON REQUIREMENTS & ATTACHMENTS:

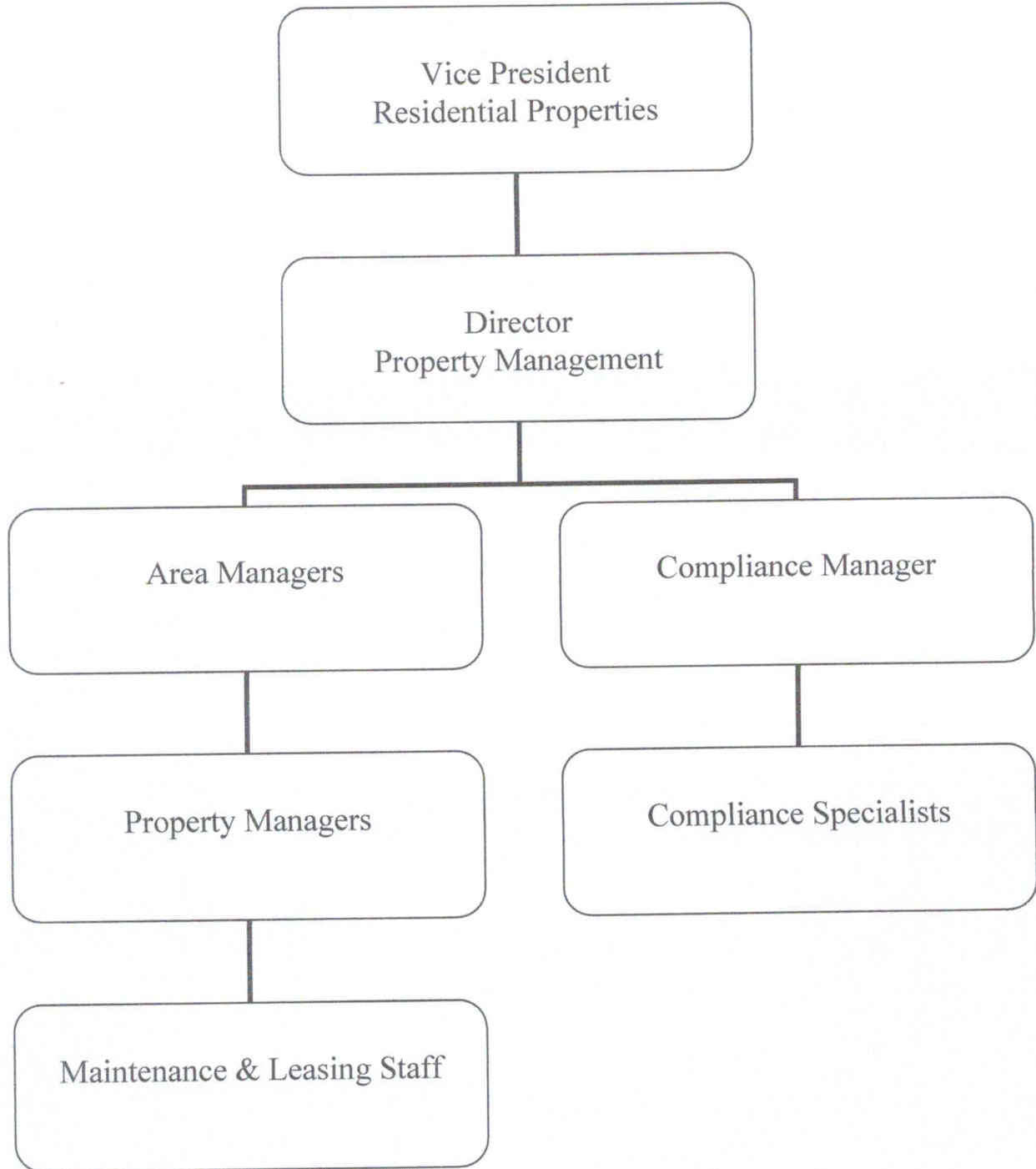
- Lease and Parking Addendum will note that street parking permits will not be allowed at this property.
- It is understood that the owner intends to have at least one shared care on-site as an amenity to the residents. At the time of this Plan, the owner is in negotiations with vendors to satisfy this City requirement.
- Trash Management and Snow Removal are outlined in the above plan on page 4. Rubbish and snow removal will be handled by an outside vendor contract. It is understood that the cost of these services are included in rent and not charged back to the tenant in a separate fee.
- Common Open Spaces will be maintained by on-site maintenance staff and outside landscaping vendors as outlined above. This is a pet-friendly building (restrictions may apply); pet waste station(s) will be installed in a specified pet walking area on the property for residents' convenience.
- Move-In/Move Out procedures (inspection checklist) are attached to all leases.



Attachments to Management Plan



Organizational Chart-Residential Division



**Oakbrook Corporation
Job Description**

Job Title:	Area Manager	Department:	Residential
Reports To:	RM/Director/VP	FLSA Status:	Exempt
Prepared Date:	July 2003		

SUMMARY:

With the direction of the Regional Property Manager and/or Vice President, you are responsible for overseeing the performance of property managers in all phases of property operations, including, but not limited to, the fiscal, social and physical aspects.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Assist property managers in the preparation of annual operating budgets.
- Monitor monthly income and expenses for compliance with approved operating budgets.
- Evaluate any variance from approved budget of \$1,000 or more.
- Plan and submit capital expenditures for approval.
- Monitor marketing activities. Monitor quarterly market studies of competitive projects.
- Monitor resident maintenance requests assuring that they are handled on an immediate basis, if possible, and that, if necessary, residents are notified of reasons for delay.
- Conduct property visits weekly evaluating curb appeal, protection of property value, and potential safety hazards.
- Monitor preventive maintenance programs and implementation of all approved physical improvements.
- Hire, train, and supervise all site property managers and evaluate and review their performance.
- Recommend annual salary adjustments with Property Manager Regional Property Manager.
- Maintain open lines of communication with Regional Property Manager to ensure prompt, effective, and professional management operations.
- Maintain a positive working relationship within Oakbrook Corporation, the community, employees, residents, owners and/or agencies.
- Oversee the marketing of apartments according to Fair Housing guidelines, approval of applications, lease preparation, and Resident Selection Plan.
- Report accident and emergency situations to the Regional Property Manager and file required reports.
- Represent the company at all onsite governmental or investor inspections.
- Comply with all procedures and policies outlined in on-site operations manuals and personnel manuals.
- Regular and predictable attendance.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable



individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

- High school diploma or GED and at least 4 years of multi-site supervisory experience in the property management or related field.
- Must have high level of interpersonal skills to handle tenant and employee situations. Position continually requires demonstrated poise, tact and diplomacy.
- Must be able to interact and communicate with individuals at all levels of the organization as well as the public.
- Must be able to physically inspect property.
- Must have knowledge of computer software applications in word processing, spreadsheets, database and presentation software (MSWord, Excel,).
- Must have a valid driver's license.

LANGUAGE SKILLS

- Must be fluent in English
- Must have strong oral and written communication skills.

MATHEMATICAL SKILLS

- Basic math skills

SUPERVISORY RESPONSIBILITIES: Position will directly supervise property managers and indirectly supervise all property staff.

CONTACTS: Position has frequent contact with lenders, investors, tenants, vendors, contractors, supervisors, property staff and the general public.

Disclaimer

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

Employee's Signature

Date



Key Attributes – Area Manager

Each employee will be evaluated on an annual basis. Your performance evaluation rating will be based on the level of performance in the following key areas:

- 1. Job Knowledge**
 - a) Knowledge of all phases of property management.
 - b) Knowledge of the each property's position in the marketplace and its competitors for assigned portfolio.
 - c) Ability to understand basic accounting functions and corporate software systems, evaluate and implement capital expenditures associated with the each property in the portfolio.
 - d) Knowledgeable of Fair Housing, Section 42, Section 8, and other government programs.
- 2. Communications**
 - a) Communicate goals in a clear, concise manner with staff and supervisors.
 - b) Forward any on-going property issues to the Regional Portfolio Manager.
- 3. Quality of Work**
 - a) Monitor resident satisfaction surveys and other feedback.
 - b) Evaluate/inspect each property in the portfolio and communicate results to proper personnel. (physical inspections, monitoring budget adherence, marketing/advertising appropriateness, etc.)
 - c) Monitor completion of required work assignments from applicable Oakbrook operations manuals (Operating, Accounting, and Financing Program Manuals) for each property in the portfolio.
- 4. Quantity of Work**
 - a) Timely completion of required work assignments from applicable Oakbrook operations manuals (Operating, Accounting, and Financing Program Manuals) for each property in the portfolio.
 - b) Visit each property in the portfolio to resolve issues effectively and in a timely manner.
- 5. Dependability**
 - a) Regular and predictable attendance.
 - b) Completes all projects assigned by the Regional Property Manager.
 - c) Resolves issues within staff, with vendors, or residents in a timely manner.
- 6. Interpersonal Skills**
 - a) Satisfactorily resolves personnel issues.
 - b) Effectively communicates property goals to staff of each property.
 - c) Work harmoniously with staff, residents, vendors, other Oakbrook employees, and general public.
- 7. Initiative**
 - a) Requires little direction from Regional Property Manager.
 - b) Looks for more efficient and cost effective methods to manage each property in the portfolio.
 - c) Assumes additional responsibilities as needed.



8. Adaptability

- a) Prioritizes workload and adjusts schedule as needed to assist property managers.
- b) Able to interact with a variety of individuals: building owners, housing agencies, staff, vendors, and residents.

9. Planning and Organization

- a) Forecast income and expenses for each property in the portfolio.
- b) Anticipate changes in the occupancy of each property in the portfolio and changes in the applicable market.
- c) Establishes property goals and priorities for the portfolio.

10. Leadership

- a) Ability to guide, direct and motivate your staff so that they want to do better work, assume more responsibilities, and prepare them for future job opportunities.
- b) Implements or presents new and innovative ideas for marketing or maintaining each property in the portfolio.

**Oakbrook Corporation
Job Description**

Job Title:	Compliance Manager	Department:	Residential
Reports To:	Director/VP	FLSA Status:	Exempt
Prepared Date:	July 2003		

SUMMARY:

Under the direction of the Oakbrook Corporation Vice President, you are responsible for the hiring and training of compliance staff, and for the design and development of all operating protocol to ensure accurate, authoritative and timely completion of all compliance documentation required by the Section 42, Section 8, Tax Exempt Bond, Rural Development Services and other agencies that monitor fair housing and other applicable affordable housing programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Continually maintain a technical understanding of compliance requirements for various affordable housing programs, including, tax credits, HOME, CDBG, HUD Section 8, Rural Development, and other local, state and federal housing programs. Research and interpret ongoing Program changes, regulation updates, etc.
- Review and maintain development financing information to ensure compliance with all financing and reporting requirements for all appropriate housing programs.
- Identify, research and respond to various owner, landlord, tenant and fair housing issues as necessary.
- Coordinate training for residential staff including fair housing, landlord and compliance training.
- Research and establish policy and procedures for various environmental issues, namely, Lead Based Paint and Mold. Coordinate training related to these issues as necessary.
- Assist in preparing Management Agreements, including attachments, as related to various housing programs and Management agent approval by various local, state and federal agencies and investors. Prepare and submit Affirmative Fair Housing Marketing, Resident Selection and Management Plans.
- Direct all household approvals for “affordable” properties utilizing compliance and property management staff.
- Oversee timely submission of reports to investors, owners, state and federal monitoring agencies and approve written responses to questions about these reports.
- Coordinate all agency and owner/investor physical inspections and compliance audits; follow-up and respond as necessary.
- Develop and maintain a system for submitting and overseeing tax credit, HAP contract, interest credit, rent assistance, rent increases and other appropriate program reports for agency approval. This system will incorporate the use of compliance software.
- Oversee, review and submit required compliance reports for 80/20 Bond Financing at appropriate properties.
- Coordinate training of site managers and compliance personnel. Update and implement compliance manual changes. Schedule and perform routine file assessments at each regional



- office to ensure compliance procedures are followed.
- Coordinate file audits by state agencies, investors, owners, and their agents and respond as necessary.
 - Hire and train all regional and central office compliance personnel.
 - Evaluate and annually review the performance of compliance employees and submit salary adjustments.
 - Plan and monitor continuing education programs for all compliance personnel.
 - Develop and maintain open lines of communication with accounting and property management personnel to ensure prompt, effective and efficient operations.
 - Promote and maintain a positive working relationship within the corporate and regional offices.
 - Promote and maintain a positive working relationship with all owners and/or agencies.
 - Promote the need for maintaining a positive relationship with current or potential residents.
 - Enhance and update our knowledge of current activities, and regulations and procedures within the compliance area.
 - Regular and predictable attendance.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

- Three to five years affordable housing program compliance, property management and/or banking experience or equivalent.
- Must have high level of interpersonal skills to handle sensitive and confidential situations. Position continually requires demonstrated poise, tact and diplomacy.
- Must be able to interact and communicate with individuals at all levels of the organization. Must be able to speak publicly to perform group-training sessions.
- Must have knowledge of a variety of computer software applications in word processing, spreadsheets, database and presentation software (MSWord, Excel, WordPerfect, Lotus).
- Work requires continual attention to detail in composing, typing and proofing materials, establishing priorities and meeting deadlines. Must be able to work in a fast-paced environment with demonstrated ability to juggle multiple competing tasks and demands.

LANGUAGE SKILLS

- Must be fluent in English
- Must have strong oral and written communication skills.

MATHEMATICAL SKILLS

- Basic math skills

SUPERVISORY RESPONSIBILITIES: Supervision of department staff.



CONTACTS: Position has frequent contact with developers, investors, governmental agencies, co-workers, supervisors, property managers, and the general public.

Disclaimer

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

Employee's Signature

Date



Key Attributes-Director of Compliance

Each employee will be evaluated on an annual basis. Your performance evaluation rating will be based on the level of performance in the following key areas.

1. Job Knowledge

- a) Knowledge of affordable housing programs and specific regulatory agreement requirements for Oakbrook portfolio.
- b) Knowledge of specific property financing and how compliance requirements tie into financial feasibility of a property.
- c) Knowledge of property and asset management and fair housing requirements.

2. Communications

- a) Communicates issues and concerns to investors and agencies.
- b) Train new compliance and property management staff and pro-actively identify ongoing training needs.
- c) Successful communication with home office staff regarding operation of properties, leases and tenant relations.
- d) Communication of issues/concerns of staff to Oakbrook VP-Residential.
- e) Communicate with owners/investors to discuss compliance issues, as necessary.

3. Quality of Work

- a) Satisfactory investor and Agency file reviews.
- b) Timely completion of initial certifications and recertifications.
- c) Instill confidence in all Oakbrook staff and others regarding compliance department knowledge, capabilities and focus on customer service.
- d) Instill confidence in property owners regarding Oakbrook Corporation management capabilities.
- e) Make quality personnel decisions.

4. Quantity of Work

- a) Prepare and submit weekly, monthly, quarterly, annual reports to governmental agencies and investors.
- b) Timely feedback to staff regarding compliance issues.

5. Dependability

- a) Regular and predictable attendance.
- b) Timely completion of all duties.

6. Interpersonal Skills

- a) Resolves personnel issues within staff.
- b) Communicates department goals to staff.
- c) Serves and supports property management and corporate staff.

7. Initiative

- a) Identifies efficiencies in procedures and certification of tenants.
- b) Needs little direction from VP-Residential.
- c) Assumes additional responsibility when asked or needed.

8. Adaptability

- a) Must be prepared to adjust daily schedule for owner, investor or management requests.
- b) Must be able to work as a team to ensure all work is completed timely.
- c) Must be able to interact with wide variety of individuals.

9. Planning and Organization

- a) Closely monitor property statistics to ensure compliance.
- b) Submit tenant certifications and agency reports on time.
- c) Anticipate changes in the affordable housing industry.
- d) Establish priorities within compliance department.
- e) Establish proper staff levels and assignments.

10. Leadership

- a) Implement new and innovative procedures to increase accuracy and efficiency.
- b) Mentor staff, property managers and peers and serve as a role model.
- c) Identify and present solutions/shortcuts to property management staff and peers.
- d) Identify compliance-training needs of property staff.
- e) Evaluate all staff to assure quality performance and identify training opportunities through seminars and/or classes.



Oakbrook Corporation
Job Description

Job Title:	Property Manager	Department:	Residential
Reports To:	Area/Regional Manager	FLSA Status:	Exempt
Prepared Date:	January 2003		

SUMMARY:

The Property Manager is responsible for maintaining high property occupancy and low resident turnover within the established budgeting guidelines. Under the direction of the Regional Portfolio Manager/Area Manager, you are responsible for all phases of the property's operation, including but not limited to, leasing, maintenance, resident communication, rent collection, and invoice approval.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Assist in the preparation of annual operating budget.
- Monitor monthly income and expenses for compliance with the approved operating budget.
- Plan and submit for approval capital expenditures and submit bids for physical improvements to Area/Regional Property Manager.
- Obtain all required information for initial resident eligibility and recertification.
- Plan and monitor marketing activities.
- Conduct regular property inspections to enhance curb appeal, protect property value, and identify potential safety hazards.
- Prepare a preventative maintenance program for the property.
- Hire, train, supervise, and evaluate all site employees.
- Annually review the performance of employees, submit recommendations for annual compensation adjustments to Area/Regional Property Manager.
- Maintain a positive working relationship within Oakbrook Corporation, the community, employees, owners, vendors and agencies.
- Follow Fair Housing guidelines and Resident Selection Plan. Perform new resident orientation.
- Maintain good resident relations while continuing to enact company and community policies.
- Mediate disputes between residents. Investigate complaints about residents, on-site personnel, and outside contractors.
- Develop a strong resident retention program and follow guidelines for renewals and recertifications (if applicable)
- Handle details of resident move-in and move-out, giving special attention to apartment preparedness.
- Comply with appropriate company procedures for deposits, collections, accounts payable, payroll, and security deposit reconciliation in a timely manner.
- Report accident and emergency situations to the Area/Regional Property Manager and file required reports with Human Resources.



- Ensure that all maintenance requests are handled on an immediate, response basis, and that residents are notified of reasons for any delay.
- Follow all procedures outlined in the on-site operations manuals. Comply with all Oakbrook Corporation personnel directives presented in the operations manuals and employee manual.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

- High school diploma or GED and at least 4 years of supervisory experience in the property management field.
- Must have high level of interpersonal skills to handle resident and employee situations. Position continually requires demonstrated poise, tact and diplomacy.
- Must be able to interact and communicate with individuals at all levels of the organization as well as the public.
- Must be able to physically inspect property.
- Must have knowledge of computer software applications in word processing, spreadsheets, database and presentation software (MSWord, Excel).

LANGUAGE SKILLS

- Must be fluent in English
- Must have strong oral and written communication skills.

MATHEMATICAL SKILLS

- Basic math skills

SUPERVISORY RESPONSIBILITIES: Position will directly supervise all property staff.

CONTACTS: Position has frequent contact with residents, vendors, contractors, supervisors, property staff and the general public.

Disclaimer

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

Employee's Signature

Date



Key Attributes – Property Manager

Each employee will be evaluated on an annual basis. Your performance evaluation rating will be based on the level of performance in the following key areas:

1. Job Knowledge

- a) Knowledge of the property's position in the marketplace and its competitors
- b) Ability to understand basic accounting functions, evaluate cost of operating expenses, and capital expenditures associated with the property
- c) Knowledge of property management operations to include administrative, physical asset, maintenance and budgetary responsibilities
- d) Knowledgeable of contract bidding.

2. Communications

- a) Communicate goals and policies to staff and vendors.
- b) Communicate staff matters to Area/Regional Manager.
- c) Communicate and cooperate with corporate accounting and compliance department.

3. Quality of Work

- a) Ensure resident satisfaction through annual surveys and other feedback.
- b) Monitor/inspect administrative and maintenance work flow.
- c) Accurate completion of required work assignments in compliance with Oakbrook operations manuals.
- d) Approve and process invoices.
- e) Enforce high maintenance standards and cleanliness in common areas, apartment units and grounds.

4. Quantity of Work

- a) Timely completion of required work assignments in compliance with applicable Oakbrook operations manuals (Operating, Accounting, and Financing Program Manuals).
- b) Capital expenditures completed as scheduled and budgeted.
- c) Code and submit invoices in a timely manner.
- d) Complete leases, renewals, addendums and recertifications (if applicable) in a timely fashion.

5. Dependability

- a) Regular and predictable attendance
- b) Complete assigned projects per property management calendar deadlines or supervisor's deadline.
- c) Complete any projects assigned by the Area/Regional Manager

6. Interpersonal Skills

- a) Work harmoniously with staff, residents, vendors, other Oakbrook employees, and general public.
- b) Resolve personnel issues at site level, as much as possible, using HR and supervisor as additional resources.

7. Initiative

- a) Requires little direction from Area/Regional Manager.
- b) Looks for more efficient and cost effective methods to manage the property.
- c) Assumes additional responsibilities when necessary or requested.
- d) Self motivated, works well as an individual and leads team on group projects.



8. Adaptability

- a) Prioritize workload and adjust daily schedule due to conditions in the office or on the property.
- b) Able to interact with a variety of individuals (building owners, housing agencies, staff, vendors, and residents)

9. Planning and Organization

- a) Forecast income and expenses for the property.
- b) Anticipate changes in the occupancy of the building and changes in the market.
- c) Establish property goals and priorities.
- d) Monitor expenses, adjust plan to meet Net Operating Income goals.
- e) Establish priorities and schedules for maintenance/leasing staff.
- f) Establish lease renewal system to include recertification process(if applicable).

10. Leadership

- a) Ability to guide, direct and motivate staff.
- b) Mentor staff and serve as a role model.
- c) Implement or present new and innovative ideas for marketing or maintaining the property
- d) Encourage leasing and maintenance staff to make suggestions.
- e) Implement and oversee resident retention plan



**Oakbrook Corporation
Job Description**

Job Title:	Maintenance Supervisor	Department:	Residential
Reports To:	Property Manager	FLSA Status:	Non-Exempt
Prepared Date:	January 2003		

SUMMARY:

The Maintenance Supervisor is responsible for maintaining the physical property including mechanical systems, structures (interior and exterior), grounds, and housekeeping. This position is responsible for ensuring superior curb appeal, rapid response to maintenance requests, and the supervision of all maintenance staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES: include the following. Other duties may be assigned.

- Train and supervise maintenance staff to assure compliance with directives.
- Evaluate performance of maintenance staff with Property Manager.
- Follow all purchase order procedures.
- Keep maintenance shop and storage area clean and organized.
- Maintain property operations within the approved budget.
- Maintain appropriate level of supplies and equipment inventories.
- Complete work requests as needed and within 24 hours of receipt whenever possible.
- Maintain grounds care and housekeeping as needed.
- Ensure that all vacant apartments are ready for occupancy within 48 hours of tenant lease termination.
- Report accidents, emergencies, or dangerous situations to the Property Manager immediately.
- Follow all maintenance procedures as outlined in the on-site operations and maintenance manuals.
- Comply with all Oakbrook Corporation personnel directives as outlined in the operations manuals and personnel manual.
- Ensure that all maintenance staff comply with on-call rotation schedule.
- Assist Property Manager with the interviewing and hiring process for maintenance staff.
- Obtain bids for approved projects from qualified vendors.
- Comply with all Fair Housing guidelines.
- Regular and predictable attendance.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



EDUCATION and/or EXPERIENCE

- High school diploma or GED; four or more years of experience in property maintenance or related field; supervisory experience is required.
- Must have high level of interpersonal skills due to frequent interaction with tenants, contractors, etc. Position continually requires demonstrated poise, tact and diplomacy.
- Must be able to interact and communicate with individuals at all levels of the Oakbrook organization.
- Must be able to work independently with minimum supervision.
- Physically able to bend, stoop, climb, and reach.
- Must be able to lift, push, pull, and move a minimum of 50 pounds.
- Must have a valid driver's license.

LANGUAGE SKILLS:

- Must be fluent in English
- Must have strong oral and written communication skills.

MATHEMATICAL SKILLS:

- Basic math skills

SUPERVISORY RESPONSIBILITIES: Position will supervise all maintenance technicians.

CONTACTS: Position has frequent contact with tenants, contractors, vendors, co-workers, supervisors, and the general public.

Disclaimer

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

Employee's Signature

Date



Key Attributes – Maintenance Supervisor

Each employee will be evaluated on an annual basis. Your performance evaluation rating will be based on the level of performance in the following key areas:

- 1. Job Knowledge**
 - a) Knowledge of HVAC equipment.
 - b) Knowledge of appliance repairs and maintenance.
 - c) Knowledge of water heater repairs and or replacement.
 - d) Proficiency in carpentry skills.
 - e) Proficiency in plumbing skills
 - f) Refrigeration certification/Freon recovery certification
 - g) Knowledge of pool and whirlpool pumps.
 - h) Knowledge of vendors and resources for parts and service.
 - i) Certified Pool Operator Certificate, if applicable.
- 2. Communications**
 - a) Professional communication with residents, contractors and fellow staff.
 - b) Communication with property manager regarding:
 - a. Condition of property equipment
 - b. Anticipated problems and expenditures on equipment
 - c) Communication with maintenance technicians regarding:
 - a. Job assignments and job status
 - b. Motivation and encouragement
- 3. Quality of Work**
 - a) Make repairs and maintain all equipment according to the manufacturer's recommendations.
 - b) Ensures all maintenance issues are resolved without callbacks.
 - c) Ensures preventative maintenance schedule is followed.
 - d) Maintain job site in clean condition.
- 4. Quantity of Work**
 - a) Completion of work orders within 24 hours.
 - b) Inspect work of maintenance staff.
 - c) Efficient work techniques developed and applied.
 - d) Reduce and eliminate employee down time.
- 5. Dependability**
 - a) Ensures on-call response to tenant requests is within 1 hr.
 - b) Ensures completion of any projects assigned by property manager.
 - c) Ensures repairs are done properly and in compliance with the manufacture specifications.
- 6. Interpersonal Skills**
 - a) Motivates staff to perform job activities and special projects with pride.
 - b) Teaches staff efficient working techniques.
 - c) Demonstrates great work ethic to staff.
 - d) Treats employees fairly and respectfully.
 - e) Fairly assigns maintenance technician workload.
 - f) Willing to assist other properties when asked about labor and technical questions.



7. **Initiative**
 - a) Look for more efficient and cost effective maintenance strategies.
 - b) Develops preventive maintenance program.
 - c) Needs little direction from the Property Manager.
 - d) Assumes additional responsibility when asked or needed.
8. **Adaptability**
 - a) Able to resolve maintenance emergencies quickly and efficiently so as to cause as little interference as possible with resident living.
 - b) Able to accommodate schedule changes due to staff changes/emergency response/snow removal/etc.
9. **Planning and Organizes**
 - a) Ensures that parts are available for every type of repair.
 - b) Maintains preventative maintenance schedule on mechanical equipment
 - c) Organizes and practices fire response procedures with staff.
 - d) Maintains a regular fire test schedule.
 - e) Completes generator tests, if applicable, as scheduled.
 - f) Maintains an organized maintenance shop.
 - g) Maintains an organized inventory system, that lends itself to an easy reordering process.
10. **Leadership**
 - a) Implement new and innovative ideas.
 - b) Mentor maintenance staff and serve as a role model.
 - c) Present ideas to and from the maintenance staff.
 - d) Practices and teaches safe work techniques, uses safety equipment.



Oakbrook Corporation
Job Description

Job Title: Maintenance Technician **Department:** Residential
Reports To: Property Mgr/Maint Supervisor **FLSA Status:** Non-Exempt
Prepared Date: January 2003

SUMMARY:

The Maintenance Technician is responsible for maintaining efficient and effective operations of the physical property including mechanical systems, structures (interior and exterior), grounds, and housekeeping.

ESSENTIAL DUTIES AND RESPONSIBILITIES: include the following. Other duties may be assigned.

- Complete work requests as needed and within 24 hours of receipt whenever possible.
- Ensure that all vacant apartments are ready for occupancy.
- Follow all maintenance procedures as outlined in the on-site operations and maintenance manuals.
- Keep maintenance shop and storage area clean and organized.
- Maintain grounds care and housekeeping as needed.
- Report accidents and emergency or dangerous situations to the Maintenance Supervisor immediately.
- Comply with all Oakbrook Corporation personnel directives as outlined in the operations manuals and personnel manual.
- Snow removal and salting of drives and walkways.
- Paint and provide routine maintenance on vacant apartments.
- Complies with on-call rotation schedule.
- Comply with all Fair Housing guidelines.
- Regular and predictable attendance.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

- High school diploma or GED; one or more years of experience in property maintenance or related field.
- Must have high level of interpersonal skills due to frequent interaction with tenants, contractors, etc. Position continually requires demonstrated poise, tact and diplomacy.
- Must be able to work independently with minimum supervision.
- Physically able to bend, stoop, climb, and reach.
- Must be able to lift, push, pull, and move a minimum of 50 pounds.



- Must have a valid driver's license.

LANGUAGE SKILLS:

- Must be fluent in English
- Must have strong oral and written communication skills.

MATHEMATICAL SKILLS:

- Basic math skills

SUPERVISORY RESPONSIBILITIES: None.

CONTACTS: Position has frequent contact with tenants, contractors, vendors, co-workers, supervisors, and the general public.

Disclaimer

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

Employee's Signature

Date





REASONABLE ACCOMMODATION/MODIFICATION POLICY

Policy (Effective November 2000)

In the event that an Accommodation/Modification is requested at your property, the applicant or resident should make their request in writing to the management office. The attached "Request for Reasonable Accommodation" form may be used. Upon receipt of the request, management should email a copy of the Request and a certification of need, if applicable to kedwards@oakbrookcorp.com. If the request is reasonable and does not create an undue administrative and/or financial burden and it does not change the fundamental nature of the property (including any project financing requirements), we will make every effort to accommodate the requested changes.

Verification of the need for the accommodation or modification may be required, however we will not inquire as to the nature and/or severity of a disability/handicap of the household member. All Requests will be responded to in writing, within 30-days of receiving the request.

The designated Oakbrook Section 504 Coordinator is Kelly A. Edwards, Director of Property Management.



REQUEST FOR REASONABLE ACCOMMODATION/MODIFICATION

If you need:

- A change in our policies or procedures
- A repair or change in your apartment
- A repair or change to another part of the property
- A change in the way we communicate with you

because of a disability, you may use this form to request this change, which we call a “reasonable accommodation.”

If your request is reasonable, if it does not create undue administrative and financial burden for the property, and if it does not change the fundamental nature of our program, we will try to make change(s) you require. The costs of the accommodation/modification are born by the tenant, if property is not federally subsidized (HUD/Rural Development). Tax credit properties are not federally subsidized.

We will make a decision within thirty (30) days, unless an extension of time is warranted. We will notify you if we need additional information, verification of need, or if we need to discuss other ways of meeting your needs. Should your request be denied, we will explain our decision in writing and allow an appeal, if you determine necessary.

Please provide me with the following reasonable accommodation (if additional space is needed, please attach a separate sheet):

(Please attach a copy of a certification of need from a healthcare provider or other individual who can confirm the necessity of this accommodation/modification.)

Property Name: _____ Apartment Number: _____

Tenant/Applicant Name: _____

Address: _____

Telephone: _____

Signature: _____ Date: _____





RESIDENT SELECTION PLAN -SENIOR

This property is an apartment community for low-to-moderate income seniors. This property subscribes to the following procedures for qualifying applicants for occupancy in this rental development.

Additional restrictions may apply dependent on financing.

Equal Housing Opportunity

Oakbrook Corporation and this rental community adhere to local, state, and the federal Fair Housing Law (Title VIII of the Civil Rights Act of 1968, The Fair Housing Amendments Acts of 1988 and Section 504 of the Rehabilitation Act of 1973, all as amended), which stipulates that it is illegal to discriminate against any person on the basis of race, color, creed, religion, sex, national origin, marital status, status with regard to receipt of public assistance, disability, familial status, sexual orientation and gender identity.

THIS IS AN EQUAL HOUSING OPPORTUNITY COMMUNITY

Age and Occupancy Standards

Occupancy standards for this development are no more than 2 people per bedroom. Exceptions may be made on non-senior properties for minors under the age of 2 years old.

Income Requirements

Income requirements at this development are prescribed by the Low Income Housing Tax Credit Program ("the Program") outlined in Section 42 of the Internal Revenue Code ("Section 42"). Income limits are issued and annually updated by the Department of Housing and Urban Development for each state by county and/or metropolitan statistical area according to family size. (Refer to Attachment A of this document for the current income limits for this development.) The applicant must demonstrate a financial ability to pay the monthly contribution toward rent, meaning a household may not pay more than 45% of their gross monthly income toward rent. Adjustments to this policy may be made by management depending upon a household's total assets.

Resident Selection Procedures

The following procedures are the established resident selection criteria used by management to determine applicant eligibility:

- A. A formal application form must be completed by all applicants, including a Release of Information Consent Form.
- B. A consumer credit report will be prepared by a credit-reporting agency that will reflect past and present credit history and criminal background search will be completed.
- C. Household income qualification and Program eligibility will be determined in accordance with Program regulations.
- D. Contact will be made with present and past landlords to determine rental history.

Occupancy Preferences

Preference for occupancy will be given to households desiring as follows:

- A. Preference will be given on a first come first serve basis for all units. The appropriate earnest money deposit and application fee (if applicable) must accompany each rental applications in order to be processed. Apartments will not be held for more than 48 hours without the application and earnest money deposit. If the application is accepted, the earnest money will be put toward the security deposit balance. If the application is rejected, the earnest money will be returned to the applicant within 21 days of the rejection notification. The application fee (if applicable) is non-refundable 48 hours after the application and fee are submitted to management for processing. This fee is used by management to cover costs of processing applications and running credit and criminal history reports, etc.
- B. In accordance with Section 504 of the Rehabilitation Act of 1973, accessible units are allocated using a special priority approach. When accessible units become available, the housing provider will offer the units in the following order:
 1. To current residents who would benefit from the available unit's accessibility features, but whose current unit does not have such features.
 2. To eligible and qualified households on the waiting list with disabilities who would benefit from the available unit's accessibility features.
 3. To other eligible and qualified households on the waiting list (i.e., without disabilities) who may desire the unit, however management may require the household to agree, in writing, to transfer to a non-accessible unit at the owner's request. The request will only be made if an accessible unit is not available to a person who requires the unit's features.

When an accessible unit becomes available, households that need (and currently do not have) the accessibility features assume a position at the top of the waiting list.

Unit-Transfers

All requests for unit-transfers must be in writing and will be processed in the order received. Unit-transfers may be requested after completion of the initial lease term and all lease obligations have been fulfilled (e.g., there are outstanding issues such as unpaid rent, late charges, damages beyond normal wear and tear, significant violations of the lease or House Rules, etc.). It is management's policy to alternate the preference between current residents (without "reasonable accommodations") requiring transfers and new move-in residents on the waiting list. If a resident desires to transfer to another unit in the development, management will re-verify that the household will continue to be Program eligible and income qualified in accordance with Section 42, prior to the unit-transfer.

Rental Application

The rental application for an apartment is designed to give management enough information to determine Program eligibility. Completion of the rental application by a household does not mean the applicant has been approved for occupancy. Approval for occupancy is determined only after all information on the application is verified through the certification process.

Selection Criteria/Certification Process

In addition to verifying whether a household is income qualified and Program eligible, management will use various criteria in determining the acceptability of all applicants. An application may be rejected based on one or more of the following criteria.

- A. Insufficient/Inaccurate Information on Application.
If management determines that the applicant has not fully cooperated in all aspects of the application process, or if it is determined that the applicant has falsified information, it is cause for immediate rejection of the application.
- B. Credit and Financial Standing
 - 1. Management will consider whether all applicants have a satisfactory history of meeting financial obligations, (including timely payment of rent, outstanding judgments or a history of late payments of bills). If management rejects an application based upon the credit report, the applicant will be provided with the name of the credit-reporting agency that performed the credit check. Management will not disclose the specifics of any information reported by the credit bureau. Applicants will be given the opportunity to correct or clear the adverse credit.
 - 2. The inability to verify credit references is a factor for rejection of an application. Consideration will be given to special circumstances in which credit has not been established.
- C. History of Residency
Management will consider whether the applicant or any other person who will be living in the unit, has a history of physical violence to persons or property, or has exhibited living habits at prior residences that could adversely affect the health, safety, and quiet enjoyment of other residents at the rental community. Management will consider all circumstance regarding this type of activity as well as the period during which it occurred. Management will verify and document housing references for each applicant.
- D. Other Reasons for Rejection (unless prohibited by local, state or federal law) include, but are not limited to:
 - 1. A household member's conviction record (see Attachment B);
 - 2. Anyone who will live in the apartment who is currently engaged in the use of illegal drugs. (Management will not discriminate against qualified applicants who are former drug users or who have undergone drug or chemical sensitivity treatment. (see Attachment B));
 - 3. Rent delinquency;
 - 4. Poor landlord reference(s);
 - 5. False, inaccurate or missing information on the rental application and other related documentation;
 - 6. Refusal to accept the lease provisions (rules and regulations, occupancy standards, amount of rent, the unit must be the primary place of residency, etc.) or the Program requirements.

Pet Policy

Pets may be permitted at this development. Refer to pet lease addendum for pet requirements (breed restrictions may apply). Pre approval by management is required and pet lease will be executed between the household and the owner. Service animals as defined in Section 504 of the Rehabilitation Act of 1973, 42 USC Part 12100 (1990) and the Fair Housing Amendments Act, 42 USC Sect. 3604 (1988) and 24 CFR Sect. 100.204 (1989), are permitted. Service animals

include "any guide dog, signal dog, or other animal individually trained to provide assistance to an individual with a disability." Confirmation of the need for a specific service animal may be required from a medical professional. *(A companion animal for a person with an emotional disability is also considered a "service animal." This type of service animal requires verification from a medical professional that the individual meets the definition of "disabled," and that there is a need for a specific companion animal.)*

Application Approvals

If management approves an application, the applicant will be notified by phone or in writing of their acceptance. The applicant shall have two calendar working days from initial notification to accept the apartment. If the applicant does not respond within two (2) working days of the notification, management reserves the right to cancel the application and remove the applicant from the waiting list. It is the applicant's responsibility to notify management of changes of address and phone numbers.

Application Rejections

If management rejects an application, a formal letter of rejection will be sent to the applicant at the address shown on the application unless otherwise notified. If the cause for rejection is due to an unfavorable credit history, the applicant will be notified of the credit reporting service, their address and telephone number for direct contact with the service. If it can be verified that the credit report is in error, the application will be re-processed, and, if accepted, the application will be prioritized according to the original application date. Management may not discuss credit-reporting information with the applicant.

Short Term Lease Policy (offered at management's discretion)

This property may impose a short term lease fee policy for leases under 9 months, which will require pre-approval from the Area or Regional Manager. A short term lease fee up to \$200/month may apply. Short term leases will not be allowed to expire during the fall through winter months of October through April. On all Section 42 apartments, the initial minimum lease term available is six months. The lease dates must constitute a full six month term (a move-in on the 30th of a month does not equate to a full month's occupancy). Short term leases may not be eligible for rent specials. All short term leases will require a sixty (60) day notice to vacate.

Screening Criteria

This property uses a scoring model to screen credit reports. Refer to Attachment B for screening criteria. Scoring criteria is subject to change.

Attachment A: Criminal History/Zero-Tolerance Policy, Screening Criteria, Release Form



Attachment A

SCREENING CRITERIA & RELEASE FORM

CREDIT REPORT SCREENING:

This property uses a scoring model to screen credit reports.

- Scores 350 and above may be approved.
- Scores from 310 to 350 may be approved with conditions, such as a security deposit of a full month rent or approved co-signer.
- Scores below 290 may be rejected. Scoring parameters are subject to change.

LANDLORD HISTORY:

The previous two (2) years of housing may be verified and documented for each applicant. This includes housing for applicants who were previously homeless or lived with parents/guardians. Management's inability to verify past residency may be grounds for denial. If previous rental history and credit history has not been established, denial or a co-signer may be required.

FALSIFICATION OF INFORMATION:

Any falsification of information listed on the application will be grounds for denial.

CRIMINAL CONVICTIONS/CURRENT DRUG USE:

Management will consider all household member(s)' criminal conviction records (within the bounds of local, state and federal laws) as part of our resident selection criteria. Management will deny all applicants having previous felony convictions or history of misdemeanors, etc., to the extent of the law. Under no circumstances will any adult applicant having a felony conviction record be accepted as a resident of this property. Management will deny any applicant subject to local, state or federal sex offender registry requirements.

SIGNATURE CLAUSE:

I have read and understand the above-mentioned criteria. I authorize investigation of all statements contained in this application for residency as necessary. I agree that this signed release of information may be photocopied at the discretion of Oakbrook Corporation (Agent for Owner) and should be considered as valid as the original. I authorize the owner, its subsidiaries, and its agents to investigate my credit worthiness through any credit bureau or other reasonable means. I further authorize investigation of my criminal background/history. This release for information will expire thirteen (13) months from the date of signature.

Each applicant 18 years of age and older must sign and date below.

Signature of Applicant Date

Signature of Applicant Date

Signature of Applicant Date

Signature of Applicant Date



4.8 Funding Leverage

JT Klein Company, Inc. is requesting \$6,849 per unit for the 73 affordable housing units in the project totaling \$500,000 in funding. On an affordable unit bedroom basis this equates to 111 bedrooms funded or \$4,505 per bedroom. The total development costs for Oak Ridge Fitchburg project are currently estimated to be \$13,494,251, making the County's contribution approximately 3.7% of total funding sources. The project is anticipated to incorporate a total of seven funding sources including Dane County AHF, deferred development fee, HOME/CDBG, Housing Trust Funds (HTF) and LIHTCs.

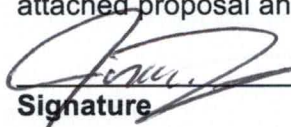
The permanent first mortgage will represent approximately 46.7% of the project sources. JT Klein Company, Inc. is deferring \$411,666 in developer fee, which makes up approximately 3.1% of the total funding sources. The project will apply to WHEDA for Housing Trust Funds funding in the amount of \$1,095,000 which if awarded will support 8.1% of project costs. The remaining \$5,187,585 of the funding sources (38.4%) will come from the sale of tax credits.

JT Klein Company has secured or is in the process of securing these diverse sources of funding, all of which will contribute to the potential success in obtaining 4% state and federal tax credits. Dane County funding is needed to support the development of this 100% affordable project located outside of the City of Madison.

RFP COVER PAGE SIGNATURE AFFIDAVIT	
NAME OF FIRM:	JT Klein Company, Inc
STREET ADDRESS:	906 Bear Claw Way
CITY, STATE, ZIP	Madison, WI, 53717
CONTACT PERSON:	Jacob T Klein
PHONE #:	(612) 202-1577
FAX #:	N/A
EMAIL:	Jacob@jtklein.com

In signing this proposal, we also certify that we have not, either directly or indirectly, entered into any agreement or participated in any collusion or otherwise taken any action in restraint of free competition; that no attempt has been made to induce any other person or firm to submit or not to submit a proposal; that this proposal has been independently arrived at without collusion with any other proposer, competitor or potential competitor; that this proposal has not been knowingly disclosed prior to the opening of proposals to any other proposer or competitor; that the above statement is accurate under penalty of perjury.

The undersigned, submitting this proposal hereby agrees with all the terms, conditions, and specifications required by the County in this Request for Proposal, and declares that the attached proposal and pricing are in conformity therewith.


Signature

Jacob Klein
Name (type or print)


Title

06/05/18
Date

Addendums -This firm hereby acknowledges receipt / review of the following addendum(s) (If any)

Addendum # _____ Addendum # _____ Addendum # _____ Addendum # _____

VENDOR REGISTRATION CERTIFICATION

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

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

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

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

CERTIFICATION

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

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

Vendor Number # 25895

Paid until 5/21/2019

Date Signed: 6/5/18



Officer or Authorized Agent

JT Klein Company
Business Name

REFERENCE DATA SHEET	
Provide company name, address, contact person, telephone number, and appropriate information on the product(s) and/or service(s) used for three (3) or more installations/services with requirements similar to those included in this solicitation document	
NAME OF FIRM:	City of Middleton
STREET ADDRESS:	7426 Hubbard Avenue
CITY, STATE, ZIP	Middleton, WI 53562
CONTACT PERSON:	Mike Davis EMAIL: mdavis@ci.middleton.wi.us
PHONE #:	(608) 821-8350 FAX #: N/A
Product(s) and/or Service(s) Used:	JT Klein has developed 4 projects in Middleton.
NAME OF FIRM:	Town Bank
STREET ADDRESS:	850 W North Shore Drive
CITY, STATE, ZIP	Hartland, WI 53029
CONTACT PERSON:	John Johannes EMAIL: jjohannes@townbank.us
PHONE #:	(262) 468-6468 FAX #: N/A
Product(s) and/or Service(s) Used:	Town Bank has financed 6 projects of JT Klein.
NAME OF FIRM:	WHEDA
STREET ADDRESS:	201 W Washington Ave Suite 700
CITY, STATE, ZIP	Madison, WI 53703
CONTACT PERSON:	Sean O'Brien EMAIL: sean.obrien@wheda.com
PHONE #:	(608) 266-2184 FAX #:
Product(s) and/or Service(s) Used:	Jacob has worked closely with Sean throughout JT Klein's existence.

Designation of Confidential and Proprietary Information

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

Section	Page Number	Topic
Pro Forma	All	Financial Pro Forma and Operating Budget

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

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

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

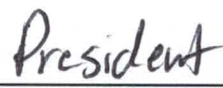
1. The information derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by other persons who can obtain economic value from its disclosure or use.
2. The information is the subject of efforts to maintain its secrecy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

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

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



Signature



Title

Jacob Klein
Name (type or print)

06/05/18
Date

Tenant Screening Worksheet

Check the criteria below that you can agree to include in your formal tenant screening process.

The property manager for the project will not deny an applicant based solely on:

- 1) A lack of housing history
- 2) A credit score of less than 550 provided the applicant has a cosigner or is enrolled in a credit repair program.
- 3) Information on a credit report that is or has been formally disputed, in repayment, or unrelated to a past housing or housing utility obligation.
- 4) The applicant owes money to a prior landlord for rent or damages or to a utility company provided the applicant has entered into a payment arrangement with the debtor and is current on the repayment arrangement.
- 5) The applicant has a criminal conviction other than for a violent criminal action or other activity that would threaten the health, safety or right to peaceful enjoyment of others.