

# DANE COUNTY APPLICATION FOR 2024 AFFORDABLE HOUSING DEVELOPMENT FUND

This application should be used for project seeking Dane County AHDF funds. Applications must be submitted electronically to DCDHS Division of Housing Access by **noon on August 5, 2024**. Upload application materials to the [Dane County AHDF Dropbox](#).

## APPLICATION SUMMARY

<b>ORGANIZATION NAME</b>	Lutheran Social Services & JT Klein Company, Inc.		
<b>MAILING ADDRESS</b> <small>If P.O. Box, include Street Address on second line</small>	818 S Park Street Madison, WI 53715		
<b>TELEPHONE</b>	(612) 202-1577	<b>LEGAL STATUS</b>	
<b>FAX NUMBER</b>	N/A	<input type="checkbox"/> Private, Non-Profit <input checked="" type="checkbox"/> Private, For Profit <input type="checkbox"/> Other: LLC, LLP, Sole Proprietor	
<b>NAME CHIEF ADMIN/ CONTACT</b>	Jacob T. Klein	Federal EIN: <u>47-4551112</u>	
<b>INTERNET WEBSITE (if applicable)</b>	www.jtklein.com	Unique Entity Identifier (UEI): JXC5N41WQ5W4	
<b>E-MAIL ADDRESS</b>	jacob@jtklein.com & kevin@jtklein.com		

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

PROJECT NAME	PROJECT CONTACT PERSON	PHONE NUMBER	E-MAIL
Oak Ridge Stoughton	Jacob T. Klein	6122021577	jacob@jtklein.com

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

TOTAL PROJECT COST	AMOUNT OF AHDF FUNDS REQUESTED	PERCENT OF AHDF FUNDS TO TOTAL PROJECT COST
\$17,000,000	\$1,800,000	10.58%

*Jacob Klein*

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Signature of Chief Elected Official/Organization Head

President

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Title

Jacob T. Klein

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Printed Name

8/2/2024

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Date

# PROJECT DESCRIPTION

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

Project Name:	Oak Ridge Stoughton
Project Address:	2801 Blue Grass Dr
City, State, Zip:	Stoughton, WI, 53589
Parcel Number:	281/0510-011-8154-2
Census Tract:	124

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

Oak Ridge Stoughton is located on the north-west side of Stoughton, WI. The official address of Oak Ridge Stoughton is 2801 Blue Grass Dr. The City of Stoughton has been supportive of this project since it was first brought to their attention for preliminary zoning approval in 2020. This project has been presented to the finance committee as well as the common council. In both presentations, members shared their enthusiasm for the product and mentioned they would fully support the project to bring affordable housing to Stoughton.

In discussions with the Mayor of Stoughton, we believe this project has his full support. We have been actively working with the City of Stoughton and our financing partners to make sure this project succeeds.

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

We have submitted our TIF application for all three proposed buildings to be constructed in one single phase.

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

No additional affordable housing sources are currently available through the City of Stoughton.

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

This parcel is zoned MR-24 (Multi-Family Residential). The proposed unit count is allowable within the approved permissive zoning in place.

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

Oak Ridge Stoughton (ORS) is a proposed 60- Unit Senior affordable housing development. This project is one of three buildings intended to be constructed simultaneously, located within the larger 51 West redevelopment project. Oak Ridge Stoughton will be affordable housing for Dane County citizens ages 62 and better.

Oak Ridge Stoughton will be adding 60 senior units. ORS will be a mixture of 1- and 2-bedroom apartments with rents restricted for Dane County residents making between 30-80% of the area median incomes (AMIs). Of these 60 units, 12 will be set aside at the 30% AMI, which is considered extremely low income. These 12 units will be targeted to residents who utilize supportive services targeting a mixed population including persons with disabilities, veterans, and persons who are formerly homeless or housing insecure. Future residents can expect a sustainable, highly energy efficient building with finish levels and amenities on par with market rate comparable properties. Although ORS will not have any 3 bedroom units, the two additional 36 unit family buildings being constructed simultaneously with this project will incorporate (16) affordable 3 bedroom units.

ORS will be partnering with Lutheran Social Services (LSS), one of the oldest and most successful non-profits within Wisconsin. In past projects we have partnered with LSS. LSS will be providing supportive services and coordinating the HSC list for the development and will likely own a 51% interest in the General Partnership. JT Klein Company, Inc. is the co-developer. This diverse development team will give an array of perspectives, giving the project highest chance of success.

Oak Ridge Stoughton will have a minimum affordability period of 30 years. A full breakdown of unit types and AMI set asides is provided in section "H". Both phases will contain units targeting a mixture of vulnerable populations including persons with disabilities, veterans, and persons who are formerly homeless or housing insecure. Onsite supportive services will be provided by LSS, Way Forward and Dane County Veterans Service Office (CVSO).

JTK believes that Oak Ridge Stoughton will be a positive impact on the community and aligns perfectly with both the City of Stoughton's and Dane County's affordable housing goals. This development helps meet the goals of the City of Stoughton's Comprehensive Plan and will transform a blighted site into a vibrant community serving a variety of needs and demographics. Given its proximity to many community resources and employers, this is an ideal location for a senior affordable housing development.

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

<input checked="" type="checkbox"/>	<a href="#">Wisconsin Green Built Gold Standard</a>
<input type="checkbox"/>	<a href="#">2020 Enterprise Green Communities Certification</a>
<input type="checkbox"/>	<a href="#">ENERGY STAR Multifamily New Construction and EPA Indoor airPLUS</a>
<input type="checkbox"/>	<a href="#">2020 Enterprise Green Communities Certification Plus</a>
<input type="checkbox"/>	<a href="#">Passive House (PHIUS)</a>

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

ON OR BEFORE	MILESTONES
Purchase Site	April 30 <sup>th</sup> 2025
Final City Zoning	July 13 <sup>th</sup> 2021
Approval of TIF Financing	October 31 <sup>st</sup> , 2024
WHEDA 4% Credit	April 2025
Finish Architect Construction Drawings	March 2025
Collection of Awards Bids	March 2025
Close on Financing	April 2025
Start Construction	May 2025
Begin Marketing	December 2025
Accept Application	February 2026
Certified Occupancy	May 2026
Stabilized Occupancy	July 2026

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

ADDRESS #1:		2801 Blue Grass Dr					Projected Monthly Unit, including Utilities				
% of County Median Income (CMI)	Total # of Units	# of Bedrooms					\$ Rent for Studios	\$ Rent for 1 BRs	\$ Rent for 2 BRs	\$ Rent for 3 BRs	\$ Rent for 4+ BRs
		# of Studios	# of 1 BRs	# of 2 BRs	# of 3 BRs	# of 4+ BRs					
≤30%	12	0	12	0	0	0	0	708	0	0	0
40%	0	0	0	0	0	0	0	0	0	0	0
50%	24	0	16	8	0	0	0	1181	1417	0	0
60%		0	0	0	0	0	0	0	0	0	0
80%	24	0	8	16	0	0	0	1580	1850	0	0
<b>Affordable Sub total</b>	60	0	36	24	0	0	0			0	00
<b>Market</b>	0	0	0	0	0	0	0				
<b>Total Units</b>	60	0	36	24	0	0	Notes:				

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

ADDRESS #2:							Projected Monthly Unit, including Utilities				
% of County Median Income (CMI)	Total # of Units	# of Bedrooms					\$ Rent for Studios	\$ Rent for 1 BRs	\$ Rent for 2 BRs	\$ Rent for 3 BRs	\$ Rent for 4+ BRs
		# of Studios	# of 1 BRs	# of 2 BRs	# of 3 BRs	# of 4+ BRs					
≤30%											
40%											
50%											
60%											
80%											

<b>Affordable Sub total</b>											
<b>Market</b>											
<b>Total Units</b>							Notes:				

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

What percentage of maximum LIHTC rents are used for 50, 60, and 80% units? Describe the project's policy toward limiting rent increases for lease renewals? How will the project ensure long-term tenants are protected from significantly rising rent increases that may be allowed under published rent limits?

( BR 50%) Max 50% Rent  
 (1 BR 80%) 14% Below Max  
 (2 BR 50%) Max 50% Rent  
 (2 BR 80%) 16% Below Max

Every attempt to limit rent increases at lease renewals will be made to ensure that the housing remains affordable and accessible to our senior residents. To achieve this, we adhere to local rent control or rent limits. We will also review comparable rates to remain competitive while ensuring the property's financial stability. Maintaining good tenant relations is a priority, so we strive to keep rent increases moderate and justifiable. Expenses have a major impact on the rent increases. Recently, we have seen substantial expense increases to insurance, utilities, building materials, interest rates, and taxes. These costs can impact the overall financial health of the property, necessitating a fair rent adjustment. It is always difficult operating in a fluctuating expense environment, but the goal of balancing affordability for our senior residents with the property's sustainability is a top priority. Since this is a senior age restricted property and many tenants are on fixed incomes the renewal is often tied to the increase in social security for that year, but never move more than 5%.

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

<input type="checkbox"/>	Community Building, square feet:
<input checked="" type="checkbox"/>	Community Room, square feet: 700
<input type="checkbox"/>	Garages, number:                      and monthly rent:
<input checked="" type="checkbox"/>	Surface parking, number: 30 and monthly rent: 0
<input checked="" type="checkbox"/>	Underground parking, number 50 and monthly rent: 0

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

Oak Ridge Stoughton (ORS) will offer the same high-quality finishes and amenities offered at every affordable development within the JT Klein Company portfolio. JT Klein’s finish level rivals, if not exceeds the finish level found in most market rate developments. The interior of each unit is carefully designed to provide the best product for the tenant. In doing so, tenant satisfaction is maximized, and turnover/maintenance cost is minimized. Each individual unit features luxury vinyl plank flooring, energy star stainless steel appliances, ample cabinet space, granite counter tops, and full-size washer/dryer in unit. There is no difference between the finish level of the market rate and workforce units.

**Amenities & Community Areas**  
 Oak Ridge Stoughton will offer a variety of on-site amenities each designed for their targeted age demographic. ORS will include a community room with an oversized gathering area for senior activities, a community dining room, an outdoor patio with grills, an exercise room with senior friendly machines, individual resident storage units, heated underground parking, and an on-site leasing office.

Another highlight for the entire redevelopment is the community park located directly Southwest of ORS. This park also contains a paved walking/biking trail that connects this neighborhood with the rest of Stoughton. As was done at all other JT Klein Developments, each building will incorporate sustainable design features including EV Charging stations and photovoltaic solar arrays.

## LOCATION

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

Stoughton offers a range of neighborhood amenities that enhance residents' quality of life. Stoughton features several parks and recreational areas, such as Mandt Park and Nordic Ridge Park, with playgrounds, sports fields, and walking trails. Bordering Oak Ridge will be a 5+ acre park for residents. The historic downtown area provides charming shops, local restaurants, and cultural attractions like the Stoughton Opera House. Healthcare is accessible through Stoughton Hospital, alongside various clinics and healthcare providers. Municipal facilities include a public library, and the Stoughton Senior Center. Recent improvements include a new 5+ acre park and a new bike path connecting the 51 West development to the rest of the town, making it easier for residents to access local amenities and enjoy outdoor activities.

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

Type of Amenities & Services	Name of Facility	Distance from Site
Full Service Grocery Store	Wal-Mart & ALDIS	.9
Public Elementary School	Sandhill Elementary	1.9
Public Middle School	River Bluff	3
Public High School	Stoughton High School	1.8

Job-Training Facility, Community College, or Continuing Education Programs	Dane County Job Center	16.6
Childcare	La Petite Academy	1.7
Public Library	Stoughton Public Library	2.9
Neighborhood, Community, or Senior Center	Stoughton Senior Center	2.6
Full Service Medical Clinic or Hospital	Unity Point Health	1.5
Pharmacy	Wal-Mart Pharmacy	.9
Public Park or Hiking/Biking Trails	51 West Trail	.01
Banking	One Community Bank	1.1
Retail	Wal-Mart	.9
Other (list the amenities)	Multiple Restaurants	.7

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

Job share services and carpooling programs are available, providing more commuting options and helping to reduce transportation costs for workers. These services enhance accessibility to a wider range of employers, supporting economic mobility for residents. For lower-income workers, many rely on personal vehicles or carpooling to reach their jobs. The proximity to Madison offers additional employment opportunities and more extensive public transportation services, including bus routes, and ride share programs.

- Stoughton WI Public Transit  
Adults and students pay \$4.75 for a one-way fare, while seniors and people with disabilities pay \$3.75. There is also a \$1 fee for each mile traveled outside of town, up to three miles, and a \$1 fee for quick stops along the way, limited to five minutes.
- Stoughton Taxi  
Taxi fares are \$5 for adults and students, and \$4 for seniors and people with disabilities. There is also a \$1 fee for each mile traveled outside of town.

## PROJECT APPROACH

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

JT Klein Company is planning to work with several supportive service providers at Oak Ridge Stoughton to provide tenants with a variety of supportive services. JTK has been partnering with LSS on recent projects and in those developments LSS has a 51% interest in the managing member. The same structure is planned for these projects.

As a part this partnership, LSS will provide a variety of supportive services to the targeted residents. Tenants will have access to the help they need through an LSS Service Coordinator who will help to address their specific challenges and arrange services so that they may learn the skills necessary to develop and maintain a healthy stable lifestyle. Supportive services will be designed for the targeted populations listed in category "E" but will be available to any tenants residing within the community. A designated Service Coordinator will be responsible for linking the target population at the site with supportive, medical or advocacy services in the general community for which they are entitled, with a desired outcome of keeping them independent in their units. LSS will be on-site and will work with residents to identify funding sources and develop an on-going Supportive Services Plan, based on the needs of the tenants, to ensure supportive services are made available to tenants at the Project. LSS will establish a regular schedule of on or off-site plans to meet with tenants to ensure introduction to, on-going management of, and completion of supportive services programs. Residents will be made aware of the array of services available to them during their new resident orientation. Residents will also be reminded of service opportunities through resident newsletters, calendars, and flyers posted at mailboxes and near entry doors.

JTK and LSS have a long standing successful partnership that has provided supportive services to many tenants across the JTK portfolio. LSS has assigned a full time employee that is solely responsible for the supportive services at all JTK developments. JTK has provided LSS with a rent free furnished office space to continue conducting it's services. As outlined in LSS's company brochure located within the development team, LSS is one of the oldest and most experienced service providers in the Midwest. All residents, including those in the supportive housing units, will have access to a Lutheran Social Services Service Coordinator, who will help to address their challenges and arrange services to they may learn the skills necessary to develop and maintain a healthy, stable lifestyle. LSS will focus on assessments and referrals to resources. Specific services to be offered include:

- Completion of an intake assessment by the Service Coordinator. It is understood and agreed that the resident must voluntarily agree to participation in the process.
- Development of a case management plan. This plan may include referral to other resources, including Veteran or disability resources specifically if applicable.
- The Service Coordinator will facilitate programming and supportive services for the project. This will be done through meetings between tenants and management to discuss any issues or concerns, as well as the scheduling of regular educational workshops or presentations.

There will be an emphasis on presentations designed to assist residents in overcoming barriers as identified in the tenant assessments. Potential sessions could include self-improvement, employment or educational opportunities, and financial management.

LSS will establish a communication plan with the Oak Ridge Stoughton property management teams prior to the start of marketing, which implements a partnership approach to supporting the tenants at both developments. It is important for the tenants at ORS to view LSS and property management as a team, working together to provide a safe and thriving community. LSS and the property management team will implement bi-weekly check in calls or in person meetings to discuss property updates, unit turnover, eviction prevention, and overall tenant or property needs. Additionally, facilitation of an annual meeting where tenants, management and the service provider can meet to discuss any issues or concerns.

#### Dane County Veterans Service Office (Referrals)

The Dane County Veterans Service Office (CVSO) works directly with local veterans to help them access state/federal benefits and provide them with referrals to resources such as affordable



housing. The management teams will work directly with CVSO during the lease up period to place veterans into supportive service units or other affordable units the veterans would qualify for. After leasing up, a waiting list will be established to help place future veterans. ORS will display the CVSO contact information as well as materials and brochures of the Dane County Aging and Disability Resource Center.

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

The policy of the development is designed to ensure that all procedures related to affordable senior housing are accessible to everyone. The development will conduct a thorough needs assessment to identify and address the specific requirements of seniors, including those with physical, sensory, and language barriers. All facilities will be designed to meet ADA standards, featuring accessible units and common areas with ramps, wide doorways, and other necessary modifications. The development will implement outreach strategies that include multilingual materials and translation services to ensure that information about the housing project is available to non-English speakers.

Continuous feedback will be solicited from residents to ensure that services remain accessible and effective. The development will make necessary adjustments based on this feedback. This policy aims to create an environment where all seniors can access and benefit from the housing project equitably.

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

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

	Yes	No	
REQUIRED FOR FUNDING	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Inability to meet a minimum income requirement if the applicant can demonstrate the ability to comply with the rent obligation based on a rental history of paying at an equivalent rent to income ratio for 24 months
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Lack of housing history
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Membership in a class protected by Dane County fair housing ordinances and non-discrimination ordinances in the municipality where the project is located.
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Wisconsin Circuit Court Access records
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Inability to meet financial obligations other than housing and utilities necessary for housing (gas, electric, water).
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Credit score
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Information on credit report that is disputed, in repayment, or unrelated to a past housing or utility (gas, electric, and water only) obligations.
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Owing money to a prior landlord or negative rent payment history if the tenant's housing and utility costs were more than 50% of their monthly income.
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Owing money to a prior landlord or negative rent or utility payment history if applicant does one of the following: (1) establishes a regular record of repayment of the obligation; 2) signs up for automatic payment of rent to the housing provider; or (3) obtains a representative payee.
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Any eviction filing if meets any of the following: (1) eviction filing was dismissed or resulted in a judgement in favor of the applicant; (2) eviction filing which was settled with no judgement or write of recovery issued (e.g. stipulated dismissal); or (3) eviction filing that resulted in judgement for the landlord more than two years before the applicants submits the application.
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Criminal activity, except: (i) a criminal conviction within the last two years for violent criminal activity or drug related criminal activity resulting in a criminal conviction, and (ii) if the program or project is federally assisted, criminal activity for which federal law currently requires denial. ( <i>Violent criminal activity</i> is defined in 24 C.F.R § 5.100 and means any criminal activity that has as one of its elements the use, attempted use, or threatened use of physical force substantial enough to cause, or be reasonably likely to cause, serious bodily injury or property damage. "Drug related criminal activity" is defined in Wis. Stat. s. 704.17(3m)(a)(2). "Drug-related criminal activity" means criminal activity that involves the manufacture or distribution of a controlled substance. "Drug-related criminal activity" does not include the manufacture, possession, or use of a controlled substance that is prescribed by a physician for the use of by a disabled person, as defined in s. 100.264(1)(a), and manufactured by, used, by or in the possession of the disabled person or in the possession of the disabled person's personal care worker or other caregiver. )

- P. **DENIAL PROCESS:** Will the project incorporate the denial process detailed below? This is required for funding.

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

1.	Prior to a denial based on a criminal record, the housing provider shall provide the applicant access to a copy of the criminal record at least five days prior to the in-person appeal meeting and an opportunity to dispute the accuracy and relevance of the report, which is already required of HUD assisted housing providers. See 24 C.F.R. § 982.553(d), which
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	applies to public housing agencies administering the section 8 rent assistance program.
2.	Prior to a denial based on a criminal record, the housing provider shall provide the applicant the opportunity to exclude the culpable family member as a condition of admission of the remaining family members.
3.	Prior to a denial decision, the housing provider is encouraged to meet with the applicant to review their application and make an individualized determination of their eligibility, considering: (a) factors identified in the provider's own screening policies, (b) if applicable, federal regulations, and (c) whether the applicant has a disability that relates to concerns with their eligibility and an exception to the admissions rules, policies, practices, and services is necessary as a reasonable accommodation of the applicant's disability. In making a denial decision, the housing provider shall consider all relevant circumstances such as the seriousness of the case, the extent of participation or culpability of individual family members, mitigating circumstances related to the disability of a family member, and the effects of denial on other family members who were not involved in the action or failure.
4.	The property manager will base any denial on sufficient evidence. An arrest record or police incident report is not sufficient evidence. Uncorroborated hearsay is not sufficient evidence.
5.	Denial notices shall include the following: a) The reason for denial with details sufficient for the applicant to prepare a defense, including: i) The action or inaction forming the basis for the denial, ii) Who participated in the action or inaction, iii) When the action or inaction was committed, and iv) The source(s) of information relied upon for the action or inaction. b) Notice of the applicant's right to a copy of their application file, which shall include all evidence upon which the denial decision was based. c) Notice of the applicant's right to copies of the property manager's screening criteria. d) Notice of the right to request an in-person appeal meeting on the denial decision by making a written request for a hearing within 45 days. The housing provider is not required to hold the unit open while the appeal is pending. e) Notice of the right to have an advocate present at the in-person appeal meeting and of the right to be represented by an attorney or other representative. f) Notice of the right to present evidence in support of their application, including, but not limited to evidence related to the applicant's completion or participation in a rehabilitation program, behavioral health treatment, or other supportive services.
6.	If the applicant requests an in-person appeal meeting, the hearing will be conducted by a person who was not involved in or consulted in making the decision to deny the application nor a subordinate of such a person so involved.
7.	The in-person appeal meeting shall be scheduled within ten working days of the request, unless the applicant requests a later date.
8.	A written decision on the application shall be provided to the applicant within ten working days after the in-person appeal meeting.

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

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

<b>a.</b>	<b>Security Deposits.</b> The amount of a security deposit shall not be more than one month's rent.
<b>b.</b>	<b>Late Fees and Other Fees.</b> Late fees must be set forth in the rental agreement. Late fees shall not exceed 5% of the tenant's portion of the monthly rent. Other penalty fees are prohibited. All other fees must be directly related to the cost for a specific amenity or service provided to the tenant and comply with all applicable laws.
<b>c.</b>	<b>Rights of Youth to Access Common Spaces.</b> Youth under the age of 18 are allow to use and enjoy common areas without supervision. This does not preclude reasonable rules in ensure the safety of children and youth.
<b>d.</b>	<b>Good Cause for Termination.</b> A tenancy may not be terminated during or at the end of the lease unless there is good cause. Good cause is defined in include the following: (i) a serious violation of the lease; (ii) repeated minor violations of the lease; or (iii) a refusal to re-certify program eligibility. Repeated means a pattern of minor violations, not isolated incidents. Termination notices and procedures shall comply with Chapter 704 of Wisconsin Statutes and federal law, when applicable. Written notice is required for non-renewal and shall include the specific grounds for non-renewal and the right of the tenant to request a meeting to discuss the non-renewal with the landlord or landlord's property management agent within fourteen (14) days of the notice. If requested, the landlord or property management agent will meet with the tenant to discuss the non-renewal, allow the tenant to respond to the alleged grounds for non-renewal, and pursue a mutually acceptable resolution.
<b>e.</b>	<p><b>Reasonable Guest Rules.</b> Tenants have the right to have guests. In the event the property management establishes rules related to guests, they must be reasonable. Unreasonable rules include, but are not limited to the following: (1) Prior authorization of guests by the property management, unless the guest is staying for an extended period of time (e.g. more than 2 weeks); (2) Prohibition on overnight guests; (3) Requiring that the resident be with the guest at all times on the property. (4) Requiring guests to show ID unless requested by the tenant. (5) Subjecting caregivers, whether caring for a child or children, or an adult with disabilities, to limitations on the number of days for guests.</p> <p style="padding-left: 40px;">Landlord may ban a person who is not a tenant from the rental premises if the person has committed violent criminal activity or drug related criminal activity at rental premises. No person shall be banned from the rental premises without the consent of the tenant unless the following have taken place:</p> <p style="padding-left: 40px;">(1) A notice of the ban is issued to the tenant stating the:</p> <p style="padding-left: 80px;">(a) name of the person banned,</p> <p style="padding-left: 80px;">(b) grounds for the ban including, (i) the specific facts detailing the activity resulting in the ban; (ii) the source of the information relied upon in making the ban decision; and (iii) a copy of any criminal record reviewed when making the ban decision; and</p> <p style="padding-left: 80px;">(c) the right of the tenant to have a meeting to dispute the proposed ban, discuss alternatives to the ban, and address any unintended consequences of the proposed ban.</p> <p style="padding-left: 40px;">(2) If requested, a hearing on the ban has taken place to provide the tenant an opportunity to dispute the proposed ban, discuss alternatives of the ban, and address any unintended consequences of the proposed ban.</p> <p>A tenant may not invite or allow a banned person as a guest on the premises, provided the Landlord has followed the proper procedure and given notice to Tenant as set forth herein.</p> <p>A tenant who violates the guest policy may be given a written warning detailing the facts of the alleged violation. The written warning shall detail the violation, and warn the tenant that repeated violations may result in termination of tenancy. Tenants that repeatedly violate the guest policy, (e.g. three (3) or more violations within a twelve (12) month period) may be issued a notice of termination in accordance with state and federal law.</p>

	Nothing in this policy limits a person's right to pursue a civil order for protection against another individual.
f.	<b>Parking Policies.</b> Parking policies and practices must comply with applicable laws. Vehicles shall not be towed to a location that is more than 6 miles from the rental premises, unless there is not a towing company with a tow location available within 6 miles.

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

Tenants of Oak Ridge Stoughton will have several ways to access the property management staff to ensure their needs are met efficiently and effectively. An on-site office will be available during regular business hours Monday Through Friday for in-person visits, and staff can schedule visits to tenants' units for those with mobility issues. Phone access will be provided during business hours with an emergency line for after-hours urgent issues, and email communication will be available for non-urgent matters. Additionally, a dedicated online tenant portal will allow residents to submit maintenance requests, pay rent, and communicate with management at any time. These multiple access points ensure that all tenants, regardless of their preferred method of communication or mobility, can easily connect with the property management staff for assistance.

S. **PARTNERING TO END HOMELESSNESS:** In the space below, indicate the project's willingness to partner with Homeless Services Consortium member agencies and to end homelessness for individuals and /or families by providing a preference for households experiencing homelessness. To be eligible for funding, projects must be willing to target 10% of the total project units for referrals from Homeless Services Consortium agencies.

JT Klein Company is committed to working to help further Dane County's Housing First goals, and will continue to pursue these goals. JT Klein is willing to work with the Dane County Homeless Services Consortium (HSC) to help provide housing and end homelessness in Dane County. Oak Ridge Stoughton will target 6 units individuals/families that are receiving case management services on the Community-wide Priority List for Housing. To assist in coordination with HSC, JTK will be entering into an agreement with the LSS and Way Forward to work hand in hand with HSC to place qualified tenants and provide ongoing case management for these tenants. As outlined above, the 6 targeted population units will all be held open exclusively for the targeted populations outline above for a minimum of 30 days. As a member of the targeted populations, persons on the HSC will be included in the exclusive outreach and application process. During that 30 day time period, JTK will work with Way Forward, LSS, and CVSO to provide outreach and inform targeted individuals of the development. The supportive service providers will assign qualifying tenants complete applications and navigate the income and screening processes. After the 30 day period has expired, JTK will continue to work with the supportive service providers to target these populations, but will also start to accept applications from other income qualifying applicants. If the supportive service provider has an application in process, we can provide flexibility to hold the unit open longer, even after the 30 day period has expired.

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

		<b>experiencing homelessness</b>
60	6	10%

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

In all of our developments we typically start outreach and marketing approximately 6 months prior to anticipated occupancy, regular coordination meetings will be held, and outreach will begin to the targeted populations. To meet WHEDA's qualification requirements, applications cannot be older than 120 days prior to occupancy. 120 days prior to occupancy, the 12 units will start accepting applications for targeted populations, including persons on the HSC list. These units will have a 30 day exclusive set aside in which only targeted populations can apply. After the 30 day period, the properties will continue to work with the supportive service providers to continue placing these units if possible. We believe that JT Klein established a very detailed process that the County was able to work with during Phase I of this project and we intend to use the same process implemented in the rest of the portfolio. We already have on site management in place to work with tenants on putting together all of the required documents to apply.

**T. ACCESS TO UNITS FOR HOUSEHOLDS EXPERIENCING HOMELESSNESS:** Will the project incorporate ALL of the listed flexible tenant screening criteria detailed below for applicants referred to units that are being targeted for individuals/families experiencing homelessness? This is required to be eligible for project funding.

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

Project will not deny applicants for units targeted for individuals/families experiencing homelessness based on the following:
<ul style="list-style-type: none"> <li>Inability to meet a minimum income requirement if the applicant can demonstrate the ability to comply with the rent obligation based on a rental history of paying at an equivalent rent to income ratio for 24 months</li> </ul>
<ul style="list-style-type: none"> <li>Lack of housing history</li> </ul>
<ul style="list-style-type: none"> <li>Membership in a class protected by Dane County fair housing ordinances and non-discrimination ordinances in the municipality where the project is located.</li> </ul>
<ul style="list-style-type: none"> <li>Credit score</li> </ul>
<ul style="list-style-type: none"> <li>Information on credit report that is disputed, in repayment, or unrelated to a past housing or utility (gas, electric, and water only) obligations.</li> </ul>
<ul style="list-style-type: none"> <li>Inability to meet financial obligations other than housing and utilities necessary for housing (gas, electric, water).</li> </ul>
<ul style="list-style-type: none"> <li>Owing money to a prior landlord or negative rent payment history if the tenant's housing and utility costs were more than 50% of their monthly income.</li> </ul>
<ul style="list-style-type: none"> <li>Owing money to a prior landlord or negative rent or utility payment history if applicant does one of the following: (1) establishes a regular record of repayment of the obligation; 2) signs up for automatic payment of rent to the housing provider; or (3) obtains a representative payee.</li> </ul>
<ul style="list-style-type: none"> <li>Wisconsin Circuit Court Access records;</li> </ul>

- Criminal activity, except: (i) a criminal conviction within the last two years for violent criminal activity or drug related criminal activity resulting in a criminal conviction, and (ii) if the program or project is federally assisted, criminal activity for which federal law currently requires denial. (Violent criminal activity is defined in 24 C.F.R § 5.100 and means any criminal activity that has as one of its elements the use, attempted use, or threatened use of physical force substantial enough to cause, or be reasonably likely to cause, serious bodily injury or property damage. “Drug related criminal activity is defined in Wis. Stat. s. 704.17(3m)(a)(2). “Drug-related criminal activity” means criminal activity that involves the manufacture or distribution of a controlled substance. “Drug-related criminal activity” does not include the manufacture, possession, or use of a controlled substance that is prescribed by a physician for the use of by a disabled person, as defined in s. 100.264(1)(a), and manufactured by, used, by or in the possession of the disabled person or in the possession of the disabled person’s personal care worker or other caregiver.)

**SUPPORTIVE SERVICES:**

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

Supportive Services Partner:	Lutheran Social Services		
Total annual budget for supportive services at project:	See Section V		
Amount of annual funding <b>project and/or developer</b> will provide directly to supportive services at project:	See Section V		
Full-Time Equivalent position(s) dedicated to providing services at project:	1		
Number of estimated weekly on-site hours of supportive services provided by identified partner:	10		
Project will provide on-site services in a dedicated space:	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/> No

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

Supportive services will be provided by:

1. Lutheran Social Services
2. Dane County Veterans Service Office (Referrals)

1. Lutheran Social Services LSS is one of the oldest and most experienced service providers in the Midwest. All residents, including those in the supportive housing units, will have access to a Lutheran Social Services Service Coordinator, who will help to address their challenges and arrange services to they may learn the skills necessary to develop and maintain a healthy, stable lifestyle. LSS will focus on assessments and referrals to resources. Specific services to be offered include:

- Completion of an intake assessment by the Service Coordinator. It is understood and agreed that the resident has to voluntarily agree to participation in the process.
- Development of a case management plan. This plan may include referral to other resources, including Veteran or disability resources specifically if applicable.
- The Service Coordinator will facilitate programming and supportive services for the project. This will be done through meetings between tenants and management to discuss any issues or concerns, as well as the scheduling of regular educational workshops or presentations.

There will be an emphasis on presentations designed to assist residents in overcoming barriers as identified on the tenant assessments. Potential sessions could include, self-improvement, employment or educational opportunities, and financial management. LSS will establish a communication plan with the ORS property management team prior to the start of marketing, which implements a partnership approach to supporting the tenants at both developments. It is important for

the tenants at ORS to view LSS and property management as a team, working together to provide a safe and thriving community. LSS and the property management team will implement bi-weekly check in calls or in person meetings to work discuss property updates, unit turnover, eviction prevention, and overall tenant or property needs. Additionally, facilitation of an annual meeting where tenants, management and the service provider can meet to discuss any issues or concerns. A full time LSS service coordinator has already been established and funded through the JTK portfolio and will be covering Oak Ridge Stoughton. This case manager will be able to coordinate support for residents as needed and will be available to travel to the property to meet with residents directly.

Dane County Veterans Service Office (Referrals) The Dane County Veterans Service Office (CVSO) works directly with local veterans to help them access state/federal benefits and providing them with referrals to resources such as affordable housing. The management teams will work directly with CVSO during the lease up period to place veterans into supportive service units or other affordable units the veterans would qualify for. After lease up, a waiting list will be established to help place future veterans. Both properties will display the CVSO contact information as well as materials and brochures of the Dane County Aging and Disability Resource Center.

W. Complete the table for supportive units proposed:

% of County Median Income (CMI)	# of Bedrooms					
	Total # of Units	# of Studios	# of 1 BRs	# of 2 BRs	# of 3 BRs	# of 4+ BRs
≤30%	12	0	12	0	0	0
40%	0	0	0	0	0	0
50%	0	0	0	0	0	0
60%	0	0	0	0	0	0

X. **PREFERENCES:** Dane County AHDF requires a minimum of 10% of units provide a preference for households experiencing homelessness. Will the project require that these households meet additional preferences? Indicate all anticipated preferences below.

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

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



- Y. **SCOPE OF SERVICES:** Detail the services that will be provided to tenants and approaches supportive service partner will use to address needs of tenant population. Indicate if services are targeted only to the supportive housing units, or are available to the broader tenant population. Include what strategies the services partner(s) will use to engage tenants to support their housing retention, including if tenants have potential lease violations or housing is in jeopardy.

These services may include, but are not limited to, the following:

- Completion of an intake assessment by the Service coordinator. It is understood and agreed that the resident has to voluntarily agree to participation in the process.
- Development of a case management plan. This plan may include referral to other resources, including the Disability Resource Center, and other community supports.
- The scheduling of regular educational services with an emphasis on presentations designed to assist residents in overcoming barriers as identified on the tenant assessments. Potential sessions include self-improvement, employment opportunities and financial management.
- Other empowerment services will also include:
  - o Assistance with Benefits – Through connection to educational workshops and seminars along with in person counseling and assistance, LSS will help individuals access their benefits that have been made available to them. These services will help pay for care, access to Medicare, Veterans benefits, pensions, welfare assistance, and social security among other benefits.
  - o Employment Services - LSS has the mission and goal to empower people to take control of their lives by becoming independent, productive members of the community. One way to attack this goal is to promote, plan, and provide, health, welfare, and economic well-being for tenants by coordinating employment services counseling they need in order to become a more stable member of the community. Content of employability assistance includes coordination, provision of, or referral of but not limited to: Assessment regarding readiness for employment; Evaluating interest area; Increasing skill level; Resume development, and; Interview skills. These services will be accompanied with continued support and counseling on an as needed basis for individuals seeking out this education.
  - o Financial Literacy - LSS Financial Counseling is a non-profit, full-service credit counseling agency. Services include budget and debt counseling, debt management plans, bankruptcy counseling and education, credit report review, financial education, and many others. LSS Financial counselors assist their clients to become financially literate and empower them with the skills they need to understand their finances and create financial plans for their futures. All financial counselors are fully-certified along with other specialized training and certifications. LSS Financial Counseling is an accredited and trusted provider and is associated with associations such as the National Foundation for Credit Counseling and Council on Accreditation. The goal of the Service Coordinator is to enhance the success of resident with an identified disability, to promote their ability to remain a tenant. The services identified above will enhance independent living success and promote dignity of residents by addressing needs with a one-on-one approach.

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

We have a designated service coordinator with an office out of our Oak Ridge at University Park building in Madison. This office is what LSS is operating out of in this region and will be able to meet residents at any property in this area. If residents at ORS want to set up a time to meet at Oak Ridge University Park, that is also an option.

If services provided are referral to off-site community supports, please detail how tenants will receive information on supportive services that are available to them before and after needs arise:

To ensure residents are aware of these services, we will distribute informational flyers, send regular email updates, and post announcements in common areas. Additionally, we will host informational sessions with representatives from Lutheran Social Services to provide further details.

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

Upon move-in, each resident will be given a packet on the services available to them and a LSS representative will be present to answer any resident questions. LSS will begin services by holding on-site informational sessions during the lease-up phase to provide a foundation of understanding to the residents. After the lease-up phase, LSS will develop an on-going Supportive Service Plan based on the needs of the tenant, to ensure supportive services are made available to the residents at Oak Ridge Stoughton. LSS will establish within the supportive services plan, a regular schedule of on-site plans to meet with residents to ensure introduction to, on-going management of, and completion of supportive services programs. JTK will provide a dedicated meeting space for LSS and residents to use for quarterly scheduled meetings. Meetings will be available by appointment as necessary, and residents will be able to easily contact the LSS coordinator through dedicated office hours or by phone or email.

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

Lutheran Social Services will identify and collaborate with other community service providers through a comprehensive outreach strategy. This includes conducting community needs assessments, attending local networking events, and organizing regular meetings with other organizations and stakeholders. LSS will collaborate on joint programs and workshops. These efforts will create a comprehensive support network to address the diverse needs of residents in the target area.

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

<input type="checkbox"/>	Portion of developer fee	<input type="checkbox"/>	Annual Operating Support
<input type="checkbox"/>	Payments out of available cash flow	<input checked="" type="checkbox"/>	Other : Existing tax credit developments sufficiently fund the necessary operating budget of the service coordinator.

JT Klein Company, Inc. and Lutheran Social Services will enter into a supportive services agreement, in a form mutually agreeable to JTK and LSS. This agreement will include the creation of a "Service Payment Account" which will be used to fund all supportive services and referrals throughout the JTK portfolio. The Service Payment Account will be funded by a portion of Developer Fee and Cash Flow Fees from a tax credit project co-developed by LSS and JTK

**DD. PERFORMANCE DATA:** Provide relevant performance data that provides insight into the supportive service partner’s experience serving the target tenant population(s), and the outcomes for their tenants. Metrics could include the number of individuals served in a related program in a year, housing retention rates for individuals served in that program, connections to employment, etc.

Having developed and managed HUD subsidized housing since 1983 LSS entered the competitive work of tax credit housing in 2014. Since that time they have been fortunate enough to be partners in eleven (11) awards, including: 1. Pebble Ridge - Madison, a 50 unit development in partnership with Herman & Kittle Properties (HKP) 2. Jackson Square - Oshkosh, a 54 unit development in partnership with HKP 3. Croft Place - New Richmond, a 51 unit development in partnership with HKP 4. Haymarket Lofts - Milwaukee, a 72 unit development in partnership with HKP 5. Tennyson Ridge - Madison, a 72 unit development in partnership with TW Sather and WHPC 6. Gold Medal Lofts - Racine, a 79 unit

development in partnership with J. Jeffers & Co. (Jeffers) 7. Horlick Lofts - Racine, a 77 unit development currently under construction, in partnership with Jeffers 8. Candice Lofts - Jefferson, a 36 unit development in partnership with Gorman & Co (Gorman) 9. Union Corners - Madison, a 59 unit development in partnership with Gorman 10. Valor on Washington - Madison, a 59 unit development currently under construction, in partnership with Gorman 11. Thirteen31 Apartments - Milwaukee, an 89 unit development.

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

JT Klein Company, Inc. is co-developing with Lutheran Social Services (LSS) to provide a variety of supportive services to the targeted residents of Oak Ridge Stoughton. Tenants will have access to the help they need through an LSS Service Coordinator who will help to address their specific challenges, and arrange services, that they may learn the skills necessary to develop and maintain a healthy, stable lifestyle. A designated Service Coordinator will be responsible for linking the target population at the site with supportive, medical or advocacy services in the general community for which they are entitled, with a desired outcome of keeping them independent in their units. LSS will establish a communication plan with the property management team prior to the start of marketing, which implements a partnership approach to supporting the tenants at each building. It is important for the tenants to view LSS and the property management as a team, working together to provide a safe and thriving community. LSS and the property management team will implement bi-weekly check in calls or in person meetings to discuss property updates, unit turnover, eviction prevention, and overall tenant or property needs. Additionally, facilitation of an annual meeting where tenants, management and the service provider can meet to discuss any issues or concerns.

## EXPERIENCE AND QUALIFICATIONS

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

In November 2014, Jacob T. Klein formed JT Klein Company, Inc. with the ambition to develop 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 1,650 units with project costs totaling over \$250,000,000. He has also served as construction project manager for over 600 of those units with construction contracts of exceeding \$60,000,000.

Jacob T. Klein- President/Founder

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. Since 2014, JT Klein Company has been awarded six LIHTC awards from WHEDA to support the development of 319 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.

**Kevin O'Donnell- Director of Development**

Kevin's primary responsibilities with JT Klein include sourcing new projects and managing all aspects of the development cycle. He manages relationships with city officials, landowners, financial partners, attorneys, contractors, and community partners to help grow the affordable footprint in Wisconsin. Prior to JT Klein, Kevin developed his experience as an Asset Manager for a portfolio of properties in the Midwest. His prior experiences in asset management and property management provide him with a complete understanding of the functions that each development needs to ensure it is successful. Kevin has developed & managed over 2,800 LIHTC & Market units through new construction and the renovation process.

Lutheran Social Services of Wisconsin and Upper Michigan (LSS) Since 1989, LSS's service coordination program has facilitated a variety of supportive services within multi-family residential communities. LSS's program is designed to promote and support self-sufficiency and independence for older adults, individuals living with disabilities, and others by connecting them with necessary resources and services. In 2019 alone, LSS offered onsite Service Coordination in safe, affordable and accessible homes for 2,697 residents. Over 93% of those residents stated they remained or became connected to their community. LSS offers a variety of Housing programs to fulfill the vision of healthy communities for all ages, needs, and incomes. - HUD Subsidized Housing: LSS owns and manages more than 30 subsidized communities, totalling more that 425 units. - Market Rate Housing:

LSS manages Eastridge Estates, a 64 units independent living community for adults 55 and older. - Services to Persons experiencing Homelessness: LSS is involved in a variety of services to bring individuals and families out of homelessness and into permanency in housing through Tenant Based Rental Assistance, Housing First, and Case Management Services - Affordable Housing/Tax Credit Empowerment Services: The LIHTC Program highlights LSS's commitment to remove barriers by providing quality, affordable rental housing. LSS's development partners bring the experience and resources necessary to rejuvenate existing buildings as well as develop new apartments and mixed use spaces. LSS brings development and supportive service experience as well as the ability to secure soft funds to better ensure award and ultimate success of the development. -Service Coordination: LSS service coordinators embody the core value; believe in the infinite worth of every person. Based on resident interests and needs, we offer information and referral in the following empowerment areas: -- Child and Adult Education -- Financial Literacy -- Employment Services -- Health and Government Benefits

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

JT Klein has partnered with Oakbrook Corporation on all current and future developments within its portfolio. 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 310 individuals and manages over 7,900 apartments in 89 different properties in Wisconsin, Iowa and Illinois, and 50 commercial properties in the Madison area totaling over 1,700,000 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.

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

Initially, they will outline the specific qualifications and experience required for the role, focusing on candidates with a background in property management, particularly in affordable and senior housing. The selection process will include reviewing resumes, conducting interviews, and assessing candidates' knowledge of relevant regulations and policies. Additionally, the company will evaluate candidates' interpersonal skills, as the role requires regular interaction with senior residents. References and past performance in similar roles will be carefully considered to ensure the selected property manager is capable of effectively managing the property and meeting the unique needs of the senior tenants.

## PROJECT FINANCING

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

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

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

SOURCE	AMOUNT
First Mortgage	5,500,000
Dane County AHDF	1,800,000
Deferred Developer Fee	1,182,900
Tax Credit Proceeds	5,017,100
AHP	2,000,000
TIF	1,500,000
TOTAL	17,000,000

USES	AMOUNT
Land	720,000
Construction	12,105,000
Architect / Engineer	262,000
Interim/Construction	675,500
Perm Financing	190,000
Soft Costs	173,000
Syndication	500
Developer Fee	2,400,000
Lease Up Fee	474,000
TOTAL	17,000,000

II. Which of the identified sources have been secured?

Oak Ridge Stoughton will be a 4% deal so once all sources are in place it is entitled to a 4% Federal Credit Award.

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

4%

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

We are in an unprecedented time for construction pricing and material supply chain. Since the 2020 Covid pandemic, construction costs have risen between 10-15% each year, if not more. Rising construction costs paired with rising interest rates have made affordable housing even harder to build. In April of 2024, JT Klein completed the construction bidding process of two other projects, University Park Commons II & Oak Ridge at Park II. Since that time, construction costs have continued to rise. Oak Ridge Stoughton will be an incredible project that will provide a substantial amount of affordable bedrooms across a variety of AMIs and unit sizes. We are requesting \$1,800,000 of Dane County AHDF to help offset the rising construction costs. This development contains 84 affordable bedrooms, which equals a request of approximately \$21,428 of funding per bedroom. Oak Ridge Stoughton is in the process of receiving final financing commitments to make it a shovel ready project. If awarded, this development will be able to utilize the funds immediately to move this much needed project forward.

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

### OPERATING BUDGET

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
<b>INCOME</b>										
Gross Potential Rent										
Vacancy										
Other Income										
Total Income										
<b>OPERATING EXPENSES</b>										
Marketing										
Payroll										
Other Administrative Costs										
Management Fees										

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

# Tenant Selection Plan

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Oak Ridge Stoughton

July 29, 2024



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- I. Introduction
    - a. Development Description Oak Ridge @ University Park II, located in Madison, WI (“Development”) is a proposed 80-unit apartment community serving low-to-moderate income seniors that will be owned by JT Klein Company (“Owner”) and managed by Oakbrook Corporation (“Management”). The Owner and Management, on behalf of the Owner, subscribe to

the following procedures in qualifying applicants for occupancy in this Development, which includes 80 units subject to the statutory and regulatory requirements of the Federal Low Income Housing Tax Credit program (“LIHTC”).

- i. The LIHTC Requirements mean collectively, LIHTC of the Internal Revenue Code of 1986, as amended, 26 U.S.C. LIHTC, its implementing federal tax regulations set forth in 26 CFR Part 1.42, the Low Income Housing Tax Credit Extended Use Agreement between the Owner and the Wisconsin Housing & Economic Development Authority (“WHEDA”) for the Development, and all applicable IRS revenue rulings, revenue procedures, tax assistance memoranda, and related written guidance and notices.
- b. Tenant Type
  - i. The Development is designated as housing for individuals and families
    1. Supportive Service Units – Sixteen (16) units at the Development are designated for Veterans, persons with disabilities, and those at risk of homelessness.
- c. Unit Distribution
  - i. 16 units at up to 30% of the median income in Dane County, WI
  - ii. 32 units at up to 50% of the median income in Dane County, WI
  - iii. 32 units at up to 80% of the median income in Dane County, WI
- d. Rent Structure – Note that the tenant rent payment will not exceed the HUD annual published limits for the LIHTC program.
- e. Nondiscrimination Policies
  - i. General: Federal civil rights laws addressing fair housing prohibit discrimination against applicants or tenants on the basis of race, color, national origin, sex, gender, age, disability, religion, and familial status. Wisconsin fair housing regulations prohibit discrimination against applicants or tenants for federally protected classes plus the following: sexual orientation, marital status, ancestry, lawful source of income, and victims of domestic abuse or other crimes. Dane County fair housing regulations prohibit discrimination on the basis of federal and state protected classes plus the following: physical condition, mental illness, and handicap (including the right to service and companion animals), type of military discharge, physical appearance, gender identity and gender expression (including transgendered people), domestic partnership status, political beliefs, student status, and receipt of rental assistance.

HUD’s Office of General Counsel issued a memo dated April 4, 2016, which is guidance concerning how the Fair Housing Act applies to the use of criminal history by providers or operators of housing and real-estate related transactions.

The Development is in compliance with this and other key federal civil rights laws regarding fair housing and accessibility as described below.

- ii. Fair Housing Act – The Development complies with Fair Housing Act Amendments of 1988 (“Fair Housing Act”) which prohibits discrimination in housing on the basis of race, color, religion, sex, disability, familial status, and national origin regardless of any federal financial assistance. Fair Housing Act obligations include:
  1. Management will not refuse, either directly or indirectly, to rent or negotiate for rental of a dwelling based on race, color, religion, sex, disability, familial status, and national origin.

2. Management will not (i) engage in activities that steer potential tenants away from or toward particular units by words or actions, (ii) make housing units and related services unavailable to any potential tenants, (iii) purposely provide false information to applicants about the availability of units that limits the living options of prospective tenants, and (iv) deny or limit services based on race, color, religion, sex, disability, familial status, and national origin.
  3. Management will market available units in a nondiscriminatory manner.
  4. Management will make reasonable accommodations in rules, policies, practices, or services as may be necessary to afford handicapped persons equal opportunity to use and enjoy a dwelling.
- iii. Section 504 of the Rehabilitation Act of 1973 (Section 504) prohibits discrimination based upon disability in all programs or activities operated by recipients of federal financial assistance. Section 504 obligations include the following:
1. Allowing for reasonable structural modifications (with prior approval and, in certain circumstances, at tenant's expense) to units and/or common areas that are needed by applicants and tenants with disabilities, unless these modifications would change the fundamental nature of the project or result in undue financial and administrative burdens.
  2. Operating housing that is not segregated based upon disability or type of disability, unless authorized by federal statute or executive order.
  3. Providing auxiliary aids and services necessary for effective communication with persons with disabilities.
  4. Performing a self-evaluation of Management's programs and policies to ensure that they do not discriminate based on disability.
  5. Developing a transition plan to ensure that structural changes are properly implemented to meet program accessibility requirements.
  6. Section 504 also establishes accessibility requirements for newly constructed or rehabilitated housing, including providing a minimum percentage of accessible units.
  7. 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 must offer the units in this order:
    - a. To current residents that would benefit from the available unit's accessibility features, but whose current unit does not have such features
    - b. To eligible and qualified households on the Waiting List with disabilities who would benefit from the available unit's accessibility features
    - c. To other eligible and qualified households on the Waiting List (i.e., without disabilities) which 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 features of an accessible unit)
  8. The Section 504 Coordinator for this property is:

Jennifer Moran  
Oakbrook Corporation  
2 Science Court  
Madison, WI 53701

- iv. Equal Access to Housing in HUD Programs Regardless of Sexual Orientation or Gender Identity:
  - 1. Effective March 5, 2012, HUD implemented new regulations intended to ensure that HUD's core housing programs are open to all eligible persons regardless of actual or perceived sexual orientation, gender identity or marital status (HUD Notice 2015-01).
  - 2. Owners and operators of HUD-assisted housing, or housing whose financing is insured by HUD, must make housing available without regard to sexual orientation, gender identity, or marital status.
  - 3. All otherwise eligible households, regardless of marital status, sexual orientation, or gender identity, will have the opportunity to participate in HUD programs.
  - 4. Owners and operators of HUD-assisted housing or housing insured by HUD are prohibited from asking about an applicant or occupant's sexual orientation and gender identity for the purpose of determining eligibility or otherwise making housing available.
- v. Title VI of the Civil Rights Act of 1964: Prohibits all recipients of federal financial assistance from discriminating based on race, color, or national origin.
- vi. Age Discrimination Act of 1975: Prohibits discrimination based upon age in federally assisted and funded programs, except in limited circumstances. It is not a violation of the Age Discrimination Act to use age as screening criteria in a particular program if age distinctions are permitted by statute for that program or if age distinctions are a factor necessary for the normal operation of the program or the achievement of a statutory objective of the program or activity.
- vii. Executive Order 13166 – Limited English Proficiency: This Order requires Owner/Management to take reasonable steps to ensure meaningful access to the information and services they provide for persons with limited English proficiency. This may include interpreter services and/or written materials translated into other languages.
- viii. Violence Against Women and Justice Department Reauthorization Act of 2005 & 2013 & Final Rule of 2016 (“VAWA”): VAWA protects victims of domestic violence, dating violence, sexual assault, or stalking, as well as their immediate family members generally, from being evicted or being denied housing assistance if an incident of violence is reported and confirmed.
  - 1. Owner/Management responding to an incident of actual or threatened domestic violence, dating violence, sexual assault, or stalking that could potentially have an impact on a tenant's participation in the housing program  
Owner/Management:
    - a. May request in writing that an individual complete, sign and submit within 14 business days of the request, the HUD-approved certification form (HUD-91066).
    - b. In lieu of the certification form or in addition to it, Owner/Management may accept (i) a federal, state, tribal, territorial, or local police record or court record or (ii) documentation signed and attested to by a professional (employee, agent or volunteer of a victim service provider, an attorney, medical personnel, etc.) from whom the victim has sought assistance.

2. Owner/Management will keep all information related to incident(s) of domestic violence, dating violence, sexual assault, or stalking in a separate secure location from other tenant files, and will not be shared unless:
  - a. Individual's written consent is obtained;
  - b. Information is required for use in an eviction proceeding or termination or assistance; or
  - c. Otherwise required by law.
3. If a victim commits separate criminal activity, they may be evicted for engaging in crime. In addition, if a victim poses an actual and imminent threat to other tenants or those employed at, or providing service to, the property, they could be evicted. Management may evict residents submitting a false certification of domestic violence, dating violence, sexual assault, or stalking.
4. Management will remove, evict, and/or terminate assistance to an individual determined to be causing the abuse.

## II. Preferences

- a. Establishing Preferences – Preferences are not permitted if they in any way negate affirmative marketing efforts or fair housing obligations. The following preferences apply to the Development:
  - i. Existing Tenant Preference: The following actions are always given priority if applicable, and if not, State Mandated Preferences take precedence.
    1. A unit transfer for household seeking protections under VAWA
    2. A unit transfer based on the need for an accessible unit
    3. A unit transfer for a medical reason certified by a doctor
    4. A unit transfer of a non-handicapped individual living in a handicapped accessible unit to accommodate a handicapped applicant on the Waiting List
    5. A unit transfer for other reasons approved by Management
  - ii. Supportive Housing Preference: Preference will be given to veterans, persons with disabilities, and/or individuals at risk for homelessness for the 16 (sixteen) units set aside as supportive housing units.
  - iii. State/Federal Mandated Preferences: The Development must comply with any state or federal mandated preferences as described below:
    1. Displaced from an urban renewal area

Displaced as a result of a government action

3. Displaced as a result of a major disaster iv. Optional Preferences: The

Development does not have any optional preferences.

- b. Verification of Preferences – The State/Federal Mandated Preferences will be verified by third party verification.
- c. Selection of Households for Participation
  - i. An eligible applicant who qualifies for a preference will receive housing before any other applicant who is not so qualified. These preferences take precedence over other applicants' place on the Waiting List, or date of submission of application. ii. Applicants will be informed of the availability of preferences and will be given an opportunity to certify that they qualify for a preference. Applicants may claim a preference at any time during the application process.
- d. When a Preference is Denied
  - i. If it is determined that an applicant does not meet the criteria for receiving a preference, the applicant will promptly receive a written notice of this determination from Management. The notice will contain a brief statement of the reasons for the determination, and state that the applicant has the right to meet with the Management's designee to review this decision. If the applicant requests a meeting, it will be conducted by a person or persons designated by Management.
  - ii. Denial of a preference does not prevent the applicant from exercising any legal rights the applicant may have against Management and/or Owner.
- e. Exceptions to the Preference Rule
  - i. Relocation and/or Unit Transfers: Management must give priority to current households (i) when their units are designated for rehabilitation and/or (ii) for current households residing in a unit within the Development that has been designated as uninhabitable by federal, state, local municipalities or Management due to fire, flood, or other natural disaster.

III. Pre-Application Processing – Development will not use Preliminary Applications.

- a. Distribution of Information – Information will be given to households who respond to the marketing efforts about the Development's preferences and will indicate that all applicants will be given an opportunity to show that they qualify for a preference.
  - i. The information will state that those persons qualifying for a preference will receive housing before any other applicant who is not so qualified.

IV. Waiting List Procedures

- a. Creation of Waiting List – If an applicant is eligible for tenancy but no appropriately sized unit is available (as referred to in Section VII Occupancy Standards), Management will place the applicant on the Waiting List for the Development. The Waiting List will be maintained electronically and in hard copy. Placement on the Waiting List does not guarantee occupancy; it merely means that these persons will be contacted in the future with detailed instructions on how to formally apply for residence at the Development. When names are placed on the Waiting List, persons will be informed that it is their responsibility to inform the Development's Management office of changes in mailing address, telephone number, email address, or TTY/TDD number (if applicable). A separate Waiting List will be maintained for the eleven (11) units set aside as supportive housing units.
- b. Changes in Income or Household Composition
  - i. When placed on the Waiting List, applicants will be informed to notify Management in writing if any changes to the following occur:

1. Address and/or phone number
2. Household composition
3. Preference status
4. Income

V. The Screening (Interview) Process

a. Application Requirements

The following information will be used to determine program eligibility for anyone who is seeking housing at the Development.

Live in aides, new household members, and police officers, security personnel or managers residing in units will be subject to same screening for drug abuse and other criminal activity applied to other applicants.

- i. Application – All adult household members must complete an application and sign the Authorization for Release of Information Form. Management shall accommodate persons with disabilities who, as a result of their disabilities, cannot utilize the Management’s preferred application process by providing alternative methods of taking applications.
  - ii. A credit report will be ordered and an application fee may be charged to cover the actual cost of this report.
  - iii. A criminal background search will be obtained including a search of a State and National sex offender registry. On-site management personnel do not search or review Wisconsin Circuit Court Access records.
  - iv. Verification of employment, income, bank accounts, and other assets is required as applicable for each applicant.
  - v. Current and previous housing for past two years is required. A lack of housing history will not be used as the basis for denial of an application.
- b. Completion of Application Process – All applications will be processed within thirty days after the date of the applicant’s initial interview or within five business days of receipt of all required documentation, whichever is later (excluding weekends and designated federal holidays). Applications will be processed on a first come first served basis.
- c. Security Deposit Requirements – a security deposit will be required at move-in and will be based on screening results, but in any event shall not be more than one (1) month’s rent.

VI. Eligibility Requirements

a. Income – The annual gross income of the applicant(s) must:

- i. Be equal to or less than the income limit established by the applicable program’s administrative rules for the appropriate household size; and
- ii. Meet the 40% rent to income threshold

1. Adjustments to this policy may be made by Management depending upon a household’s total assets and access to public assistance (e.g., food stamps, energy assistance, etc.)

If applicant cannot meet the minimum income requirement but can demonstrate the ability to comply with the rent obligation based on a rental history of paying an equivalent rent to income ratio for the prior 24 months, that condition shall be waived as a requirement for approval.

- b. Sole Residence – The unit must be the applicant’s sole residence in order for the applicant to be eligible for housing.

- c. Social Security Numbers – Social security numbers for all U.S. citizens must be disclosed for all adult household members.
- d. Date of Birth – Date of birth must be disclosed for all household members.
- e. Student Eligibility Requirements HOME (if applicable) – HOME assisted units shall not be provided to any individual who:
  - i. Is enrolled as either a part-time or full-time student at an institution of higher education, for the purposes of obtaining a degree, certificate, or other program leading to a recognized educational credential; and
  - ii. Is under 24 years of age; and
  - iii. Is not married; and iv. Is not a veteran of the United States Military; and
  - v. Does not have a dependent child; and
  - vi. Is not a person with disabilities and was not receiving section 8 assistance as of November 30, 2005; and vii. Is not living with his or her parents who are receiving Section 8 assistance; and
  - viii. Is not individually eligible to receive Section 8 assistance or has parents (individually or jointly) who are not income eligible to receive Section 8 assistance. (Unless the student can demonstrate his or her independence from parents, the student must be eligible to receive Section 8 assistance and the parents (individually or jointly) must be eligible to receive Section 8 assistance in order for the tenant to be eligible.
- f. Student Eligibility Requirements LIHTC – Households consisting entirely of full-time students (either currently or have been for five months of the current calendar year) do not qualify unless the household meets one of the following exceptions:
  - i. All members of the household are married and are entitled to file a joint tax return.
  - ii. The household consists of single parent(s) and their child (or children) and no one in the household is dependent of third party.
  - iii. At least one member of the household receives assistance under Title IV of the Social Security Act (i.e. TANF).
  - iv. At least one member of the household is participating in an officially sanctioned job training program.
  - v. At least one member of the household was formerly in foster care.

VII. Occupancy Standards

- a. The standards used at this development are:
  - i. Maximum number of persons allowed in a 1BR unit is two (2) persons. The minimum number of persons required for a 1BR unit is one (1) person.
  - ii. Maximum number of persons allowed in a 2BR unit is four (4) persons. The minimum number of persons required for a 2BR unit is one (1) person.
  - iii. Maximum number of persons allowed in a 3BR unit is six (6) persons. The minimum number of persons required for a 3BR unit is two (2) persons.

NOTE: Exceptions may be made on non-senior properties for minors under the age of two years old.
- b. The unit applied for must have enough space to accommodate the applicant's household.
- c. Management's occupancy standards comply with federal, state, and local fair housing and civil rights laws, landlord-tenant laws, and zoning restrictions.

VIII. Rejection Criteria – The ability of the applicant to fulfill lease obligations will be considered. 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 applicant may be rejected for one or more of the following reasons:



- a. Insufficient/Inaccurate Information on Application – refusing to cooperate fully in all aspects of the application process or supplying false information will be grounds for rejection.
- b. Credit and Financial Standing
  - i. Unsatisfactory history of meeting financial obligations (including, but not limited to timely payment of rent, outstanding judgments, or a history of late payment of bills) will be considered. If an applicant is rejected based on the credit report, they will be provided the name of the credit bureau that performed the credit. 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.
  - ii. The inability to verify credit references is a factor for rejection of an application. Consideration will be given for special circumstances in which credit has not been established.
- c. Criminal Convictions/Current Drug Use
  - i. Applicants who fall into the following categories will be rejected:
    - 1. Any household in which any member whose use of marijuana, or current addiction to or engagement in the illegal use of a controlled substance interferes with the health, safety, or right to peaceful enjoyment of the premises by other residents will be denied admission and, if an occupant, will be subject to termination of tenancy.
    - 2. Any household in which any member was evicted in the last three years from federally assisted housing for drug-related criminal activity. Exception: if the evicted household member has successfully completed an approved supervised drug rehabilitation or the circumstances leading to the eviction no longer exist (e.g., the household member no longer resides with the applicant household).
    - 3. Any household member that is subject to a state sex offender lifetime requirement.
    - 4. Any household member for whom there is reasonable cause to believe that the member’s behavior, from abuse or pattern of abuse of alcohol, may interfere with the health, safety, and right to peaceful enjoyment by other residents. The screening standards must be based on behavior, not the condition of alcoholism or alcohol abuse.
    - 5. Any household member who has been convicted of the following felonies:
      - a. Homicide
      - b. Kidnapping/abduction
      - c. Forcible Sex
      - d. Arson
  - ii. Additional criminal history will be considered and may be the cause of rejection:
    - 1. Assault
      - Domestic abuse resulting in assault or battery charges unless applicant is a victim of domestic violence, dating violence, sexual assault, or stalking as defined by the Violence Against Women Act (VAWA)
    - 3. Weapons violations
    - 4. Other violent felonies not listed above
    - 5. Fugitive felon status or parole violations
    - 6. Theft, burglary, breaking and entering, fraud or larceny
    - 7. Vandalism exceeding \$1,000
    - 8. Disturbing the peace (repeat offender)
    - 9. Criminal trespass

- 10. Other criminal behavior that would threaten the health, safety, or right to peaceful enjoyment of the premises by other residents or people who live in the immediate vicinity of the site or the health and safety of the owner, employees, contractors, subcontractors or agents of the owner.
- iii. Management will consider the criminal activity that occurred during the following periods:
  - 1. Misdemeanors during the past seven-year period
  - 2. Gross misdemeanors during the past fifteen-year period
  - 3. Felonies (not listed as automatic rejections) during the past ten-year to thirty-year period
- d. History of Residence
  - i. 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.
- e. Household Characteristics – Household size or household characteristics were not appropriate for the specific type of unit available at the time of application.

IX. Rejection Procedures

- a. 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.

X. Special Occupancy Categories – Applicants will be interviewed and processed as authorized in Sections V through VIII, with exceptions made as follows: a. Persons with Disabilities

- i. An applicant with disabilities will be given priority for an accessible unit if such applicant deems that this type of unit is appropriate for their household.
- ii. If the household determines that the accessible unit is not appropriate for the household's needs, the household's name will be returned to its place on the Waiting List.



August 2, 2024

Mr. Jacob T. Klein  
President  
JT Klein Company  
818 S. Park Street  
Madison, WI 53715

RE: Oak Ridge Stoughton

Dear Jacob,

This letter serves as evidence of Oakbrook Corporation's commitment to serve as the Property Management Agent for Oak Ridge Stoughton, a senior 62+ affordable housing community located in Stoughton, WI. Oakbrook has significant experience in managing high-quality affordable housing projects throughout Wisconsin and has previously partnered with JT Klein on other successful housing developments.

Oakbrook's role in this development will be to serve as the third-party Property Manager. Oakbrook is involved throughout the development process, providing valuable input to the design and development team on such issues as market-oriented amenities, desirable unit layouts and compliance-oriented design issues. Oakbrook will market the property during construction and will manage all aspects of property management and programmatic compliance in the long term. This includes but is not limited to: establishing a tenant selection plan, waiting list, completing all aspects of the resident application process and resident screening, communicating with service providers assisting in supportive housing units, and maintaining the building.

Oakbrook further acknowledges that we are aware of and assisted JT Klein Company with the application's selections to Dane County's Fair Tenant Selection Criteria. We also are aware of your commitment to Dane County's Tenancy Addendum as part of their funding application. We have reviewed specifics of the addendum and will include these requirements as part of the lease documents and house rules.

If there are any questions regarding Oakbrook's role as Property Manager or commitment to the County's requirements, please feel free to contact me.

Sincerely,

A handwritten signature in blue ink that reads "Michael C. Morey". The signature is fluid and cursive, with a large loop at the end.

Michael C. Morey  
Senior Vice President

8/2/2024

Dane County Department of Human Services  
Division of Housing Access & Affordability  
Attention: Ms. Jenna Wuthrich  
1202 Northport Drive  
Madison, WI 53704

RE: Oak Ridge Stoughton -Commitment to Ending Homelessness

Dear Ms. Wuthrich:

As the proposed Supportive Service Provider for Oak Ridge Stoughton, Lutheran Social Services (LSS) is excited to work with JT Klein Company on a development that we believe fills a significant need within Dane County by providing quality, affordable housing to individuals and families experiencing homelessness. LSS is dedicated and committed to ending homelessness in the communities it serves, including Dane County. Our partnership with JT Klein Company will impact this commitment and provide opportunities to directly impact these efforts.

Through the 12 integrated supportive housing units and specifically the (6) 1-Bedroom units targeted to individuals experiencing homelessness, LSS's Supportive Services model will support residents from referral through their tenancy at the Development. This will be done through providing referrals from Coordinated Entry to the development, ensuring the resident will be connected with supportive services directly at move in through LSS. This collaboration allows LSS to impact individuals experiencing homelessness the ability to secure affordable housing and access essential supports and services needed to remain successful tenants at Oak Ridge Stoughton.

Sincerely,



Dennis Hanson  
Vice President

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

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

**Scope of Services:**

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

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

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

- State of Wisconsin Department of Workforce Development, in coordination with the Job Centers of Wisconsin, to provide subsidized part-time work experience to obtain the skills necessary for obtaining permanent employment.
- UW Extension Dane County will provide onsite trainings and educational events of no cost to families.

Training topics could include:

  - Financial coaching and one to one consultations

- Nutritional education programs on topics such as choosing healthy diets on a limited budget and shopping strategies for spending wisely at the grocery store
- Dane County Veteran Services who can assist veterans and their families with obtaining local, state and federal benefits. Veterans Services also could assist tenants with the application process.
- Wisconsin Women's Business Initiative Corporation (WWBIC) has partnered with LSS to provide group training and events that focus on assisting tenants with managing household finances and increasing financial capabilities.

JT Klein Company has committed to providing an LSS Service Coordinator to work with the tenants residing at the property with the goal of enhancing the success of the individuals and families residing at the projects. An emphasis of services will be given to the set-aside units and the targeted population for both projects. The services identified above will enhance independent living success and promote dignity of residents by addressing needs through a person specific approach.

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

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

We strongly believe that through provision of the wrap around service model, older adults at Oak Ridge Stoughton will have the tools necessary to strengthen family relations, identify necessary and beneficial resources, and positively impact their length of tenancy in this community. We look forward to continuing our partnership with JT Klein Company on this exciting development.

Sincerely,



Dennis Hanson  
Vice President: Residential/Housing Services/Facility & Asset Management

Welcome to our **Enterprise e360 Community**, a platform that will facilitate a 360° exchange of documents and information, as well as two-way communication with our partners.

Access to these portals can be gained through the band above. This platform was designed to provide an enhanced user experience for our partners, one on which we will be building into the future. We look forward to receiving your [feedback](#), and recommendations for how we can continue to improve our work together.



## General Information

### ★ Disaster Prepared...

November 02, 2020

In the attached, please find links to forms, guidance and toolkits for your use to ensure your teams and properties are ready for an emergency. As always, please reach out to your Enterprise contact(s) if you have any questions, concerns or would like assistance utilizing any of these resources.

[Disaster Preparedness Resources.pdf](#)

[View More >>](#)

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The Enterprise family includes Enterprise Community Partners, Inc., a national Section 501(c)(3) charitable organization. Financing is offered through tax-exempt subsidiaries, Enterprise Community Loan Fund, Inc., and Enterprise Community Investment, Inc. Housing development is offered through a related entity, Enterprise Community Development, Inc. a 501(c)(3). Asset management is offered by Enterprise Community Asset Management, Inc and additional financing is offered through Bellwether Enterprise Real Estate Capital, LLC, both taxable entities. The content on this website reflects information about all of these. Our [Terms of Use](#) describes how they are presented on the site.

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Oak Ridge Stoughton	Operating Budget				Operating Budget			
	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8
<b>Income</b>								
Gross Potential Rent	\$696,114	\$946,715	\$965,649	\$984,962	\$1,004,662	\$1,024,755	\$1,045,250	\$1,066,155
Vacancy	\$ (139,223)	\$ (66,270)	\$ (67,595)	\$ (68,947)	\$ (70,326)	\$ (71,733)	\$ (73,167)	\$ (74,631)
Other Income	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000
<b>Total Income</b>	<b>\$ 556,891</b>	<b>\$ 886,445</b>	<b>\$ 904,054</b>	<b>\$ 922,015</b>	<b>\$ 940,335</b>	<b>\$ 959,022</b>	<b>\$ 978,082</b>	<b>\$ 997,524</b>
<b>Operating Expenses</b>								
Marketing	\$ (7,500)	\$ (7,575)	\$ (7,651)	\$ (7,727)	\$ (7,805)	\$ (7,883)	\$ (7,961)	\$ (8,041)
Payroll	\$ (47,500)	\$ (66,950)	\$ (68,959)	\$ (71,027)	\$ (73,158)	\$ (75,353)	\$ (77,613)	\$ (79,942)
Other Administrative	\$ (15,000)	\$ (19,313)	\$ (19,892)	\$ (20,489)	\$ (21,103)	\$ (21,736)	\$ (22,388)	\$ (23,060)
Management Fees	\$ (34,806)	\$ (47,336)	\$ (48,282)	\$ (49,248)	\$ (50,233)	\$ (51,238)	\$ (52,262)	\$ (53,308)
Utilities	\$ (30,000)	\$ (77,250)	\$ (79,568)	\$ (81,955)	\$ (84,413)	\$ (86,946)	\$ (89,554)	\$ (92,241)
Security	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance Exp.	\$ (35,000)	\$ (54,075)	\$ (55,697)	\$ (57,368)	\$ (59,089)	\$ (60,862)	\$ (62,688)	\$ (64,568)
Property Taxes	\$ (39,600)	\$ (117,000)	\$ (120,510)	\$ (124,125)	\$ (127,849)	\$ (131,685)	\$ (135,635)	\$ (139,704)
Insurance	\$ (22,000)	\$ (23,100)	\$ (24,255)	\$ (25,468)	\$ (26,741)	\$ (28,078)	\$ (29,482)	\$ (30,956)
Reserves for Replacement	\$ (18,000)	\$ (18,000)	\$ (18,000)	\$ (18,000)	\$ (18,000)	\$ (18,000)	\$ (18,000)	\$ (18,000)
<b>Total Operating Expenses</b>	<b>\$ (249,406)</b>	<b>\$ (430,598)</b>	<b>\$ (442,813)</b>	<b>\$ (455,407)</b>	<b>\$ (468,392)</b>	<b>\$ (481,780)</b>	<b>\$ (495,585)</b>	<b>\$ (509,820)</b>
Net Operating Income	\$ 307,486	\$ 455,847	\$ 461,241	\$ 466,608	\$ 471,944	\$ 477,242	\$ 482,498	\$ 487,704
Debt Service	\$ (391,964)	\$ (391,964)	\$ (391,964)	\$ (391,964)	\$ (391,964)	\$ (391,964)	\$ (391,964)	\$ (391,964)
Asset Management	\$ (5,000)	\$ (5,000)	\$ (5,000)	\$ (5,000)	\$ (5,000)	\$ (5,000)	\$ (5,000)	\$ (5,000)
Cash Flow	\$ (89,479)	\$ 58,883	\$ 64,277	\$ 69,644	\$ 74,980	\$ 80,278	\$ 85,534	\$ 90,740

Year 9	Year 10
\$1,087,478	\$1,109,228
\$ (76,123)	\$ (77,646)
\$ 6,000	\$ 6,000
<b>\$ 1,017,355</b>	<b>\$ 1,037,582</b>
\$ (8,121)	\$ (8,203)
\$ (82,340)	\$ (84,810)
\$ (23,752)	\$ (24,464)
\$ (54,374)	\$ (55,461)
\$ (95,008)	\$ (97,858)
\$ -	\$ -
\$ (66,505)	\$ (68,501)
\$ (143,895)	\$ (148,212)
\$ (32,504)	\$ (34,129)
\$ (18,000)	\$ (18,000)
<b>\$ (524,500)</b>	<b>\$ (539,639)</b>
\$ 492,855	\$ 497,943
\$ (391,964)	\$ (391,964)
\$ (5,000)	\$ (5,000)
\$ 95,891	\$ 100,979