

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

ORGANIZATION NAME	Horizon Development Group, Inc.		
MAILING ADDRESS <small>If P.O. Box, include Street Address on second line</small>	5201 East Terrace Drive, Suite 300, Madison, WI 53718		
TELEPHONE	(608) 354-0820	LEGAL STATUS	
FAX NUMBER	(608) 354-0880	<input type="checkbox"/> Private, Non-Profit <input checked="" type="checkbox"/> Private, For Profit <input type="checkbox"/> Other: LLC, LLP, Sole Proprietor Federal EIN: <u>39-1861225</u> Unique Entity Identifier (UEI):	
NAME CHIEF ADMIN/ CONTACT	Scott Kwiecinski		
INTERNET WEBSITE (if applicable)	https://horizondbm.com		
E-MAIL ADDRESS	s.kwiecinski@horizondbm.com		

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

PROJECT NAME	PROJECT CONTACT PERSON	PHONE NUMBER	E-MAIL
CORE on Dryden	Scott Kwiecinski	(608) 354-0820	s.kwiecinski@horizondbm.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
\$18,055,600	\$1,580,000	8.75%



 Signature of Chief Elected Official/Organization Head

 Mick Hintz

 CEO Title

 8/5/2024

Printed Name

Date

PROJECT DESCRIPTION

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

Project Name:	CORE on Dryden
Project Address:	2902 Dryden Drive
City, State, Zip:	Madison, WI, 53704
Parcel Number:	081030302195
Census Tract:	Census Tract 22

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

The proposed project is located in the City of Madison. Horizon met with the City on July 11th, 2024 which included representatives from Zoning, Planning, and Community Development divisions. The City confirmed permissive zoning exists for the intended use of 55 units, with a conditional use permit required under the current CC-T zoning. The site was identified as 'preferred' by the City of Madison based on the current Affordable Housing Fund map. Horizon met with City staff again (Comm Dev Division) on July 23, 2024 to discuss logistics of a financing application. On July 29, 2024, the development team met with Alder Latimer Burris (District 12) and Justin Markofski, who is the director of the Northside Planning Council. We reviewed the project scope including unit mix, supportive services partnership, community space, and timeline for development. Both were generally supportive of the project and housing at this location and asked several questions regarding ongoing management of the property, green space, supportive services, and how this would address the needs of the community. Alder Latimer Burris encouraged the team to hold a neighborhood meeting to gather input from various members of the community and other key stakeholders, which is being scheduled for late August. On July 30, 2024, Horizon met with District 18 Alder Charles Myadze to provide a project introduction. Alder Myadze brought up topics relating to parking, transportation, and on-site property management and safety. Overall, Alder Myadze was generally supportive of the proposed affordable housing development. On August 1, 2024, the development team met with the City of Madison Development Assistance Team (DAT). Feedback was provided from various departments, including zoning, engineering, mapping, traffic engineering, parking, fire, forestry, parks, metro, UDC, sustainability, real estate, and CDD. There were no comments that would prevent the intended use from being constructed at this location.

- 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.

An application was submitted to the City of Madison requesting \$1,850,000 in affordable housing funds. Additionally, the project will request benefit from a reduction in park impact fees for the affordable units that are created. The site is not located within TID.

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

Yes, the project is eligible for municipal affordable housing resources. The project site is located within a "Preferred Core Transit Area" based on the guidance released by the City of Madison in July 2024.

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.

The Current Zoning for the property is CC-T. This District permits multi-family with a conditional use permit. In the generalized future land use map within the comprehensive plan, the parcel is listed as community mixed use. This aligns well with the proposed project as CMU areas accommodate significant development of housing options and various commercial uses. The project meets the land use recommendations of 2-6 stories and under 130 units. Depending on future guidance released by WHEDA the development may also incorporate a community service facility, which aligns well with the commercial aspect of this district.

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

The proposed project is a 55-unit multifamily housing community located at 2902 Dryden Drive in Madison, Wisconsin. The project will be all new construction and consists of a 4-story development with underground parking. The development will include 22 one-bedrooms, 19 two-bedrooms, and 14 three-bedrooms. There will be 55 units of income-restricted affordable housing for households earning between 30% and 80% of median income. Current project scope is based on guidance provided in the 2024 QAP as well as the 2025-2026 draft QAP. The unit mix and income requirements are subject to change based on guidance released in the official WHEDA 2025 QAP.) Common areas planned include a community room with kitchen, fitness center, leasing office, and supportive services office. The project is anticipated to begin construction by March 2026 and be completed in Spring 2027. Horizon Construction Group, Inc. will be the general contractor and Horizon Management Services, Inc. will serve as the property manager. This project will have a land use restricted period of 40 years.

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

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

ON OR BEFORE	MILESTONES
August 1 st , 2024	City of Madison AHF Application
August 5 th , 2024	Dane County AHDF Application
August 29 th , 2024	Neighborhood and Development Assistance Team meetings (DAT completed 8/1/24)
December 6 th 2024	Project Concept Submission WHEDA
March 21st 2025	Full Application Submission
May 2025	WHEDA LIHTC Awards
December 2025	Project Design Completed
February 2026	City Signoffs and Construction Bidding Complete
March 2026	Closing and Construction Start
July 2026	Begin Lease-Up/Marketing
Spring 2027	Project Completion

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:		2902 Dryden 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%	18		7	6	5			540	650	745		
40%												
50%	12		4	4	4			1000	1190	1360		
60%	13		6	5	2			1215	1450	1675		
80%	12		5	4	3			1315	1600	1800		
Affordable Sub total	55		22	19	14							
Market												
Total Units	55		22	19	14		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%												

Affordable Sub total											
Market											
Total Units							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?

Currently, we are modeling the 50 & 60% AMI units at approximately 95% of the county median rents. We are modeling 80% units at approximately 75% of county median rents. Horizon Management Services, Inc. (HMS) will be the property manager and oversees 70 multifamily properties totaling 3,656 units in its portfolio regionally. The project will limit rent increases based on area median income limitations as well as WHEDA restrictions of no more than 5% annually. HMS decides annual budgets each year along with careful consideration of rent and expense increases.

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

<input type="checkbox"/>	Community Building, square feet:
<input checked="" type="checkbox"/>	Community Room, square feet: Approx: 1,000 Sq. Ft.
<input type="checkbox"/>	Garages, number: 0 and monthly rent:
<input checked="" type="checkbox"/>	Surface parking, number: 5 and monthly rent: 0
<input checked="" type="checkbox"/>	Underground parking, number 52 and monthly rent: 0

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

Common areas planned include a community room with kitchen, fitness center, on-site leasing office, and outdoor plaza area. Community Action Coalition ("CAC") will also have space within the facility to provide supportive services for residents.

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.

The Proposed Project is located on the northeast side of Madison in close proximity to many surrounding neighborhood amenities that are within walking distance. There is excellent access to employment opportunities, educational facilities, as well as other amenities. The development is also located less than 0.1 miles from a 7 day per week transit stop offering convenient public transportation. The project is within the Madison Metropolitan School District and is located near the Northside Town Shopping Center. Nearby amenities within walking distance include a variety of restaurants, UW Health Horthport Dr Clinic, North Side Ace Hardware, Goodwill Madison North, the Aging and Disability Resource Center, the Madison Public Library

- Lakeview location, Willy Street Co-op - North, Northside KinderCare, The River Food Pantry, Berkley Park, Windom Way Park, Warner Park, and many more.

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	Willy Street Co-op - North	0.14 Miles
Public Elementary School	Mendota Elementary School	1.25 Miles
Public Middle School	Sharman Middle School	0.72 Miles
Public High School	Madison East High School	2.05 Miles
Job-Training Facility, Community College, or Continuing Education Programs	Madison Area Technical College	1.4 Miles
Childcare	Northside KinderCare	0.17 Miles
Public Library	Madison Public Library - Lakeview	0.1 Miles
Neighborhood, Community, or Senior Center	Warner Park Community Recreation Center	0.52 Miles
Full Service Medical Clinic or Hospital	UW Health Northport Drive Clinic	0.1 Miles
Pharmacy	Walgreens Pharmacy UW Health Northport Dr Clinic Pharmacy	0.1 Miles 0.1 Miles
Public Park or Hiking/Biking Trails	Barkley Park Warner Park Wisdom Way Park	0.2 Miles 0.2 Miles 0.15 Miles
Banking	Old National Bank	0.1 Miles
Retail	Northside Town Shopping Center	0.1 Miles
Other (list the amenities)	Bus Station Advance Auto Parts Exxon Gas Station	0.1 Miles 0.1 Miles 0.15 Miles

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

A few of the places of employment near the proposed project include:
 Northside Town Center Shopping Mall - 2 min drive, 5 min walk, 1 min bike
 Madison Area Technical College - 4 min drive, 36 min walk, 10 min bike, 20 min bus - Cost \$2
 North Side Ace Hardware - 2 min drive, 4 min walk, 1 min bike
 Advance Auto Parts - 1 min drive, 2 min walk, 1 min bike
 Dane County Regional Airport - 2 min drive, 25 min walk, 5 min bike, 14 min bus - Cost \$2
 La Crosse Seed - 2 min drive, 7 min walk, 5 min bike
 O'Mara Moving Systems - 3 min drive, 22 min walk, 7 min bike, 6 min bus - Cost \$2
 Bridges Golf Course - 5 min drive, 44 min walk, 11 min bike, 14 min bus - Cost \$2
 Pick'n Save - 6 min drive, 46 min walk, 12 min bike, 14 min bus - Cost \$2
 McDonald's - 1 min drive, 1 min walk, 1 min bike
 Old National Bank - 2 min drive, 6 min walk, 2 min bike
 City of Madison Police Department - North District - 2 min drive, 6 min walk, 2 min bike
 E Town Mall - 12 min drive, 79 min walk, 29 min bike, 38 min bus - Cost \$2

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.

This project is partnering with Community Action Coalition for South Central Wisconsin ("CAC") who offers housing and supportive services across Dane County. CAC plans to work with the development team to help expand housing options for those who have difficulty obtaining housing and who may require supportive services.

Horizon Development Group will also be partnering with Kaba Bah, a minority developer and a graduate of the ACRE program, who is seeking experience in affordable housing development. Kaba will participate in meetings with municipal and community leaders (including required entitlements), financial modeling, and the LIHTC scoring process. Kaba will also participate in writing and assembling the required LIHTC application materials. Following a tax credit award, areas of focus will include identifying an equity investor, fulfilling underwriting requirements of the lender and investor, design team oversight, and obtaining final approvals from the City of Madison. Once construction is completed, Kaba will be involved with ongoing asset management decisions, marketing strategies, and optimization of property performance.

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.

Horizon Management Services (HMS) utilizes a tool called Active Builder which serves as a Resident Portal to not only make payments but also access important information. The portal includes policy and procedures, communications with staff and corporate employees, and even local establishments that residents can access for further assistance. The information is made readily available and accessible to all tenants, regardless of English proficiency or those that require special accommodations.

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"/>

a.	Security Deposits. The amount of a security deposit shall not be more than one month's rent.
b.	Late Fees and Other Fees. Late fees must be set forth in the rental agreement. Late fees shall not exceed 5% of the tenant's portion of the monthly rent. Other penalty fees are prohibited. All other fees must be directly related to the cost for a specific amenity or service provided to the tenant and comply with all applicable laws.
c.	Rights of Youth to Access Common Spaces. Youth under the age of 18 are allow to use and enjoy common areas without supervision. This does not preclude reasonable rules in ensure the safety of children and youth.
d.	Good Cause for Termination. A tenancy may not be terminated during or at the end of the lease unless there is good cause. Good cause is defined in include the following: (i) a serious violation of the lease; (ii) repeated minor violations of the lease; or (iii) a refusal to re-certify program eligibility. Repeated means a pattern of minor violations, not isolated incidents. Termination notices and procedures shall comply with Chapter 704 of Wisconsin Statutes and federal law, when applicable. Written notice is required for non-renewal and shall include the specific grounds for non-renewal and the right of the tenant to request a meeting to discuss the non-renewal with the landlord or landlord's property management agent within fourteen (14) days of the notice. If requested, the landlord or property management agent will meet with the tenant to discuss the non-renewal, allow the tenant to respond to the alleged grounds for non-renewal, and pursue a mutually acceptable resolution.
e.	<p>Reasonable Guest Rules. Tenants have the right to have guests. In the event the property management establishes rules related to guests, they must be reasonable. Unreasonable rules include, but are not limited to the following: (1) Prior authorization of guests by the property management, unless the guest is staying for an extended period of time (e.g. more than 2 weeks); (2) Prohibition on overnight guests; (3) Requiring that the resident be with the guest at all times on the property. (4) Requiring guests to show ID unless requested by the tenant. (5) Subjecting caregivers, whether caring for a child or children, or an adult with disabilities, to limitations on the number of days for guests.</p> <p 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.	Parking Policies. Parking policies and practices must comply with applicable laws. Vehicles shall not be towed to a location that is more than 6 miles from the rental premises, unless there is not a towing company with a tow location available within 6 miles.

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 will have access to property management staff through an on-site leasing office which will operate during regular business hours (40 hours / week).

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.

The project will be working with Community Action Coalition ("CAC") as the HSC member agency. CAC pulls from a coordinated entry list and is a housing first agency. CAC has extensive experience in managing rapid rehousing, permanent supportive housing, transitional housing, and preventative housing in Wisconsin counties (Dane, Jefferson, and Waukesha).

Total # of Project Units	# of Units Targeted to Individuals/Families experiencing homelessness	% of Units Targeted to Individuals/Families experiencing homelessness
55	6	10.9%

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).

The project is willing to work with any HSC member to house those most in need in the community, including those that are receiving rental assistance. The project intends to apply for project-based vouchers to support the 6 targeted units.

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"> • 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
<ul style="list-style-type: none"> • Lack of housing history
<ul style="list-style-type: none"> • Membership in a class protected by Dane County fair housing ordinances and non-discrimination ordinances in the municipality where the project is located.
<ul style="list-style-type: none"> • Credit score
<ul style="list-style-type: none"> • Information on credit report that is disputed, in repayment, or unrelated to a past housing or utility (gas, electric, and water only) obligations.
<ul style="list-style-type: none"> • Inability to meet financial obligations other than housing and utilities necessary for housing (gas, electric, water).
<ul style="list-style-type: none"> • 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.
<ul style="list-style-type: none"> • 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.
<ul style="list-style-type: none"> • Wisconsin Circuit Court Access records;
<ul style="list-style-type: none"> • 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:	Community Action Coalition for South Central Wisconsin ("CAC")		
Total annual budget for supportive services at project:	\$20,000		
Amount of annual funding project and/or developer will provide directly to supportive services at project:	\$20,000		
Full-Time Equivalent position(s) dedicated to providing services at project:	0.5		
Number of estimated weekly on-site hours of supportive services provided by identified partner:	8-16		
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.

Community Action Coalition (CAC) is a nonprofit organization with a mission to transform its communities by fostering conditions where everyone can achieve social and economic security. The organization serves low-income individuals through Dane, Jefferson, and Waukesha Counties. CAC focuses on three key areas: food security, housing security, and life skills. The organization takes a housing first, holistic approach to poverty and aims to give clients wrap around services so they can have the opportunity to become self-sufficient.

CAC has a long history of administering various types of HUD-contracted housing assistance programs for low-income and homeless participants in its tri-county service area. In Dane County, CAC operates a Rapid Re-Housing Program and we have two individuals exiting that program into permanent housing this August. In 2017, CAC launched a permanent supportive housing program for chronically homeless single adults in Waukesha County. Through this program we have been able to maintain over 9 households in permanent housing including an individual who had been homeless for over 19 years. Due to the success of this permanent supportive housing program, CAC was approved by HUD to expand this program to add an additional 5 housing spots for those experiencing chronic homelessness within Waukesha County. Since 2013, CAC has offered a transitional housing program in Jefferson County. Roughly 80% of households enrolled in our transitional housing program are able to enter permanent housing upon exit with the support of our Caseworkers. CAC also currently operates a Rapid Re-Housing program for veteran families in all three counties that we serve, called Supportive Services for Veteran Families. All programs provide participants with housing navigation services, supportive services, case management, and referrals to mainstream benefits.

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%	18		7	6	5	
40%						
50%						
60%						

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 checked="" 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.

7 of the units will be set aside for veterans.
11 of the units will be set aside for persons with disabilities as defined by WHEDA.
6 of the units will be set aside for households experiencing homelessness.
The 6 households experiencing homelessness are encompassed within the 11 supportive housing units as defined by WHEDA.

- 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.

With CAC care program guidelines around the Housing First Initiative, case managers focus on meeting clients where they are at upon entry into the program. Case managers will work with each assigned household to create individualized case plans that assist the household in maintaining permanent affordable housing. The case manager will be onsite at this location to offer services that include connections to community resources, landlord mediation, and any other services that households have identified in their case plan. All households within the building can access supportive services or referral assistance to programs. The case manager will also work to bring outside services onsite as transportation can present barriers.

CAC is also connected and partners with many community partners to assist in youth programming, tenant right resources, rental and utility assistance, personal care items, and other services that help in creating opportunities for households to maintain housing.

- 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.

Services will be coordinated on-site by a part time case manager (CAC employee). There will be a designated office with regular hours with referral to off-site community agencies as needed.

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:

The property manager will inform tenants of services available to them prior to move-in and will be available for questions throughout the leasing period. The CAC Case Manager will work with tenants to create a plan to best support the participant and recommend services that may apply.

- 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.):

We anticipate a supportive services case manager to be onsite 1-2 days a week during business hours, based on need.

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

CAC is very focused and proud of the community partnerships that we currently have within Dane County. Through a number of our current programs, we connect with community partnerships including:

Tenant resource center, Verona School District, MMSD, Sun Prairie School District, United Way of Dane County, over 36 feeding sites within Dane County, Housing Authorities, Boys and Girls Club.

These are just a few of the important partnerships, and with these connections already in order, we are able to connect to resources in a prompt manner.

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 checked="" type="checkbox"/>	Payments out of available cash flow	<input type="checkbox"/>	Other :

The project's annual operating budget includes \$20,000 per year for CAC case manager and supportive services.

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.

CAC currently runs a number of housing programs within all 3 counties. Per our most recent data pull for our transitional housing program in Jefferson County, where we provide supportive services, it was reported that over 60% of households enrolled in the program increased their income or connection to benefits, and all household program exits were positive.

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

Supportive Services and Property Management will have monthly meetings to ensure regular communication. The two teams will collaborate as needed to ensure the relationship between all parties is successful. To provide the best resident experience, Supportive Services will meet with the resident(s) on a regular basis to assist with anything they may need. During these regular meetings, Supportive Services will address any concerns that the resident(s) may be experiencing at the property as well as addressing any concerns that the Property Management team may be incurring. In addition, there will be written communication to all parties addressing any applicable situation to confirm communication is open. The housing development will include a dedicated

office for meetings and case management relating specifically to permanent supportive housing units.

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.

Horizon Development Group, Inc. (HDG) specializes in development of multifamily commercial real estate, with an emphasis on affordable housing. Our portfolio of relevant, completed work includes over \$500 million dollars in total development costs and nearly 5,000 units of market rate and affordable multifamily housing. Horizon has 40 years of experience in developing multifamily communities and has steadily grown into an industry leader working from its core values of honesty, integrity, respect, and compassion. HDG credits our success to its integrated service platform, which strategically includes a mix of industry experts in design, construction, and property management in all phases of the development process. Obtaining insight from construction and property management experts allows the development team to identify constructability or operating inefficiencies early in the development process. Our integrated service platform has won many repeat clients over the years who credit us with a transparent approach to development that clearly identifies what it will take to build and operate each asset.

The Horizon team has recently completed nearly 550 units of multifamily and senior housing financed with Low-Income Housing Tax Credits, with development costs in excess of \$126 million. Horizon is experienced with financing of affordable housing projects, including gap funding sources. Below is a list of recently completed LIHTC projects:

- Layton Preserve, Greenfield, WI (48 units) - currently under construction
- Bayview Townhomes, Madison, WI (130 units & 12,000 SF community center) - currently under construction on Phase III of project
- Walnut Glen, Wauwatosa, WI (101 units)
- Spring Harbor Senior Apartments, Port Washington, WI (40 Units)
- Roosevelt West Senior Apartments, Dubuque, IA (44 Units)
- Park Place, Stonebridge, & Westgate Apartments, Merrill, WI (102 Units)
 - o Stonebridge (38 units)
 - o Westgate Apartments (10 units)
 - o Park Place (54 units)
- Uptown Commons II, Chilton, WI (24 units)
- Applewood IV, Dubuque, IA (60 Units)
- Grandview Townhomes, Grand Chute, WI (40 Units)

Please see the attached Development Team Experience and Capacity Information attached at the end of the application.

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

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.

The project intends on submitting an application to WHEDA for 4% state and federal tax credits in the spring of 2025.

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

The project requires financial support from Dane County to achieve financial feasibility. Horizon is experienced in development, construction, and property management of affordable housing properties and has utilized current costs, rents, and expenses in creating the financial model for the project. Like other similar projects, these underwriting criteria present a significant financial gap and requires public/private partnership to advance. The proposed project would not be financially feasible but for Dane County AHDF Funds. Horizon plans on deferring 50% of the developer fee in order to further ensure the viability of this project. Additionally, WHEDA 4% state and federal tax credits as well as City of Madison funding will be pursued.

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
INCOME										
Gross Potential Rent										
Vacancy										
Other Income										
Total Income										
OPERATING EXPENSES										
Marketing										
Payroll										
Other Administrative Costs										
Management Fees										
Utilities										
Security										
Maintenance Expenses										
Property Taxes										
Insurance										
Reserves for Replacement										

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

Dryden Drive Operating Budget (Section LL)

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13	Year 14	Year 15	Year 16	Year 17	Year 18	Year 19	Year 20
Income																				
Gross Potential Rent	\$ 742,440	\$ 757,289	\$ 772,435	\$ 787,883	\$ 803,641	\$ 819,714	\$ 836,108	\$ 852,830	\$ 869,887	\$ 887,285	\$ 905,030	\$ 923,131	\$ 941,593	\$ 960,425	\$ 979,634	\$ 999,226	\$ 1,019,211	\$ 1,039,595	\$ 1,060,387	\$ 1,081,595
Vacancy	\$ (51,971)	\$ (53,010)	\$ (54,070)	\$ (55,152)	\$ (56,255)	\$ (57,380)	\$ (58,528)	\$ (59,698)	\$ (60,892)	\$ (62,110)	\$ (63,352)	\$ (64,619)	\$ (65,912)	\$ (67,230)	\$ (68,574)	\$ (69,946)	\$ (71,345)	\$ (72,772)	\$ (74,227)	\$ (75,712)
Other Income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Income	\$ 690,469	\$ 704,279	\$ 718,364	\$ 732,731	\$ 747,386	\$ 762,334	\$ 777,580	\$ 793,132	\$ 808,995	\$ 825,175	\$ 841,678	\$ 858,512	\$ 875,682	\$ 893,196	\$ 911,059	\$ 929,281	\$ 947,866	\$ 966,824	\$ 986,160	\$ 1,005,883
Operating Expenses																				
Marketing	\$ 3,850	\$ 3,966	\$ 4,084	\$ 4,207	\$ 4,333	\$ 4,463	\$ 4,597	\$ 4,735	\$ 4,877	\$ 5,023	\$ 5,174	\$ 5,329	\$ 5,489	\$ 5,654	\$ 5,823	\$ 5,998	\$ 6,178	\$ 6,363	\$ 6,554	\$ 6,751
Payroll	\$ 46,488	\$ 47,883	\$ 49,319	\$ 50,799	\$ 52,323	\$ 53,892	\$ 55,509	\$ 57,174	\$ 58,890	\$ 60,656	\$ 62,476	\$ 64,350	\$ 66,281	\$ 68,269	\$ 70,317	\$ 72,427	\$ 74,600	\$ 76,838	\$ 79,143	\$ 81,517
Other Administrative Costs	\$ 40,390	\$ 41,602	\$ 42,850	\$ 44,135	\$ 45,459	\$ 46,823	\$ 48,228	\$ 49,675	\$ 51,165	\$ 52,700	\$ 54,281	\$ 55,909	\$ 57,586	\$ 59,314	\$ 61,093	\$ 62,926	\$ 64,814	\$ 66,759	\$ 68,761	\$ 70,824
Management Fees	\$ 41,428	\$ 42,671	\$ 43,951	\$ 45,269	\$ 46,628	\$ 48,026	\$ 49,467	\$ 50,951	\$ 52,480	\$ 54,054	\$ 55,676	\$ 57,346	\$ 59,066	\$ 60,838	\$ 62,664	\$ 64,543	\$ 66,480	\$ 68,474	\$ 70,528	\$ 72,644
Utilities	\$ 66,628	\$ 68,627	\$ 70,686	\$ 72,806	\$ 74,990	\$ 77,240	\$ 79,557	\$ 81,944	\$ 84,402	\$ 86,934	\$ 89,542	\$ 92,229	\$ 94,996	\$ 97,845	\$ 100,781	\$ 103,804	\$ 106,918	\$ 110,126	\$ 113,430	\$ 116,833
Security	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance Expenses	\$ 52,125	\$ 53,689	\$ 55,299	\$ 56,958	\$ 58,667	\$ 60,427	\$ 62,240	\$ 64,107	\$ 66,030	\$ 68,011	\$ 70,052	\$ 72,153	\$ 74,318	\$ 76,547	\$ 78,844	\$ 81,209	\$ 83,645	\$ 86,155	\$ 88,739	\$ 91,402
Property Taxes	\$ 83,654	\$ 86,164	\$ 88,749	\$ 91,411	\$ 94,153	\$ 96,978	\$ 99,887	\$ 102,884	\$ 105,970	\$ 109,149	\$ 112,424	\$ 115,797	\$ 119,271	\$ 122,849	\$ 126,534	\$ 130,330	\$ 134,240	\$ 138,267	\$ 142,415	\$ 146,688
Insurance	\$ 27,500	\$ 28,325	\$ 29,175	\$ 30,050	\$ 30,951	\$ 31,880	\$ 32,836	\$ 33,822	\$ 34,836	\$ 35,881	\$ 36,958	\$ 38,066	\$ 39,208	\$ 40,385	\$ 41,596	\$ 42,844	\$ 44,129	\$ 45,453	\$ 46,817	\$ 48,221
Reserves for Replacement	\$ 16,500	\$ 16,995	\$ 17,505	\$ 18,030	\$ 18,571	\$ 19,128	\$ 19,702	\$ 20,293	\$ 20,902	\$ 21,529	\$ 22,175	\$ 22,840	\$ 23,525	\$ 24,231	\$ 24,958	\$ 25,706	\$ 26,478	\$ 27,272	\$ 28,090	\$ 28,933
Total Operating Expenses	\$ 378,563	\$ 389,920	\$ 401,617	\$ 413,666	\$ 426,076	\$ 438,858	\$ 452,024	\$ 465,585	\$ 479,552	\$ 493,939	\$ 508,757	\$ 524,020	\$ 539,740	\$ 555,933	\$ 572,611	\$ 589,789	\$ 607,482	\$ 625,707	\$ 644,478	\$ 663,813
Net Operating Income	\$ 311,906	\$ 314,359	\$ 316,747	\$ 319,065	\$ 321,310	\$ 323,476	\$ 325,556	\$ 327,547	\$ 329,442	\$ 331,236	\$ 332,921	\$ 334,492	\$ 335,942	\$ 337,263	\$ 338,449	\$ 339,492	\$ 340,384	\$ 341,117	\$ 341,682	\$ 342,071
Debt Service	\$ 253,315	\$ 253,315	\$ 253,315	\$ 253,315	\$ 253,315	\$ 253,315	\$ 253,315	\$ 253,315	\$ 253,315	\$ 253,315	\$ 253,315	\$ 253,315	\$ 253,315	\$ 253,315	\$ 253,315	\$ 253,315	\$ 253,315	\$ 253,315	\$ 253,315	\$ 253,315
Asset Management	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Cash Flow	\$ 58,591	\$ 61,044	\$ 63,432	\$ 65,750	\$ 67,995	\$ 70,161	\$ 72,241	\$ 74,232	\$ 76,127	\$ 77,921	\$ 79,606	\$ 81,177	\$ 82,627	\$ 83,948	\$ 85,134	\$ 86,177	\$ 87,069	\$ 87,802	\$ 88,367	\$ 88,756

Horizon Management Services, Inc.
5201 East Terrace Drive, Suite 300
Madison, WI 53718
Phone: 608-354-0900 Fax: (608) 608-354-0903



2902 DRYDEN DRIVE TENANT SELECTION PLAN

Horizon uses the following criteria and standards in the selection and evaluation of our applicants for residency. It is important that you read this information to decide whether our apartment community is right for you before you complete the attached application. We encourage you to ask any questions about our resident selection plan and our application process.

- a. Horizon is an equal opportunity housing provider and will not discriminate because of race, color, religion, sex, handicap, familial status, national origin, sexual orientation, or gender identity. The Horizon Rental Policy also complies with all applicable Federal, State, and local statutes and ordinances with respect to Fair Housing and discrimination.

Anyone who feels he or she has been discriminated against may file a complaint of housing discrimination with the U.S. Department of Housing and Urban Development, Assistant Secretary for Fair Housing and Equal Opportunity by calling 1-800-669-9777.

2. Horizon guards the privacy of individuals according to the Federal Privacy Act of 1974 and ensures the protection of such individuals' records that we maintain. Horizon shall not disclose any personal information contained in its records to any person or agency unless the individual about whom such information is requested shall give written consent to such disclosure (as permitted in the Authorization for Release of Information Form in the attached application). This privacy in no way limits our ability to collect needed information to determine eligibility or evaluate an applicant's suitability for tenancy.
3. All applicants listed on the application must meet the HUD-established income limits for total household income for eligibility and admission in our Horizon managed community homes. Applicants who meet the age and income criteria will always have the opportunity to apply for residency. Housing Choice vouchers and Tenant based rental assistance are accepted. Horizon provides eligible applicants to complete a waiting list application if a vacancy does not exist. The waiting list is managed by and retained at the property and at the corporate office. Applicants are placed on the waiting list according to the date that their paperwork, plus proof of age, is received in the corporate office. The paperwork is date and time stamped immediately upon its receipt in the corporate office.

The waiting list identifies who is next to be contacted for a vacant apartment when an opening occurs. If there is not a waiting list at the time of a vacancy, Horizon will select the next applicant on a first-come, first-serve basis who meets the eligibility criteria.

A waiting list will be established and maintained for the supportive housing units that are set aside for Veterans and those experiencing homelessness. The waiting list will identify who is next to be contacted for a vacant apartment when an opening occurs. The waiting list will prioritize those experiencing homelessness and Veterans with the highest priority when a vacant apartment becomes available.

4. Pursuant to HUD, the Department of Housing and Urban Development, (Section 4350.3, CHG-24) and the Fair Housing Amendment Act of 1988 of the Federal Register (Section 100.202, Vol. 54, No. 13) regulations, Horizon may consider extenuating circumstances in evaluating information obtained during the screening process to assist in determining the suitability of an applicant for tenancy. Regulations do not require that a “dwelling be made available to an individual whose tenancy would interfere with other residents’ enjoyment of the property; would constitute a direct threat to the health or safety of other individuals; would result in substantial physical damage to the property of others; or would adversely affect the financial stability of the property”. Horizon will complete landlord, personal, and criminal background references during the application process. Horizon can deny admission using verified information on past behavior and/or conduct to document that applicant’s ability, either alone or with assistance, to comply with the lease and other rules governing residency.
5. The applicant must answer all questions on the residency application. Applications will not be considered unless they are fully completed with instructions followed. The information in this application will be used to determine eligibility for an apartment. This information will be verified. Any false, misleading, or incomplete information may result in a determination of ineligibility. The applicant is responsible for notifying Horizon in writing immediately regarding any changes of information reported in the application, particularly regarding income. WARNING: Section 1001 of Title 18 of the U.S. Code makes it a criminal offense to make willful false statements or misrepresentation of any material fact involving the use of or obtaining federal funds.

***Properties located within the City of Madison: City of Madison Equal Opportunities Ordinance applies:**

Applications will be considered for those applicants who decline to disclose their Social Security Number on applications when such disclosure is not compelled by state or federal law.

6. An applicant cannot move in until Horizon has provided written notification of approval, and a lease is signed and in effect. If the application is approved with residency following, only those persons listed in this application will occupy the apartment, and the resident/s will maintain no other place of residency.
7. Horizon will investigate applicant’s credit and financial responsibility, rental and evictions history, and the statements made in this application, and to obtain a consumer credit report on the applicant from a consumer reporting agency that compiles and maintains files of consumers of a nationwide basis.

**2902 DRYDEN DRIVE TENANT SELECTION
PLAN CRITERA**

8. Income criteria:

- Horizon Management Services requires all applicants to meet our Minimum Income Policy prior to receiving approval to enter into a Lease Agreement. Specifically, Horizon requires that a resident's gross monthly income versus the rent amount ratio to be no more than 50%. Applicants paying 51 - 75% of their monthly income for rent will require a co-signer to sign as the Guarantor on the Lease Agreement. Applicants whose income to rent ratio is greater than 76% will be denied with no option to move forward unless additional income can be provided, the Applicant can provide documentation showing additional assets that could cover up to 2 years of rent, have a housing choice voucher, or the applicant can demonstrate that they have paid an approximately similar rent: income ratio or rental amount from prior landlord for 24 months
- Tenants will not be denied based on their inability to meet financial obligations unrelated to rent and utilities necessary for housing.

9. Occupancy Criteria:

- Occupancy standard for 2902 Dryden Drive will be minimally 1 person per bedroom unless reasonable accommodations are required and maximum of 2 persons per bedroom.
 - a. 2 persons per 1- bedroom unit
 - b. 4 persons per 2-bedroom unit
 - c. 6 persons per 3-bedroom unit

10. Security Deposit:

- Security deposit will be equal to ½ month's rent as a standard, or 1 month's rent for conditionally approve applicants.
- The standard deposit of ½ month's rent will be used for applicants receiving guaranteed payments through rent subsidy.
- No holding fee will be required to apply for a unit
- The standard deposit will be paid in full at lease signing. For those conditionally approved in a set aside lower than 60% AMI requiring a full month's rent, ½ a month will be required at lease signing, with the remaining deposit to be paid in installments with the monthly rent until paid off.

11. Credit Score:

- A Credit Check will be conducted on all applicants. Horizon Management Services will obtain written consent from all adult members of the household prior to conducting the credit check.

The following credit scores will be applied to each credit check to determine approval.

- I. Scores between 555 and 1000 will be approved. All medical and educational accounts will be removed from the reports when calculating a credit score.

- For applicants who are below the required threshold for credit score, Horizon will provide them with a copy of the Credit Adverse Action report that will allow them to request a copy of their credit report for up to 60 days at no charge and will require a pre-approved co-signer. Preapproved co-signers are required to sign the Co- Signer Authorization for Release of Credit History Information form which will allow Horizon to conduct a credit check. Preapproved co-signers are required to have a credit score of 555 or higher and proof of monthly income three times the monthly rent amount; this will not factor in the cosigners mortgage/rent amount.
- If the pre-approved co-signer is approved, Horizon will continue to process the application. If the applicant is approved the co-signer must accompany the applicant to the lease signing and is required to sign as guarantor on the lease agreement.
- If an applicant is unable to obtain a pre-approved co-signer, the applicant will have the option to pay four months of rent in advance. The payment will be in the form of a cashier's check or money order due at the time of the lease signing and will be applied to the last four months of the lease. This payment must be for four entire months; no partial payments will be accepted.
- Applicants will not be denied on the following:
 - Credit Score alone
 - Information on credit report that is disputed, in repayment, or unrelated to a past housing or utility (gas, electric, water) obligation
 - Insufficient credit history unless the applicant withholds credit history information in bad faith that may otherwise result in a denial.
 - If the applicant has a cosigner, and/or is enrolled in or has documentation of completing a credit repair program, and/or is enrolled in housing program providing supportive services.
 - If the credit report has been formally disputed, has been formally disputed, is in repayment, or is substantially unrelated to prior housing obligations.
 - If an applicant who owes money to a prior landlord for rent or damages, or to a utility company, provided that the applicant entered into a payment arrangement with the creditor and is current on the repayment arrangement.

12. Landlord or Housing History:

Applicants will be asked to provide a minimum of 2 years' rental history. Horizon Management Services will conduct a landlord verification for every applicant. Applicants will be denied for the following.

1. Any applicant owing a current or previous landlord money for rent or damages will be denied residency.
2. Any applicant with an eviction filing resulting in a judgement within the last 2 years will be denied residency

Applicants will not be denied for the following.

1. If the eviction filing was dismissed or if it resulted in a judgement in favor of the plaintiff.
2. If the eviction filing resulted in a stipulated dismissal
3. If the tenant has an eviction filing that resulted in judgement for the landlord more than two years before the date of the application
4. Applicant will not be denied based on insufficient rental history unless management has definite record the applicant withheld information in bad faith.

5. If the tenant owes money to a prior landlord or has a negative rent payment history if the tenant's housing and utility costs were more than 50% of their monthly income.
6. If the tenant owes money to a prior landlord or has a negative rent or utility payment history if tenant 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.

13. Notice of Denial and Appeal Process:

1. Prior to a denial based on a criminal record, the Horizon will 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 required of HUD assisted housing providers. See 24 C.F.R. § 982.553(d), which applies to public housing agencies administering the section 8 rent assistance program.
2. Prior to a denial based on a criminal record, the Horizon will provide the applicant the opportunity to exclude the culpable family member as a condition of admission of the remaining family members.
3. In making a denial decision, Horizon will 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 and uncorroborated hearsay is not sufficient evidence for denial.
5. Denial notices Will include the following:
 - The reason for denial with details sufficient for the applicant to prepare a defense, including:
 - The action or inaction forming the basis for the denial,
 - Who participated in the action or inaction,
 - When the action or inaction was committed, and
 - The source(s) of information relied upon for the action or inaction.
 - 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.
 - Notice of the applicant's right to copies of the property manager's screening criteria.
 - 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.
 - 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.
 - 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.

14. Domestic Violence:

- Horizon complies with the Violence Against Women Act (VAWA) and will not deny an applicant who has been a victim of domestic violence, sexual assault, dating violence, or stalking. This protection covers all sexual orientations and gender identities.
- Applicants protected by VAWS will not be denied due to poor credit history resulting from the perpetrator using the victim's name to open accounts, loans, utilities, etc. and failing in the ability to pay medical bills resulting from the abuse or forcing the victim to work without pay.
- Applicants protected by VAWA will not be denied due to poor rental history attributable to the perpetrator's action such as property damage, noise complaints, missed or late rent/utility payments, or drug related activity.
- Applicants protected by VAWA will not be denied due to criminal grounds due to the perpetrator forcing the victim to engage in criminal behavior such as sex work, drug use or sale, or crimes committed by the victim to defend themselves or a third party from abuse.

15. Criminal conviction record criteria:

- Horizon Management Services requires a background check to be conducted on all adult household members as a part of the residential screening process. Written consent must be obtained from all adult members of the household prior to conducting checks.

Grounds for Denial Based on Background Check

- Juvenile Convictions
 1. Juveniles will not be denied based on conviction, determination, or adjudication in the juvenile justice system on the closed records.
- Criminal Convictions
 1. Conviction of a crime will not be reason for denial of residency unless the conviction is violent or drug related or has a substantial relation to tenancy, and the date of conviction is within 2 years of the date of application.
- Applicants in developments receiving federal assistance will be denied for those that engaged in criminal activities required by Federal regulations.
- Applicants will not be denied on the following:
 - For a conviction of a crime that is no longer illegal in the State of Wisconsin or the City of Madison, regardless of time elapsed from the date of conviction.
 - For an arrest that has not resulted in conviction
 - Based on participation in diversion or deferral of judgement programs, including stays of adjudication and continuances for dismissal without prosecution.
 - Based on a conviction which has been vacated or expunged, or for which the applicant received a stay of imposition and sentencing and complied with the terms of the stay.
 - Based on Wisconsin Circuit Court Access Records.

Sex-Related Convictions

1. Any applicant currently registered as a sex offender will be denied residency.

16. Housing Choice Vouchers are accepted at all Horizon managed properties.

17. Prioritizing Targeted Populations

- We will have 11 units that will be dedicated to those applicants requiring supportive services, including Veterans and those experiencing homelessness. We will work closely with our service provider to gain applicants to occupy these units.
- We will have 7 units that will be designated for Veterans. We will be working closely with the County's Veterans office and our service provider to gain applicants to occupy these units.

18. Membership in a Protected Class

- Applicants will not be denied based on their membership in a class protected by Dane County Fair housing Ordinances and non-discrimination ordinances in the City of Madison.



July 29, 2024

Dane County Affordable Housing Development Fund
Attention: Jenna Wuthrich
City-County Building, Room 426
210 Martin Luther King Jr. Blvd.
Madison, WI 53703

RE: Dryden Drive
2902 Dryden Drive, Madison, WI 53704
Acknowledgments from Property Management Partner

Dear Ms. Wuthrich,

Please accept this letter as confirmation of Horizon Management Services' acknowledgement to and understanding of any selected tenancy selection criteria in the 2024 Dane County Affordable Housing Development Fund application for the above referenced project. Please also accept this letter as confirmation of Horizon Management Services' acknowledgement to and understanding of any lease addendum items that Horizon Development Group has agreed to in the 2024 Dane County Affordable Housing Development Fund Application for the above referenced project.

If you have any questions about our proposed involvement in the project, please feel free to contact me at (608) 354-0908.

Thank you for your consideration of the project and support of affordable housing in Dane County.

Sincerely,

X 

Becky Hildebrandt

President of Horizon Management Services, Inc.

July 25, 2024

Dane County Affordable Housing Development Fund
Attention: Jenna Wuthrich
City-County Building, Room 426
210 Martin Luther King Jr. Blvd.
Madison, WI 53703

RE: 2902 Dryden Drive
2902 Dryden Drive, Madison, WI 53704
Confirmation of Supportive Service Partner and Application Details


Dear Ms. Wuthrich,

Please accept this letter as confirmation of Community Action Coalition for South Central Wisconsin's interest in the above referenced project. We are confirming the details of the application's commitment to end homelessness and the supportive services plan discussed within the application.

If you have any questions about our proposed involvement in the project, please feel free to contact me at (608) 230-7058.

Thank you for your consideration of the project and support of affordable housing in Dane County.

Sincerely,



Meghan Mietchen
Executive Director
Community Action Coalition for South Central Wisconsin



4101 East Towne Blvd. Madison, WI 53704
608-237-1255 | cacsw.org





MEMORANDUM

Date: July 29, 2024
To: Dane County Department of Human Services – Division of Housing Access & Affordability
From: Scott Kwiecinski
RE: Certification of Registration for Selected Green Energies/Sustainability Certification

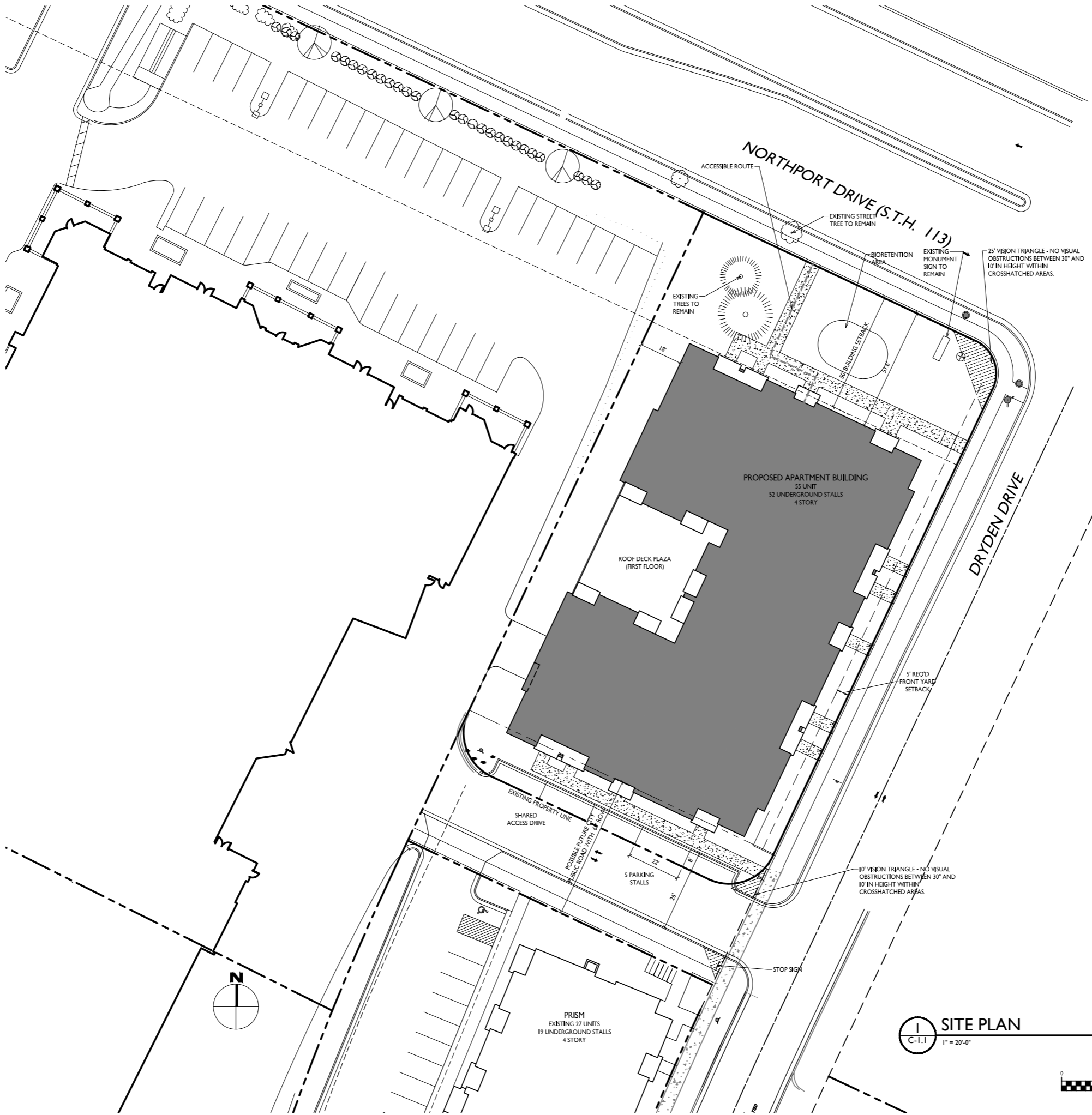
This memorandum serves as an acknowledgement that Horizon Development Group, Inc. commits to becoming Wisconsin Green Built Gold Certified (or equivalent) in accordance with WHEDA 2024 Guidelines to promote energy efficiency and sustainability for the 2902 Dryden Drive project. Additionally, apart of the Wisconsin Green Built Gold Certification process, we will achieve the EPA Indoor airPLUS and ENERGY STAR Multifamily New Construction certifications.

Please contact me at 608-354-0820 or s.kwiecinski@horizondbm.com with any questions. Thank you!

X

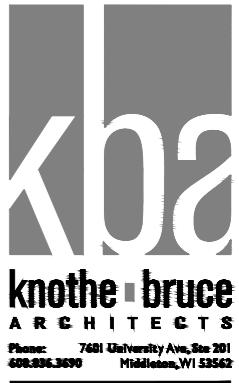
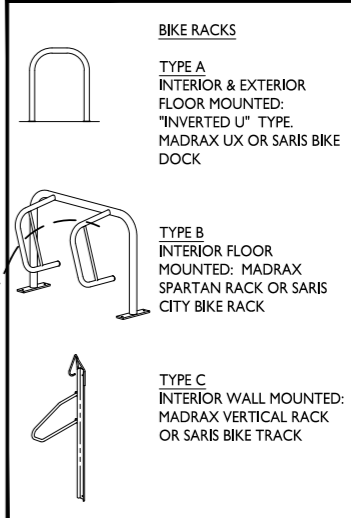
Scott Kwiecinski
Vice President of Horizon Development Group

- GENERAL NOTES:**
- THE APPLICANT SHALL REPLACE ALL SIDEWALK AND CURB AND GUTTER THAT ABUTS THE PROPERTY THAT IS DAMAGED BY THE CONSTRUCTION, OR ANY SIDEWALK AND CURB AND GUTTER WHICH THE CITY ENGINEER DETERMINES NEEDS TO BE REPLACED BECAUSE IT IS NOT AT A DESIRABLE GRADE, REGARDLESS OF WHETHER THE CONDITION EXISTED PRIOR TO BEGINNING CONSTRUCTION.
 - ALL WORK IN THE PUBLIC RIGHT OF WAY SHALL BE PERFORMED BY A CITY-LICENSED CONTRACTOR.
 - ALL DAMAGE TO THE PAVEMENT ON CITY STREETS, AND ADJACENT TO THIS DEVELOPMENT SHALL BE RESTORED IN ACCORDANCE WITH THE CITY OF MADISON'S PAVEMENT PATCHING CRITERIA.
 - ALL PROPOSED STREET TREE REMOVALS WITHIN THE RIGHT OF WAY SHALL BE REVIEWED BY CITY FORESTRY BEFORE THE PLAN COMMISSION MEETING. STREET TREE REMOVALS REQUIRE APPROVAL AND A TREE REMOVAL PERMIT ISSUED BY CITY FORESTRY. ANY STREET TREE REMOVALS REQUESTED AFTER THE DEVELOPMENT PLAN IS APPROVED BY THE PLAN COMMISSION OR THE BOARD OF PUBLIC WORKS AND CITY FORESTRY WILL REQUIRE A MINIMUM OF A 72-HOUR REVIEW PERIOD WHICH SHALL INCLUDE THE NOTIFICATION OF THE ALDERPERSON WITHIN WHOSE DISTRICT IS AFFECTED BY THE STREET TREE REMOVAL(S) PRIOR TO A TREE REMOVAL PERMIT BEING ISSUED.
 - AS DEFINED BY THE SECTION 107.13 OF CITY OF MADISON STANDARD SPECIFICATIONS FOR PUBLIC WORKS CONSTRUCTION: NO EXCAVATION IS PERMITTED WITHIN 5 FEET OF THE TRUNK OF THE STREET TREE OR WHEN CUTTING ROOTS OVER 3 INCHES IN DIAMETER. IF EXCAVATION IS NECESSARY, THE CONTRACTOR SHALL CONTACT MADISON CITY FORESTRY (266-4816) PRIOR TO EXCAVATION. CITY OF MADISON FORESTRY PERSONNEL SHALL ASSESS THE IMPACT TO THE TREE AND TO ITS ROOT SYSTEM PRIOR TO WORK COMMENCING. TREE PROTECTION SPECIFICATIONS CAN BE FOUND ON THE FOLLOWING WEBSITE: CITYOFMADISON.COM/BUSINESS/PW/SPECS.CFM
 - CONTRACTOR SHALL TAKE PRECAUTIONS DURING CONSTRUCTION TO NOT DISFIGURE, SCAR, OR IMPAIR THE HEALTH OF ANY STREET TREE. CONTRACTOR SHALL OPERATE EQUIPMENT IN A MANNER AS TO NOT DAMAGE THE BRANCHES OF THE STREET TREE(S). THIS MAY REQUIRE USING SMALLER EQUIPMENT AND LOADING AND UNLOADING MATERIALS IN A DESIGNATED SPACE AWAY FROM TREES ON THE CONSTRUCTION SITE. ANY DAMAGE OR INJURY TO EXISTING STREET TREES (EITHER ABOVE OR BELOW GROUND) SHALL BE REPORTED IMMEDIATELY TO CITY FORESTRY AT 266-4816. PENALTIES AND REMEDIATION SHALL BE REQUIRED.
 - SECTION 107.13(G) OF CITY OF MADISON STANDARD SPECIFICATIONS FOR PUBLIC WORKS CONSTRUCTION ADDRESSES SOIL COMPACTION NEAR STREET TREES AND SHALL BE FOLLOWED BY CONTRACTOR. THE STORAGE OF PARKED VEHICLES, CONSTRUCTION EQUIPMENT, BUILDING MATERIALS, REFUSE, EXCAVATED SPOILS OR DUMPING OF POISONOUS MATERIALS ON OR AROUND TREES AND ROOTS WITHIN FIVE (5) FEET OF THE TREE OR WITHIN THE PROTECTION ZONE IS PROHIBITED.
 - ON THIS PROJECT, STREET TREE PROTECTION ZONE FENCING IS REQUIRED. THE FENCING SHALL BE ERECTED BEFORE THE DEMOLITION, GRADING OR CONSTRUCTION BEGINS. THE FENCE SHALL INCLUDE THE ENTIRE WIDTH OF TERRACE AND, EXTEND AT LEAST 5 FEET ON BOTH SIDES OF THE OUTSIDE EDGE OF THE TREE TRUNK. DO NOT REMOVE THE FENCING TO ALLOW FOR DELIVERIES OR EQUIPMENT ACCESS THROUGH THE TREE PROTECTION ZONE.
 - STREET TREE PRUNING SHALL BE COORDINATED WITH MADISON FORESTRY AT A MINIMUM OF TWO WEEKS PRIOR TO THE START OF CONSTRUCTION FOR THIS PROJECT. ALL PRUNING SHALL FOLLOW THE AMERICAN NATIONAL STANDARDS INSTITUTE (ANSI) A300 - PART 1 STANDARDS FOR PRUNING.
 - AT LEAST ONE WEEK PRIOR TO STREET TREE PLANTING, CONTRACTOR SHALL CONTACT CITY FORESTRY AT (608) 266-4816 TO SCHEDULE INSPECTION AND APPROVAL OF NURSERY TREE STOCK AND REVIEW PLANTING SPECIFICATIONS WITH THE LANDSCAPER.
 - APPROVAL OF PLANS FOR THIS PROJECT DOES NOT INCLUDE ANY APPROVAL TO PRUNE, REMOVE, OR PLANT TREES IN THE PUBLIC RIGHT-OF-WAY. PERMISSION FOR SUCH ACTIVITIES MUST BE OBTAINED FROM THE CITY FORESTER. (266-4816).
 - THE PUBLIC RIGHT-OF-WAY IS THE SOLE JURISDICTION OF THE CITY OF MADISON AND IS SUBJECT TO CHANGE AT ANY TIME. NO ITEMS SHOWN ON THIS SITE PLAN IN THE RIGHT-OF-WAY ARE PERMANENT AND MAY NEED TO BE REMOVED AT THE APPLICANT'S EXPENSE UPON NOTIFICATION BY THE CITY.



SITE DEVELOPMENT DATA:

ZONING	CC-T COMMERCIAL CORRIDOR TRANSITIONAL
DENSITIES:	
LOT AREA	34,920 S.F./0.80 ACRES
DWELLING UNITS	55 UNITS
LOT AREA / D.U.	635 S.F./D.U.
DENSITY	69 UNITS/ACRE
LOT COVERAGE	# S.F. (#%)
USABLE OPEN SPACE	# S.F. (# S.F./UNIT)
BUILDING HEIGHT	4 STORIES
DWELLING UNIT MIX:	
ONE BEDROOM	22
TWO BEDROOM	19
THREE BEDROOM	6
THREE BEDROOM T.H.	8
TOTAL DWELLING UNITS	55
VEHICLE PARKING STALLS:	
UNDERGROUND GARAGE	52
SURFACE	5
TOTAL	57 STALLS
BICYCLE PARKING:	
GARAGE/COVERED	16
WALL-MOUNTED	46
FLOOR-MOUNTED	6
SURFACE - COMMERCIAL/GUESTS	6
TOTAL	68 STALLS



ISSUED
Issued for Review - July 30, 2024

PROJECT TITLE
HORIZON
2902 Dryden Dr
Redevelopment

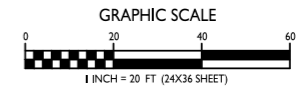
2902 Dryden Drive
Madison, Wisconsin
SHEET TITLE
Site Plan

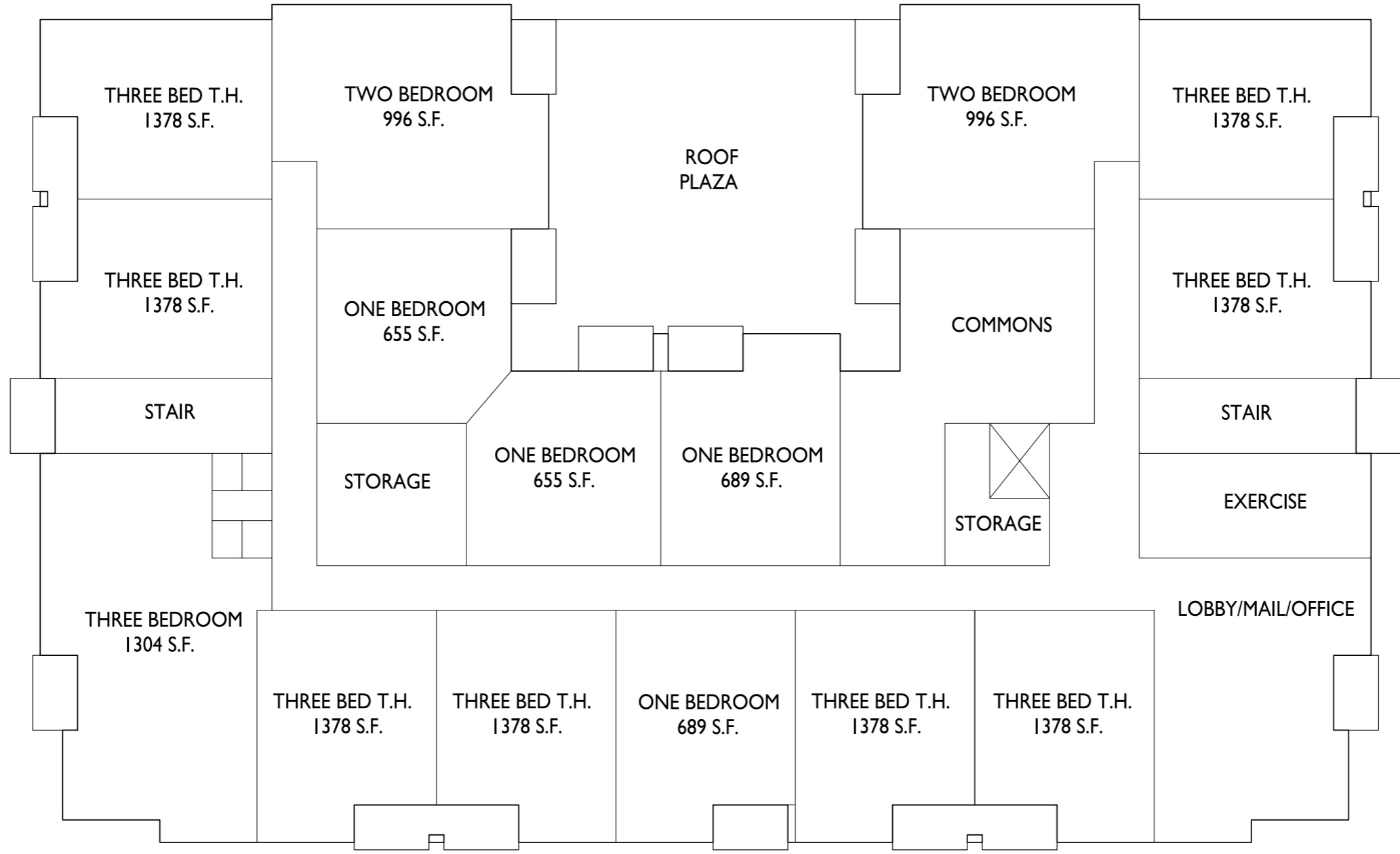
SHEET NUMBER

C-1.1

PROJECT NO. **2430**
© Knothe & Bruce Architects, LLC

1 SITE PLAN
C-1.1 1" = 20'-0"





ISSUED
 Issued for Review - July 30, 2024

PROJECT TITLE
HORIZON
 2902 Dryden Dr
 Redevelopment

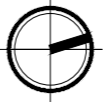
2902 Dryden Drive
 Madison, Wisconsin

SHEET TITLE
First Floor Plan

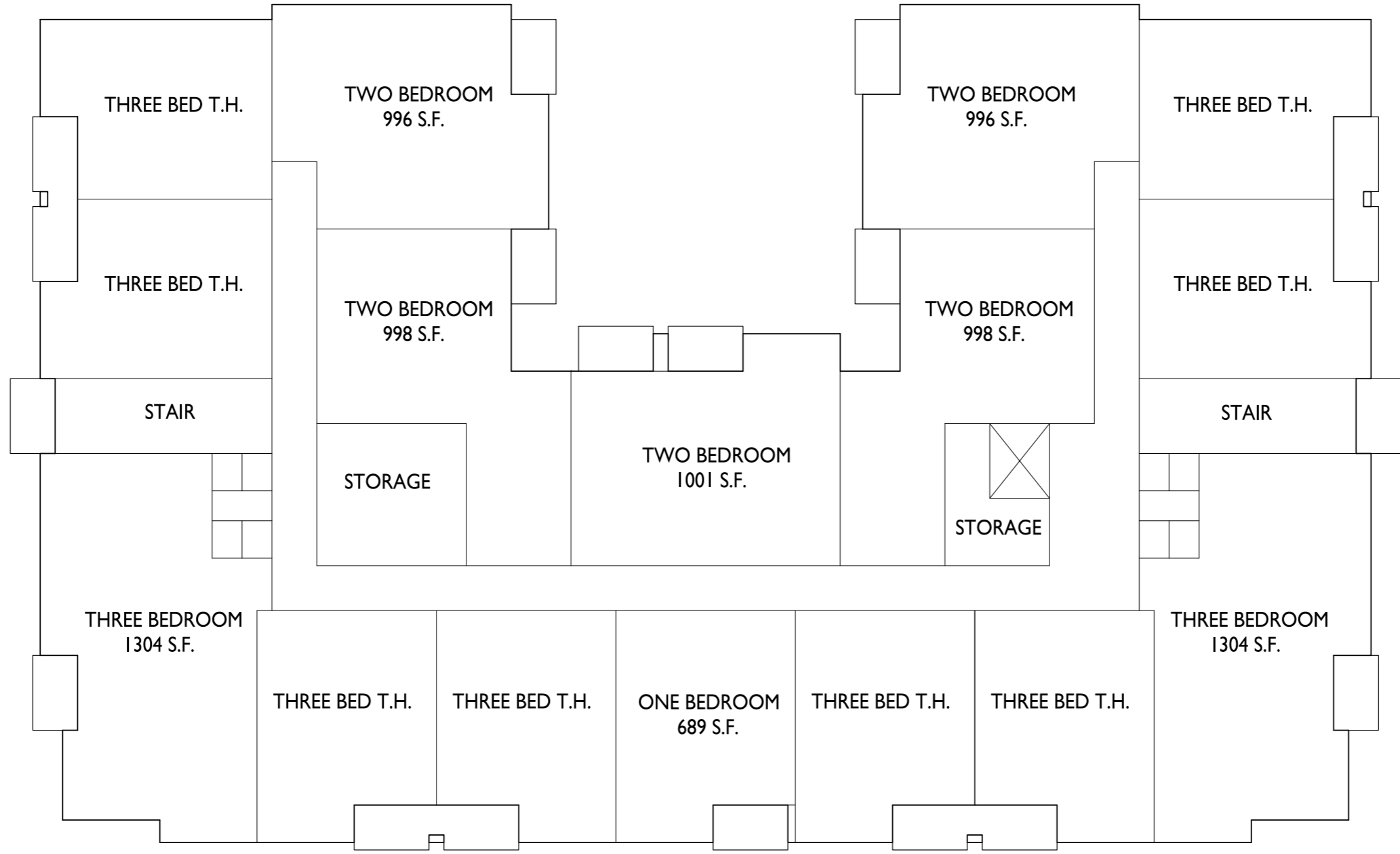
SHEET NUMBER

A-1.1

PROJECT NO. **2430**
 © Knothe & Bruce Architects, LLC

1 FIRST FLOOR PLAN
 A-1.1 1/8" = 1'-0" 

1 BEDROOM	22
2 BEDROOM	19
3 BEDROOM	6
3 BED T.H.	8
	55



ISSUED
 Issued for Review - July 30, 2024

PROJECT TITLE
HORIZON
 2902 Dryden Dr
 Redevelopment

2902 Dryden Drive
 Madison, Wisconsin

SHEET TITLE
Second Floor Plan

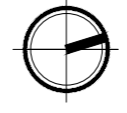
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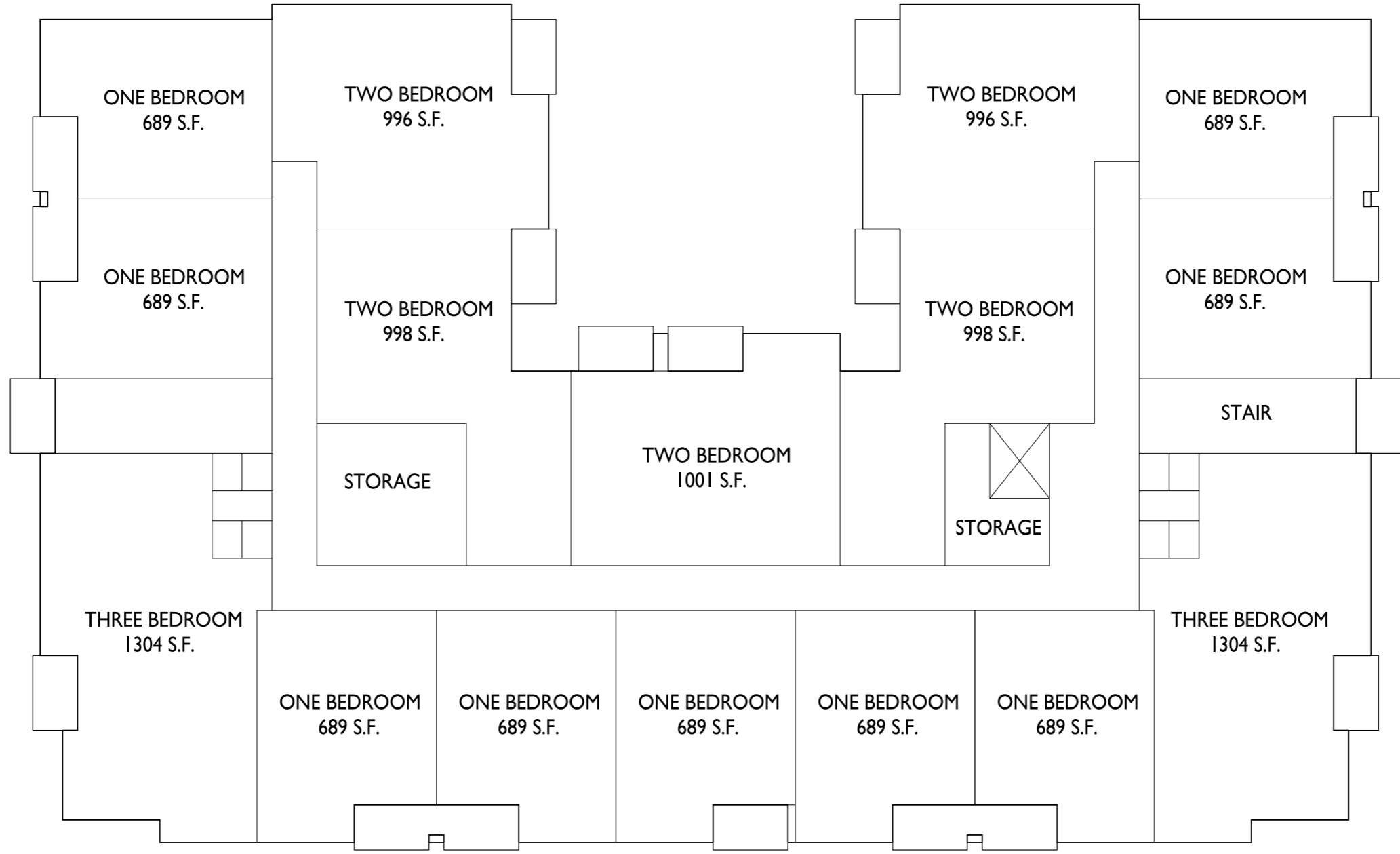
A-1.2

PROJECT NO. **2430**

© Knothe & Bruce Architects, LLC

1 SECOND FLOOR PLAN
 A-1.2 1/8" = 1'-0"





ISSUED
 Issued for Review - July 30, 2024

PROJECT TITLE
HORIZON
 2902 Dryden Dr
 Redevelopment

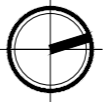
2902 Dryden Drive
 Madison, Wisconsin

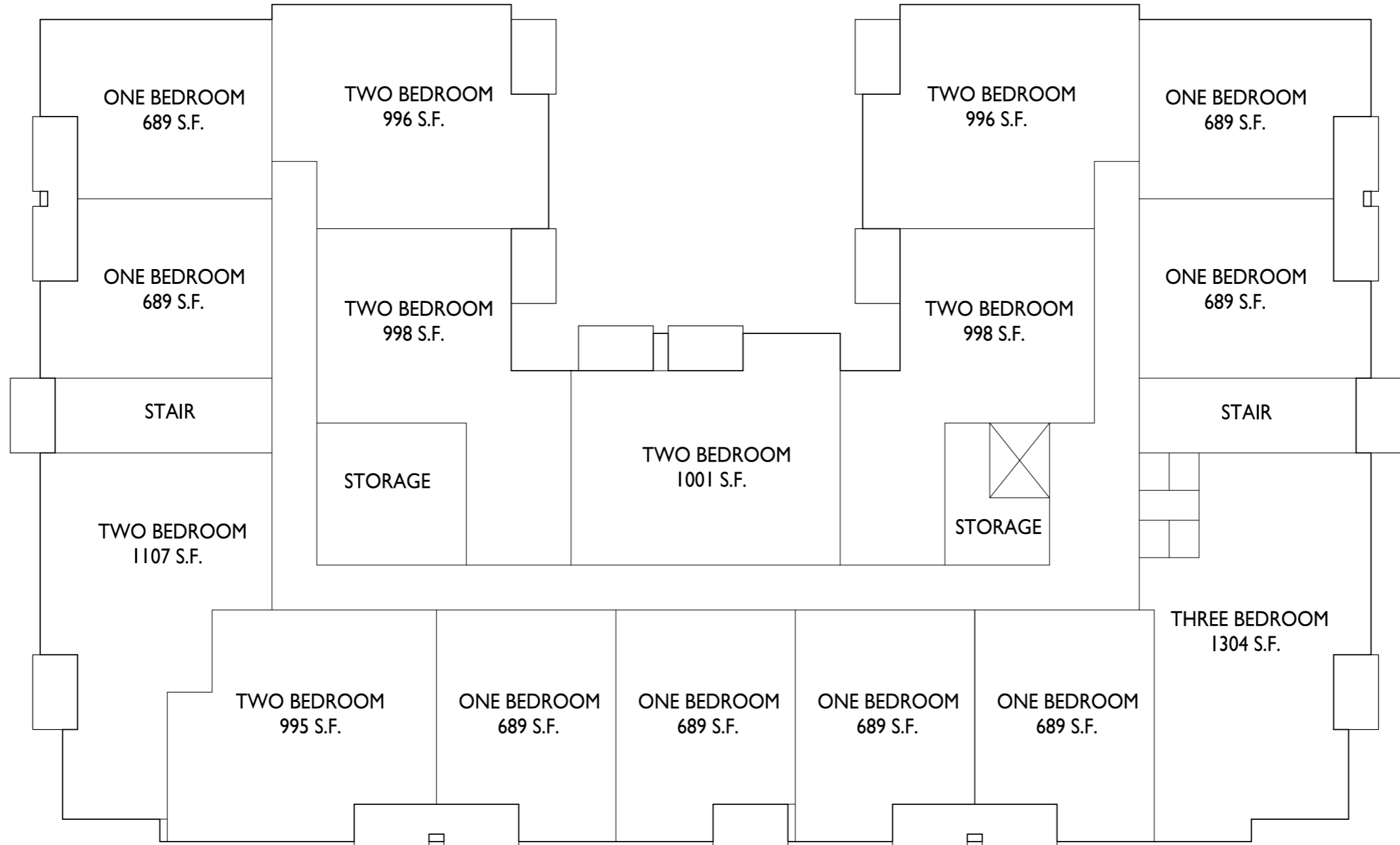
SHEET TITLE
Third Floor Plan

SHEET NUMBER

A-1.3

PROJECT NO. **2430**
 © Knothe & Bruce Architects, LLC

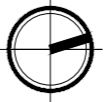
1 THIRD FLOOR PLAN
 A-1.3 1/8" = 1'-0" 



ISSUED
 Issued for Review - July 30, 2024

PROJECT TITLE
HORIZON
 2902 Dryden Dr
 Redevelopment

2902 Dryden Drive
 Madison, Wisconsin
 SHEET TITLE
Fourth Floor Plan

1 FOURTH FLOOR PLAN
 A-1.4 1/8" = 1'-0" 

SHEET NUMBER

A-1.4

PROJECT NO. **2430**
 © Knothe & Bruce Architects, LLC



Development Team Experience & Capacity

Horizon Develop, Build, Manage

Horizon Develop Build Manage is a vertically integrated group of companies specializing in real estate development, construction, and property management services. Started in 1984 and headquartered in Madison, Wisconsin, Horizon began as a development firm with the goal of improving access to independent senior housing. Our success has provided exposure to new commercial real estate markets and allowed us to add construction and property management divisions to create our integrated service platform. We credit our success to Horizon's proprietary, systematic development process, careful selection of project and community partners, and a steadfast commitment to our core values of honesty, respect, integrity, and compassion.

In our 40-year history, Horizon has completed nearly \$2.5 billion in development and construction work, and our management portfolio currently includes approximately 3,656 units that are more than 98% occupied. While we have a portfolio of completed housing communities nationwide, Horizon focuses on projects in the Midwest region, including Wisconsin, Iowa, and Illinois.

Horizon Development Group, Inc.

Horizon Development Group, Inc., ("HDG") specializes in the development of multifamily commercial real estate, with an emphasis on senior and affordable housing. Our portfolio of relevant, completed work includes over \$600 million dollars in total development costs and more than 5,000 units of market rate and affordable multifamily housing. HDG credits our success to its integrated service platform, which strategically includes a mix of industry experts in design, construction, and property management in all phases of the development process. Our integrated service platform has won many repeat clients over the years who credit us with a transparent approach to development that clearly identifies what it will take to build and operate each asset.

HDG's team will be responsible for leading all facets of the development process to ensure the project achieves financial closing and starts construction according to the milestone schedule. Our expertise includes everything from organizing project goal creation, to stakeholder engagement, predevelopment and feasibility analyses, due diligence, market research, coordination of financing and entitlements applications, and the layering and procurement of affordable housing tax credits and soft financing sources.

Horizon Construction Group, Inc.

Horizon Construction Group, Inc., ("HCG") provides an integrated approach to preconstruction, estimating, and project management services. HCG has built over 10,000 residential units, totaling over \$1.8 billion in total housing construction costs, and \$500 million in commercial construction projects. HCG has constructed more than 2,700 units of workforce and affordable housing in Wisconsin.

As a design-build contractor, Horizon does not perform any project design functions in-house, but rather works closely with the architect and project engineers to oversee the design process. Detailed design review and iterative meetings with the architect and community stakeholders help ensure that program/vision are being met and the most efficient building design is achieved. Too frequently we see projects designed and priced independently, which results in predictable budget overages, subsequent re-design, and delay. The design-build approach employs a more efficient use of resources and Horizon's integrated platform of services, helping the project remain on schedule and on budget.



Horizon Construction understands the importance of a quality build to ensure long-term use. We bring a wealth of experience to keep your project moving forward; from managing conceptual site planning, to building design and entitlement processes. Horizon Construction believes in 100% project completion.

Horizon Management Services, Inc.

Horizon Management Services, Inc., manages 70 properties across the Midwest. Horizon oversees approximately 3,656 units and maintains portfolio-wide occupancy of 98%. Our team is comprised of over 100 professionals that specialize in managing the tax credit compliance and leasing processes, developing the project's operating budget, and ensuring that the property is maintained and operated according to Horizon's standards.

LIHTC Experience

Project Name	City	State	Total Units	LIHTC Units
Ellis Potter Apartments (Working on Closing)	Madison	WI	65	55
Layton Preserve (Under Construction)	Greenfield	WI	45	38
Bayview	Madison	WI	130	120
Roosevelt West	Dubuque	IA	44	44
Walnut Glen	Wauwatosa	WI	101	85
Spring Harbor Senior Apartments	Port Washington	WI	40	40
Stonebridge, Westgate, Park Place	Merrill	WI	92	92
Uptown Commons II	Chilton	WI	24	24
Applewood IV	Dubuque	IA	60	54
Grand View Townhomes	Grand Chute	WI	40	34
Saxony Manor	Kenosha	WI	224	224
Globe Apartments	Watertown	WI	48	48
Parkview III Senior Housing	Caledonia	WI	73	73
Woodfield Village II	Howard	WI	49	49
Burr Oaks Senior Housing	Madison	WI	50	50
Cedar Glen Senior Housing	Wauwatosa	WI	80	80
The Landing at Eagle Flats	Appleton	WI	54	54
Riverwalk Place	Appleton	WI	70	70
Riverworks Apartments	Milwaukee	WI	36	36
Applewood III	Dubuque	IA	43	43
Alta Mira II	Menomonee Falls	WI	57	57
Hillcrest - Greenfield Bldg H	Greenfield	WI	41	41
Uptown Commons	Chilton	WI	40	40
Angell Park	Sun Prairie	WI	61	61
Cedar Creek II	Rothschild	WI	49	49
Granville Heights	Milwaukee	WI	63	63



Woodfield Village Senior Housing	Howard	WI	61	61
Cedar Creek	Rothschild	WI	49	49
Westminster	Madison	WI	65	65
Frost Woods I	Monona	WI	68	68
Prairie Hill - Bldg F	Greenfield	WI	69	69
Crestview	Greenfield	WI	76	76
Prairie Oaks Senior Housing II	Verona	WI	36	36
Sedgemeadow	Elkhorn	WI	48	48
Clare Heights	Milwaukee	WI	45	45
Highland II - RCAC	Watertown	WI	49	49
Clare Meadows II	Franklin	WI	40	40
Hillside Woods I	Delafield	WI	49	49
Brookside II	Davenport	IA	32	32
Francis Meadows	Burlington	WI	49	49
Highland Village I	Watertown	WI	49	49
Prairie Oaks Senior Housing	Verona	WI	36	36
Waterview II	Sheboygan	WI	24	24
White Oaks	Greenfield	WI	80	80
Brookside I	Davenport	IA	45	45
Hawthorne	Waterloo	WI	24	24
Fox Meadows	Evansdale	IA	41	41
Waterview	Sheboygan	WI	67	67
Cottonwood	Cudahy	WI	49	49
Clare Meadows	Franklin	WI	135	135
Fairview	Jefferson	WI	49	49
Gateway	Waupun	WI	49	49
Maple Ridge	Reedsburg	WI	49	49
Phoenix	Portage	WI	44	44
Country View	Waunakee	WI	42	42
Riverplace	Janesville	WI	44	44
Parkside Village	Delavan	WI	46	46
Hillcrest	Beloit	WI	67	67
Applewood II	Dubuque	IA	45	45
Applewood I	Dubuque	IA	47	47
Wesley Park	Janesville	WI	40	40
Sugar Creek	Verona	WI	61	61
Sunset	Harvard	IL	24	24



Horizon has developed numerous projects that include layered financing, including federal, state, city, and other financing sources. Many of the LIHTC projects developed in the past 15 years include funds other than LIHTC equity and bank loans. In addition to HOME, CDBG, and other federal/state resources, Horizon has leveraged municipal tax increment (city-financed and developer-financed), municipal and county loans, FHLB AHP funds, seller financing, and other WHEDA financing.

Obtaining Financing Resources

Horizon has developed numerous projects that include layered financing, including federal, state, city, and other financing sources. Many of the LIHTC projects developed in the past 15 years include funds other than LIHTC equity and bank loans. In addition to HOME, CDBG, and other federal/state resources, Horizon has leveraged municipal tax increment (city-financed and developer-financed), municipal and county loans, FHLB AHP funds, seller financing, and other WHEDA financing.

Joint Ventures

Horizon is accustomed to working closely with public agencies on many of its projects. Early in the project we are engaging stakeholders (planning, zoning, community development, alders, neighborhood leaders, etc.) to collect feedback on a development idea and location, which we see as an early partnership to advance an idea. The project also requires financial participation, which Horizon is experienced with as well. Most recently, Horizon co-developed the Bayview project in Madison, which includes financial commitments from both Dane County and the City of Madison. There are many other examples in Horizon's portfolio of completed projects that required public/private partnership. In 2022, Horizon opened Walnut Glen, a 101-unit affordable housing development in Wauwatosa, WI and Roosevelt West, a 44-unit affordable housing development in Dubuque, IA. Both projects required public/private partnership and were completed successfully and are similar to the proposed project in this RFP response.

Years in existence

Horizon was founded in 1984. As we approach our 40-year anniversary, we are proud of the nearly 100 projects that we have developed and countless households that have been impacted in a positive way. We have worked hard to create an efficient and integrated platform of services that deliver properties across the region and are fortunate to have talented staff that make developing, constructing, and managing multifamily Horizon's expertise throughout the Midwest. Below are short bios for Horizon leadership that would be involved with the project.



Staff Qualifications

Mick Hintz – CEO of Horizon Group of Companies

Mick has been with Horizon since 2012 and now as the CEO of Horizon Develop Build Manage, he oversees the firm's estimating and pre-construction services. Mick has more than 30 years of industry experience in both development and construction. Mick leads the company's efforts in estimating, contract review, and design coordinating for both internal and third-party development projects.

Scott Kwiecinski – Vice President of Development

Scott has been with Horizon since 2003 and serves in a leadership and project management role on Horizon's Development team. Scott procures new opportunities for housing development aligning with Horizon's core competencies, including a variety of affordable and conventionally financed projects. Scott has worked on new construction, rehabilitation, and redevelopment projects with housing authorities, nonprofit agencies, and various investor groups. His experience includes LIHTC development, HUD transactions, Rental Assistance Demonstration (RAD) conversion, and other layered programs in affordable housing.

Curt Peerenboom - CFO of Horizon Group of Companies

Curt has been with Horizon since 2015 and as the CFO he oversees all company accounting functions, while maintaining high production and quality standards for all accounting operations. In addition, he is responsible for the company's financial relationships and determining the financial feasibility of investment opportunities and overseeing the closing process for debt and equity. His experience includes working as a senior accountant at SVA Certified Public Accountants, S.C. Additionally, Curt has more than 20 years of experience in the real estate industry with a focus on Section 42 tax credit, historic tax credit, and new market tax credit programs, including working on transactions structuring and underwriting various real estate projects.

E. Jay Gering – President of Construction

As President of Horizon Construction, E. Jay is responsible for quality control, safety, and operations. He has a constant presence throughout each construction project, working closely with the pre-construction team from the bidding and pre-planning process through the execution and completion of the project.

Becky Hildebrandt – President of Horizon Management Services

Becky has been with Horizon since 1999 and as President of Horizon Management Services, is responsible for running the day-to-day operations of Horizon's entire portfolio. She effectively oversees all of the managers and ensures the buildings operate effectively and efficiently and within budget. Additionally, Becky works in the development of the company's strategic decisions to expand and secure new business. She holds TaCCs, COS, TSC, and CMH certifications.



Financial Capacity

Horizon has the capacity to secure funding for and complete the proposed project. Our company is staffed to develop, construct, and manage additional projects and has the financial capacity to advance projects and provide required guarantees.

Integrated Supportive Housing

Horizon is experienced in supportive housing and has participated in numerous developments in the last years that have supportive housing elements, consistent with the WHEDA Qualified allocation plan. Horizon is also experienced in higher levels of supportive housing units in various markets, including the City of Madison.

Horizon Management Services is experienced in supportive housing and has participated in numerous developments in the last years that have supportive housing elements, consistent with the WHEDA Qualified allocation plan. Horizon is also experienced in higher levels of supportive housing units in various markets, including the City of Madison. Horizon Management Services is the property manager for many recent projects that incorporate supportive housing, including Burr Oaks, Walnut Glen, Uptown Commons II, Spring Harbor, Garden Place, Garden Terrace, Becher Terrace, Clarke Square, Sunset Senior, and Rodney Scheel House.

Awards and Certifications

Horizon has been involved with numerous projects that have been certified to different levels of energy efficiency and green building standards.

Organizational Chart

Proposed Project Ownership Structure

