

# DANE COUNTY APPLICATION FOR 2023 AFFORDABLE HOUSING DEVELOPMENT FUND

This application should be used for project seeking Dane County AHDF funds. Applications must be submitted electronically to DCDHS Division of Housing Access by **noon on July 25, 2023**. Upload application materials to the **Dane County AHDF Dropbox**.

## APPLICATION SUMMARY

<b>ORGANIZATION NAME</b>	Lutheran Social Services & JT Klein Company, Inc.		
<b>MAILING ADDRESS</b>	818 S. Park Street Madison, WI 53715		
If P.O. Box, include Street Address on second line			
<b>TELEPHONE</b>	(608) 661-2345	<b>LEGAL STATUS</b>	
<b>FAX NUMBER</b>	N/A	<input type="checkbox"/> Private, Non-Profit <input checked="" type="checkbox"/> Private, For Profit <input type="checkbox"/> Other: LLC, LLP, Sole Proprietor	
<b>NAME CHIEF ADMIN/ CONTACT</b>	Jacob T. Klein	Federal EIN: <u>47-4551112</u>	
<b>INTERNET WEBSITE (if applicable)</b>	www.jtklein.com	Unique Entity Identifier (UEI): JXC5N41WQ5W4	
<b>E-MAIL ADDRESS</b>	jacob@jtklein.com Kevin@jtklein.com		

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

PROJECT NAME	PROJECT CONTACT PERSON	PHONE NUMBER	E-MAIL
University Park Commons II	Jacob T. Klein	6086612345	jacob@jtklein.com

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

TOTAL PROJECT COST	AMOUNT OF AHDF FUNDS REQUESTED	PERCENT OF AHDF FUNDS TO TOTAL PROJECT COST
\$22,700,000	\$1,220,000	5.3%



\_\_\_\_\_  
Signature of Chief Elected Official/Organization Head

\_\_\_\_\_  
Jacob T. Klein  
Printed Name

\_\_\_\_\_  
President  
Title

\_\_\_\_\_  
7/12/2023  
Date

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President Title

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# 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:	University Park Commons II
Project Address:	(UPC II) 625 Sand Pearl Ln
City, State, Zip:	Madison, WI 53711
Parcel Number:	(UPC II) 251/0709-304-0407-8
Census Tract:	0004.02

- 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.

University Park Commons II & Oak Ridge II at University Park are the second phase of a planned multi-phase redevelopment of the former Westgate Mall. Located on the west side of Madison, the official address of Oak Ridge II is 655 S. Whitney Way Madison WI 53711 and University Park Commons II is 625 Sand Pearl Lane Madison WI 53711. The City of Madison has been supportive of University Park since it was first brought to their attention for preliminary zoning approval in 2020. This project is fully entitled and was thoroughly vetted over the course of 3 neighborhood meetings, several DAT meetings, and all along the way there was nothing but support for this catalytic project.

Phase I of this project is now completed and stabilized and consists of 156 units of market rate, 68 units affordable family and 81 units of affordable senior. The first phase of the affordable projects mentioned above, each received City of Madison TIF financing, WHEDA tax Credits, AHP, and Dane County Funds.

The second phase of University Park will continue positive impact on the community and aligns perfectly with the City of Madison's and Dane County's affordable housing goals as well as help to meet the needs of the City's general housing shortage. These projects will be the 5th and 6th housing developments built by Jacob Klein in the city of Madison.

- C. **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.

Phase I of University Park received great support as well as funding from the City of Madison and Dane County. We anticipate the same financial partners working together on Phase II as well.

TIF: For Phase I the City amended the boundaries of an adjacent TIF District to add our site. JT Klein has submitted its application for TIF for Phase II to the City and is working through that process currently.

Impact Fees: It is the City of Madison's policy to not charge impact fees/park fees to LIHTC Units that are at 60% AMI or lower. Of the 148 units between these two projects 101 will be exempt from these fees.

The City of Madison provided Affordable Housing Funds for Phase I however we are still evaluating their recently released RFP to determine eligibility of our project.

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

This project is eligible for TIF, however we have not determined if the project is eligible for City of Madison Affordable Housing Funds.

- 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.

Zoning is in place for this proposal.

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

Oak Ridge at University Park II Senior apartments & University Park Commons II are both affordable housing developments intended to be constructed simultaneously, located within the larger University Park redevelopment project. University Park at Oak Ridge II will be affordable housing for Dane County citizens ages 55+ and University Park Commons II will be non-age restricted affordable workforce multi-family housing. The entire University Park redevelopment is located at the former Westgate Mall, just off the Beltline at the corner of Whitney Way and Tokay Boulevard. JTK demolished the Westgate Mall and completed the first phase of the development in late 2022. The entire site is set to be completed in multiple phases which upon completion will include 324 market rate, 136 affordable family, and 161 affordable senior apartments.

This application is for the second affordable phase of the redevelopment, which shall consist of two separate buildings, financed separately. University Park at Oak Ridge with 80 senior units & University Park Commons with 68 workforce units. Oak Ridge will be a mixture of 1- and 2-bedroom apartments with rents restricted for Dane County residents making between 30-80% of the area median incomes (AMIs). University Park Commons will be a mixture of 1, 2, and 3 bedroom apartments containing a mixture of affordable (30-60% AMI) units and market rate units. Between the two developments, JT Klein is anticipating that 101 of the units will be affordable with rents below 60% to the AMI. Of these 101 units, 36 will be set aside at the 30% AMI, which is considered extremely low income. These 36 units will be targeted to residents who utilize supportive services targeting a mixed population including persons with disabilities, veterans, and persons who are formerly homeless or housing insecure. There will be no difference in unit size or quality between the affordable units and the market rate units. Future residents can expect a sustainable, highly energy efficient building with finish levels and amenities on par with market rate comparable properties.

Lutheran Social Services (LSS), one of the oldest and most successful non-profits within Wisconsin. Additionally, LSS will be providing supportive services and coordinating the HSC list for the development and will likely own a 51% interest in the General Partnership. JT Klein Company, Inc. is the co-developer on both phases along with DA Development LLC, a City of Madison and State of Illinois certified Minority Business Enterprise. This diverse development team will give an array of perspectives, giving the project highest chance of success. Both phases will contain a wide range of affordable units and market rate units.

Both phases will have a minimum affordability period of 30 years. Additionally, both phases of University Park will provide a substantial amount of first floor 3 bedroom units designed for families with children. A full breakdown of unit types and AMI set asides is provided in section "H". Both phases will contain units targeting a mixture of vulnerable populations including persons with

disabilities, veterans, and persons who are formerly homeless or housing insecure. Onsite supportive services will be provided by LSS, Middleton Outreach Ministry (MOM) and Dane County Veterans Service Office (CVSO). A full breakdown of units and targeted demographics is provided in section "E"

JTK believes that Oak Ridge II & Commons II will be a positive impact on the community and aligns perfectly with both the City of Madison's and Dane County's affordable housing goals. This development helps meet the goals of the Midvale Neighborhood Plan and will transform a blighted site into a vibrant mixed-use community serving a variety of needs and demographics. Given it's proximity to the West Transfer Point, the future BRT, Research Park, the Beltline, as well as being adjacent to HyVee and the Odana School Park, this is an ideal location for an affordable housing development.

**F. TARGETED POPULATIONS:** Will the project serve any of the listed targeted populations?

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

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

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

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

ON OR BEFORE	MILESTONES
Purchase Site	March 2024
Final City Zoning	November 2021
Approval of TIF Financing	November 2023
WHEDA 9% Tax Credit Award	May 2023
Finish Architect Construction Drawings	November 2023
Collection and Award Bids	December 2023

Close on Financing- Workforce	March 2024
Start Construction- Workforce	March 2024
Close on Financing- Senior	March 2024
Start Construction- Senior	March 2024
Begin Marketing- Both Phases	December 2024
Accept Applications	February 2025
Certified Occupancy- Workforce	April 2025
Certified Occupancy- Senior	May 2025
Stabilized Occupancy- Workforce	December 2025
Stabilized Occupancy- Senior	December 2025

I. **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:		# of Bedrooms					Projected Monthly Unit, including Utilities				
% of County Median Income (CMI)	Total # of Units	# of Studios	# of 1 BRs	# of 2 BRs	# of 3 BRs	# of 4+ BRs	\$ Rent for Studios	\$ Rent for 1 BRs	\$ Rent for 2 BRs	\$ Rent for 3 BRs	\$ Rent for 4+ BRs
≤30%	16	0	10	6	0	0	0	687	824	0	0
40%	0	0	0	0	0	0	0	0	0	0	0
50%	32	0	26	6	0	0	0	1145	1373	0	0
60%	0	0	0	0	0	0	0	0	0	0	0
80%	32	0	10	22	0	0	0	1550	1845	0	0
<b>Affordable Sub total</b>	80	0	46	34							
<b>Market</b>	0	0	0	0	0	0	0	0	0	0	0
<b>Total Units</b>	80	0	46	34	0	0	Notes:	4 ADA Units & Sensory Impaired			

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

ADDRESS #2:		# of Bedrooms					Projected Monthly Unit, including Utilities				
% of County Median Income (CMI)	Total # of Units	# of Studios	# of 1 BRs	# of 2 BRs	# of 3 BRs	# of 4+ BRs	\$ Rent for Studios	\$ Rent for 1 BRs	\$ Rent for 2 BRs	\$ Rent for 3 BRs	\$ Rent for 4+ BRs
≤30%	22	0	11	6	5	0	0	687	824	952	0
40%	0	0	0	0	0	0	0	0	0	0	0
50%	15	0	11	0	4	0	0	1145	0	1587	0
60%	16	0	6	10	0	0	0	1215	1557	0	0
80%	0	0	0	0	0	0	0	0	0	0	0
<b>Affordable Sub total</b>	53	0	30	16							
<b>Market</b>	15	0	8	2	5	0	0	1420	1800	2038	0
<b>Total Units</b>	68	0	36	16	14	0	Notes:	4 ADA Units & Sensory Impaired			

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

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

<input type="checkbox"/>	Community Building, square feet:
<input checked="" type="checkbox"/>	Community Room, square feet: 1,500 senior and 800 sf workforce
<input type="checkbox"/>	Garages, number: _____ and monthly rent: _____

<input checked="" type="checkbox"/>	Surface parking, number: 16 and monthly rent: 0
<input checked="" type="checkbox"/>	Underground parking, number 150 and monthly rent: 45

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

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

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

Commons II will have similar amenities designed specifically for families and children. This development will have a smaller community room but will have a separate year-round indoor children's playroom. Commons II outdoor patio with grills will contain a pathway that leads directly to the community butterfly garden. The garden area will be sheltered from the wind and designed with native plantings that attract butterflies. The community butterfly garden will be available to the public to visit. Other amenities for Commons II will include an exercise facility, on-site leasing office, individual resident storage units, & heated underground parking.

Another highlight for the entire University Park redevelopment is the community greenspace located directly South of Commons I. This area is an engineering feat that conceals the redevelopment's underground storm water detention with a community greenspace. The greenspace contains an open green area with a variety of seating arrangements, native plantings, and a monument. From this area there is a pathway that leads up to the Odana School Park immediately to the East of the site. As was done in Phase I, each building will incorporate sustainable design features including EV Charging stations and photovoltaic solar arrays.

## LOCATION

- L. **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.

Oak Ridge II & Commons II are located within the Westgate Redevelopment Plat located at Block One (1), Westgate, in the City of Madison, Dane County, State of

Wisconsin, except the Southerly 150.0 feet of the Westerly 150.0 feet thereof. The tax parcel ID are 251-0709-304-1902-7. The current address is 655 South Whitney Way and 625 Sand Pearl Lane Madison, WI 53711. The entire University Park redevelopment is currently controlled by an affiliate of JT Klein.

Oak Ridge II & Commons II will be located directly next to phase I of the current sites, on the corner of Whitney Way & Tokay Boulevard in Madison, Wisconsin. This parcel is the ideal location for an affordable housing project as it addresses a variety of the challenges facing Dane County citizens. The University Park redevelopment is located within walking distance of the West Transfer Point bus station, the HyVee grocery store, neighborhood shops, restaurants, and many other everyday amenities. Additionally, the current plan for the future Bus Rapid Transit (BRT) system will create a nearby BRT station on Mineral Point.

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	Hy-Vee	.01
Public Elementary School	Van Hise Elementary School	1.08
Public Middle School	Hamilton Middle School	1.08
Public High School	West High School	2.5
Job-Training Facility, Community College, or Continuing Education Programs	Madison Colleg West Madison College South	3.26 / 9.4
Childcare	YMCA West	.29
Public Library	Sequoia Public Library	1.09
Neighborhood, Community, or Senior Center	Madison School & Community Recreation Odana	.40
Full Service Medical Clinic or Hospital	UW Health Research Park Clinic	.18
Pharmacy	Hy-Vee Pharmacy	.01
Public Park or Hiking/Biking Trails	Odana School park	.01
Banking	First Business Bank/Summit CU	.57/.8
Retail	Odana & Whitney Way Retail Center	.05
Other (list the amenities)	Onsite Lutheran Social Services	In Oak Ridge Building

M. **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.

The University Park redevelopment is located within walking distance of the West Transfer Point bus station, the HyVee grocery store, neighborhood shops, restaurants, and many other everyday amenities. Additionally, the current plan for the future Bus Rapid Transit (BRT) system will create a nearby BRT near Mineral Point. In the direct walking distance 10 minutes and under are hundreds of employers that provide a wide range of trades and jobs for lower income workers.

Below are the current available rates for the city of Madison bus services.

Per Ride:

Adult \$2.00

Youth (5–17 or still in high school) \$1.25



Senior / Disabled Fare*	\$1.00
Child (under 5, with chaperone)	Free
2-4-6 Weekend/Holidays (buy from driver)	\$6.00
1-Day Pass (buy from driver)	\$5.00
<b>Passes</b>	
31-Day:	\$65.00
31-Day - Senior / Disabled*:	\$32.50
31-Day - Reduced Fare (restrictions apply)*:	\$28.00
Youth Pass (semester):	\$165.00
Youth Pass- School Year (5–17 or still in high school):	\$315.00
Summer Youth* (5–17 or still in high school):	\$35.00
<b>10-Ride Cards</b>	
Adult:	\$17.25
Youth* (5–17 or still in high school)	\$11.25
Senior / Disabled*	\$10.00

## PROJECT APPROACH

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

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

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

As outlined in LSS's company brochure located within the development team, LSS is one of the oldest and most experienced service providers in the Midwest. All residents, including those in

the supportive housing units, will have access to a Lutheran Social Services Service Coordinator, who will help to address their challenges and arrange services to they may learn the skills necessary to develop and maintain a healthy, stable lifestyle. LSS will focus on assessments and referrals to resources. Specific services to be offered include:

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

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

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

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

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

## 3. Middleton Outreach Ministry

Additionally, JTK is in discussions with Middleton Outreach Ministry (MOM) to provide some support and emergency services to tenants. MOM's programs offer access to a Case Manager to help tenants remain successful in their housing, through referrals as well as financial housing assistance when needed, and additional seasonal supports. Tenants will also have full access to MOM's Food Pantry, which they can visit as often as they need. At Oak Ridge II & Commons II MOM will provide intensive on site supportive services to one or two units in each development. For every additional family, it costs MOM an additional \$3750 in direct Case Management expenses. JTK & MOM are still in the process of finalizing the terms & compensation to MOM, however JTK is committed to paying a portion of the costs listed below from properties currently operating in Dane County. The costs below are based on 40 units at or below 50% of the AMI that MOM has supported over the past two years:

- \$10,000 total financial assistance per year (In housing, utility and other types of financial support).
- \$10,000 for costs of food pantry and Clothing Center usage.

- In addition, MOM incurs additional staffing costs and overhead costs related with operating our organization.

At Oak Ridge II & Commons II MOM staff and the property management team will have consistent two way communication on a monthly basis. Tenants will receive referrals to MOM Case Management staff and be provided opportunities to engage MOM on site. In addition MOM would need a dedicated office space for use during the time they are on site which will be provided at either Oak Ridge II or Commons II.

- O. **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 preferences for households experiencing homelessness. . If project will not implement an HSC preference on any project units, indicate how the proposed project will forward the goal of ending homelessness without the HSC preference.

JT Klein Company is committed to working to help further Dane County's Housing First goals, and will continue to pursue these goals as we did at Phase I. JT Klein is willing to work with the Dane County Homeless Services Consortium (HSC) to help provide housing and end homelessness in Dane County. Oak Ridge II and University Park II will target 31 units individuals/families that are receiving case management services on the Community-wide Priority List for Housing. To assist in coordination with HSC, JTK will be entering into an agreement with the LSS and MOM to work hand in hand with HSC to place qualified tenants and provide ongoing case management for these tenants. As outlined above, the 31 targeted population units will all be held open exclusively for the targeted populations outline above for a minimum of 30 days. As a member of the targeted populations, persons on the HSC will be included in the exclusive outreach and application process. During that 30 day time period, JTK will work with MOM, LSS, and CVSO to provide outreach and inform targeted individuals of the development.. The supportive service providers will assign qualifying tenants complete applications and navigate the income and screening processes. After the 30 day period has expired, JTK will continue to work with the supportive service providers to target these populations, but will also start to accept applications from other income qualifying applicants. If the supportive service provider has an application in process, we can provide flexibility to hold the unit open longer, even after the 30 day period has expired.

Total # of Project Units	# of Units Targeted to Individuals/Families on HSC community by-name list	% of Units Targeted to Individuals/Families on HSC community by name list
148	31	20.95

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

In all of our developments we typically start outreach and marketing approximately 6 months prior to anticipated occupancy, regular coordination meetings will be held, and outreach will begin to the targeted populations. To meet WHEDA's qualification requirements, applications cannot be

older than 120 days prior to occupancy. 120 days prior to occupancy, the 31 units will start accepting applications for targeted populations, including persons on the HSC list. These units will have a 30 day exclusive set aside in which only targeted populations can apply. After the 30 day period, the properties will continue to work with the supportive service providers to continue placing these units if possible. We believe that JT Klein established a very detailed process that the County was able to work with during Phase I of this project and we intend to use the same process in Phase I. We already have on site mangagement in place to work with tenants on putting together all of the required documents to apply.

**P. 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?

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

<ul style="list-style-type: none"> <li>Inability to meet a minimum income requirement if the applicant can demonstrate the ability to comply with the rent obligation based on a rental history of paying at an equivalent rent to income ratio for 24 months</li> </ul>
<ul style="list-style-type: none"> <li>Lack of housing history</li> </ul>
<ul style="list-style-type: none"> <li>Membership in a class protected by Dane County fair housing ordinances and non-discrimination ordinances in the municipality where the project is located.</li> </ul>
<ul style="list-style-type: none"> <li>Credit score</li> </ul>
<ul style="list-style-type: none"> <li>Information on credit report that is disputed, in repayment, or unrelated to a past housing or utility (gas, electric, and water only) obligations.</li> </ul>
<ul style="list-style-type: none"> <li>Inability to meet financial obligations other than housing and utilities necessary for housing (gas, electric, water).</li> </ul>
<ul style="list-style-type: none"> <li>Owing money to a prior landlord or negative rent payment history if the tenant's housing and utility costs were more than 50% of their monthly income.</li> </ul>
<ul style="list-style-type: none"> <li>Owing money to a prior landlord or negative rent or utility payment history if applicant does one of the following: (1) establishes a regular record of repayment of the obligation; 2) signs up for automatic payment of rent to the housing provider; or (3) obtains a representative payee.</li> </ul>
<ul style="list-style-type: none"> <li>Wisconsin Circuit Court Access records;</li> </ul>
<ul style="list-style-type: none"> <li>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</li> </ul>

disabled person or in the possession of the disabled person's personal care worker or other caregiver.)

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

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

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

Will the project incorporate the denial process detailed below?

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

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

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

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

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

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

	<p>(c) the right of the tenant to have a meeting to dispute the proposed ban, discuss alternatives to the ban, and address any unintended consequences of the proposed ban.</p> <p>(2) If requested, a hearing on the ban has taken place to provide the tenant an opportunity to dispute the proposed ban, discuss alternatives of the ban, and address any unintended consequences of the proposed ban.</p> <p>A tenant may not invite or allow a banned person as a guest on the premises, provided the Landlord has followed the proper procedure and given notice to Tenant as set forth herein.</p> <p>A tenant who violates the guest policy may be given a written warning detailing the facts of the alleged violation. The written warning shall detail the violation, and warn the tenant that repeated violations may result in termination of tenancy. Tenants that repeatedly violate the guest policy, (e.g. three (3) or more violations within a twelve (12) month period) may be issued a notice of termination in accordance with state and federal law.</p> <p>Nothing in this policy limits a person's right to pursue a civil order for protection against another individual.</p>
<p><b>f.</b></p>	<p><b>Parking Policies.</b> Parking policies and practices must comply with applicable laws. Vehicles shall not be towed to a location that is more than 6 miles from the rental premises, unless there is not a towing company with a tow location available within 6 miles.</p>



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

Name of Supportive Services Partner, and number of staff dedicated to project:	Luthern Social Services - 1 Service Coordinator staff member
Scope of Services provided to tenants and approaches supportive service partner will use to address needs of tenant population:	<p>These services may include, but are not limited to, the following:</p> <ul style="list-style-type: none"> <li>• Completion of an intake assessment by the Service coordinator. It is understood and agreed that the resident has to voluntarily agree to participation in the process.</li> <li>• Development of a case management plan. This plan may include referral to other resources, including the Disability Resource Center, and other community supports.</li> <li>• The scheduling of regular educational services with an emphasis on presentations designed to assist residents in overcoming barriers as identified on the tenant assessments. Potential sessions include self-improvement, employment opportunities and financial management.</li> <li>• Other empowerment services will also include:             <ul style="list-style-type: none"> <li>o Assistance with Benefits – Through connection to educational workshops and seminars along with in person counseling and assistance, LSS will help individuals access their benefits that have been made available to them. These services will help pay for care, access to Medicare, Veterans benefits, pensions, welfare assistance, and social security among other benefits.</li> <li>o Employment Services - LSS has the mission and goal to empower people to take control of their lives by becoming independent, productive members of the community. One way to attack this goal is to promote, plan, and provide, health, welfare, and economic well-being for tenants by coordinating employment services counseling they need in order to become a more stable member of the community. Content of employability assistance includes coordination, provision of, or referral of but not limited to: Assessment regarding readiness for employment; Evaluating interest area; Increasing skill level; Resume development, and; Interview skills. These services will be accompanied with continued support and counseling on an as needed basis for individuals seeking out this education.</li> <li>o Financial Literacy - LSS Financial Counseling is a non-profit, full-service credit counseling agency. Services include budget and debt counseling, debt management plans, bankruptcy counseling and education, credit report review, financial education, and many others. LSS Financial counselors assist their clients to become financially literate and empower them with the skills they need to understand their finances and create financial plans for their futures. All financial counselors are fully-certified along with other specialized training and certifications. LSS Financial Counseling is an accredited and trusted provider</li> </ul> </li> </ul>

	and is associated with associations such as the National Foundation for Credit Counseling and Council on Accreditation. The goal of the Service Coordinator is to enhance the success of resident with an identified disability, to promote their ability to remain a tenant. The services identified above will enhance independent living success and promote dignity of residents by addressing needs with a one-on-one approach.
Where tenants will access services. For examples will services be on-site at development in designated space or by referral to off-site community supports:	On-site
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:	N/A
The frequency of services provided and/or a proposed schedule of when services are available to tenants:	Upon move-in, each resident will be given a packet on the services available to them and a LSS representative will be present to answer any resident questions. LSS will begin services by holding on-site informational sessions during the lease-up phase to provide a foundation of understanding to the residents. After the lease-up phase, LSS will develop an on-going Supportive Service Plan based on the needs of the tenant, to ensure supportive services are made available to the residents at Oak Ridge II & UP Commons II. LSS will establish within the supportive services plan, a regular schedule of on-site plans to meet with residents to ensure introduction to, on-going management of, and completion of supportive services programs. JTK will provide a dedicated meeting space for LSS and residents to use for quarterly schedules meetings. Meetings will be available by appointment as necessary and residents will be able to easily contact the LSS employee on site through dedicated office hours or by phone or email.
How will the supportive services partner identify and collaborate with other community service providers in the target area:	
How the supportive services partnership will be funded, including if the respondent is providing funding to support the partnership:	JT Klein Company, Inc. and Lutheran Social Services will enter into a supportive services agreement, in a form mutually agreeable to JTK and LSS. This agreement will include the creation of a "Service Payment Account" which will be used to fund all supportive services and referrals throughout the JTK portfolio. The Service Payment Account will be funded by a portion of Developer Fee and Cash Flow Fees from a tax credit project co-developed by LSS and JTK
Relevant performance data that provides insight into the supportive service partner's experience serving the target tenant population, and the outcomes for their tenants. Metrics could include the number of individuals served in a related program in a year, housing retention	Having developed and managed HUD subsidized housing since 1983 LSS entered the competitive work of tax credit housing in 2014. Since that time they have been fortunate enough to be partners in eleven (11) awards, including: 1. Pebble Ridge - Madison, a 50 unit development in partnership with Herman & Kittle Properties (HKP) 2. Jackson Square - Oshkosh, a 54 unit development in

<p>rates for individuals served in that program, connections to employment, etc:</p>	<p>partnership with HKP 3. Croft Place - New Richmond, a 51 unit development in partnership with HKP 4. Haymarket Lofts - Milwaukee, a 72 unit development in partnership with HKP 5. Tennyson Ridge - Madison, a 72 unit development in partnership with TW Sather and WHPC 6. Gold Medal Lofts - Racine, a 79 unit development in partnership with J. Jeffers &amp; Co. (Jeffers) 7. Horlick Lofts - Racine, a 77 unit development currently under construction, in partnership with Jeffers 8. Candice Lofts - Jefferson, a 36 unit development in partnership with Gorman &amp; Co (Gorman) 9. Union Corners - Madison, a 59 unit development in partnership with Gorman 10. Valor on Washington - Madison, a 59 unit development currently under construction, in partnership with Gorman 11. Thirteen31 Apartments - Milwaukee, an 89 unit development currently under construction, in partnership with Rule Enterprises</p>
<p>How the supportive services partner and the respondent will work together to ensure the best outcomes for tenants, such as housing retention:</p>	<p>JT Klein Company, Inc. is co-developing with Lutheran Social Services (LSS) to provide a variety of supportive services to the targeted residents of ORUP II &amp; UPC II. Tenants will have access to the help they need through an LSS Service Coordinator who will help to address their specific challenges, and arrange services, that they may learn the skills necessary to develop and maintain a healthy, stable lifestyle. A designated Service Coordinator will be responsible for linking the target population at the site with supportive, medical or advocacy services in the general community for which they are entitled, with a desired outcome of keeping them independent in their units. LSS will establish a communication plan with the property management team prior to the start of marketing, which implements a partnership approach to supporting the tenants at each building. It is important for the tenants to view LSS and the property management as a team, working together to provide a safe and thriving community. LSS and the property management team will implement bi-weekly check in calls or in person meetings to discuss property updates, unit turnover, eviction prevention, and overall tenant or property needs. Additionally facilitation of an annual meeting where tenants, management and the service provider can meet to discuss any issues or concerns.</p>

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

<p>Supportive services will be provided by:</p> <ol style="list-style-type: none"> <li>1. Lutheran Social Services</li> <li>2. Dane County Veterans Service Office (Referrals)</li> </ol> <p>1. Lutheran Social Services LSS is one of the oldest and most experienced service providers in the Midwest. All residents, including those in the supportive housing units, will have access to a Lutheran Social Services Service Coordinator, who will help to address their challenges</p>
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and arrange services to they may learn the skills necessary to develop and maintain a healthy, stable lifestyle. LSS will focus on assessments and referrals to resources. Specific services to be offered include:

- Completion of an intake assessment by the Service Coordinator. It is understood and agreed that the resident has to voluntarily agree to participation in the process.
- Development of a case management plan. This plan may include referral to other resources, including Veteran or disability resources specifically if applicable.
- The Service Coordinator will facilitate programming and supportive services for the project. This will be done through meetings between tenants and management to discuss any issues or concerns, as well as the scheduling of regular educational workshops or presentations. There will be an emphasis on presentations designed to assist residents in overcoming barriers as identified on the tenant assessments. Potential sessions could include, self-improvement, employment or educational opportunities, and financial management. LSS will establish a communication plan with the University Park property management team prior to the start of marketing, which implements a partnership approach to supporting the tenants at both developments. It is important for the tenants at University Park to view LSS and property management as a team, working together to provide a safe and thriving community. LSS and the property management team will implement bi-weekly check in calls or in person meetings to work discuss property updates, unit turnover, eviction prevention, and overall tenant or property needs. Additionally, facilitation of an annual meeting where tenants, management and the service provider can meet to discuss any issues or concerns

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

## EXPERIENCE AND QUALIFICATIONS

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

In November 2014, Jacob T. Klein formed JT Klein Company, Inc. with the ambition to develop senior apartments, assisted living and memory care. Jacob's role includes site identification, market analysis, securing entitlements, sourcing debt and equity financing and construction project management. Between his experience with his former firm and with JT Klein Company, Jacob has developed over 1,650 units with project costs totaling over \$250,000,000. He has also served as construction project manager for over 600 of those units with construction contracts of exceeding \$60,000,000.

Jacob T. Klein- President/Founder

Mr. Klein is responsible for project development, leading all facets of the development process, including site identification and acquisition, city approvals, financial layering, tax credit approval, construction and lease-up, financing -- identifying various forms of soft cost subsidies, TIF analysis, construction and long-term debt financing as well as Tax Credit Equity. Mr. Klein is experienced in developing and performing construction management duties for independent senior apartments, assisted living and memory care as well as market rate and affordable general occupancy apartments.

Prior to forming JT Klein Company, Inc. in 2014, Mr. Klein served as Vice President and Project Partner at MSP Development and Heritage Assisted Living. During his tenure at MSP Jacob developed over 1,000 units with project costs exceeding \$150,000,000. Since 2014, JT Klein Company has been awarded six LIHTC awards from WHEDA to support the development of 319 new apartment units in Dane County. JT Klein Company was recognized as one of 2016's Top 50 affordable housing developers in the nation by Affordable Housing Finance Magazine.

Kevin O'Donnell- Director of Development

Kevin's primary responsibilities with JT Klein include sourcing new projects and managing all aspects of the development cycle. He manages relationships with city officials, landowners, financial partners, attorneys, contractors, and community partners to help grow the affordable footprint in Wisconsin.

Prior to JT Klein, Kevin developed his experience as an Asset Manager for a portfolio of properties in the Midwest. His prior experiences in asset management and property management provide him with a complete understanding of the functions that each development needs to ensure it is successful.

Kevin has developed & managed over 2,800 LIHTC & Market units through new construction and the renovation process.

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

LSS manages Eastridge Estates, a 64 units independent living community for adults 55 and older. - Services to Persons experiencing Homelessness: LSS is involved in a variety of services to bring individuals and families out of homelessness and into permanency in housing through Tenant Based

Rental Assistance, Housing First, and Case Management Services - Affordable Housing/Tax Credit Empowerment Services: The LIHTC Program highlights LSS's commitment to remove barriers by providing quality, affordable rental housing. LSS's development partners bring the experience and resources necessary to rejuvenate existing buildings as well as develop new apartments and mixed use spaces. LSS brings development and supportive service experience as well as the ability to secure soft funds to better ensure award and ultimate success of the development. -Service Coordination: LSS service coordinators embody the core value; believe in the infinite worth of every person. Based on resident interests and needs, we offer information and referral in the following empowerment areas: -- Child and Adult Education -- Financial Literacy -- Employment Services -- Health and Government Benefits

DA Development LLC. DA Development is certified Minority Business Enterprise development company specializing in low income house tax credit projects. Since formation in 2020, DA Development has been the co-developer on 4 affordable housing developments that successfully WHEDA tax credit awards. Founder and president Danny Afable has been working in real estate, specifically multi-family rental housing, since his first internship in the Summer of 2010. While completing his degree in business economics & finance at Marquette University, he began working as an assistant property manager with Oakbrook Corporation. During his time at Oakbrook, Mr. Afable managed a variety of housing types ranging from market rate projects, to section 42 affordable family and senior housing. He eventually would be promoted to a multi-site property manager before pivoting into the development and construction of real estate. Prior to forming DA Development, Mr. Afable was an integral part of several successful Madison development firms, in which his responsibilities included site acquisition, entitlements, construction management, and grant funding procurement. His diverse background and experience give him unique insight on what a project needs to be successful.

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

JT Klein has partnered with Oakbrook Corporation on all current and future developments within it's portfolio. Oakbrook's multifamily property management group has extensive experience managing apartment communities of all types and sizes, including urban mixed-use properties. These properties consist of senior or family communities which operate as market rate properties or were financed with Section 42 Low Income Housing Tax Credits or under various other state and federal programs. Oakbrook Corporation currently employs over 280 individuals and manages over 7,400 apartments in 85 different properties in Wisconsin, Iowa and Illinois, and 50 commercial properties in the Madison area totaling over 1,700,000 square feet. With state-of-the-art software products, Oakbrook is equipped to provide a range of financial reports to property owners and other direct real time reports to tenants. These reports include balance sheets, income statements (with comparisons of actual to budget), sources and uses of funds statements, investor reports, occupancy and marketing reports, state and federal compliance reports, operating budgets which include proposed capital improvements.

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

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

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## PROJECT FINANCING

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

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

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

SOURCE	AMOUNT		USES	AMOUNT
See Attached Sources and Uses for Both Phases				
TOTAL			TOTAL	0

X. Which of the identified sources have been secured?

<p>University Park Commons II has a 9% Tax Credit Award from WHEDA and committed debt and equity from a local bank.</p> <p>Oak Ridge at University Park II will be a non competitive 4% deal so once all sources are in place it is entitled to a 4% Federal Credit Award. This project also has debt and equity commitments from a local bank.</p>
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Y. 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.

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

We are in an unprecedented time for construction pricing and material supply chain. Since the 2020 Covid pandemic, construction costs have risen between 10-15% each year, if not more. Rising construction costs paired with rising interest rates have made affordable housing even harder to build. In December of 2021, JT Klein completed the construction bidding process of two other affordable projects, University Park Commons & Oak Ridge at University Park I. Since that time, construction costs have continued to rise. JTK has received preliminary bids for the second phase of Oak Ridge II & University Park Commons II, and costs have risen between 8-15% since December 2022 depending on the trade. Oak Ridge II & UP Commons II will be incredible projects that will provide a substantial amount of affordable bedrooms across a variety of AMIs and unit sizes. We are requesting \$1,220,000 of Dane County AHDF to help offset the rising construction costs. This development contains 89 affordable bedrooms, which equals a request of approximately \$13,708 of funding per bedroom. Oak Ridge II & UP Commons II are in the process of receiving final financing commitments to make it a shovel ready project. If awarded, this development will be able to utilize the funds immediately to move this much needed project forward.



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

### OPERATING BUDGET

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
<b>INCOME</b>										
Gross Potential Rent	Please see the attached excel file									
Vacancy										
Other Income										
Total Income										
<b>OPERATING EXPENSES</b>										
Marketing										
Payroll										
Other Administrative Costs										
Management Fees										
Utilities										
Security										
Maintenance Expenses										
Property Taxes										
Insurance										
Reserves for Replacement										
Total Operating Expenses										
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
<b>INCOME</b>										
Gross Potential Rent										
Vacancy										
Other Income										
Total Income										
<b>OPERATING EXPENSES</b>										
Marketing										
Payroll										
Other Administrative Costs										
Management Fees										
Utilities										
Security										
Maintenance Expenses										
Property Taxes										
Insurance										
Reserves for Replacement										
Total Operating Expenses										
Net Operating Income										
Debt Service										
Asset Management										
Cash Flow										

# DANE COUNTY APPLICATION FOR 2023 AFFORDABLE HOUSING DEVELOPMENT FUND

This application should be used for project seeking Dane County AHDF funds. Applications must be submitted electronically to DCDHS Division of Housing Access by **noon on July 25, 2023**. Upload application materials to the **Dane County AHDF Dropbox**.

## APPLICATION SUMMARY

<b>ORGANIZATION NAME</b>	Lutheran Social Services & JT Klein Company, Inc.		
<b>MAILING ADDRESS</b>	818 S. Park Street Madison, WI 53715		
If P.O. Box, include Street Address on second line			
<b>TELEPHONE</b>	(608) 661-2345	<b>LEGAL STATUS</b>	
<b>FAX NUMBER</b>	N/A	<input type="checkbox"/> Private, Non-Profit <input checked="" type="checkbox"/> Private, For Profit <input type="checkbox"/> Other: LLC, LLP, Sole Proprietor	
<b>NAME CHIEF ADMIN/ CONTACT</b>	Jacob T. Klein	Federal EIN: <u>47-4551112</u>	
<b>INTERNET WEBSITE (if applicable)</b>	www.jtklein.com	Unique Entity Identifier (UEI): JXC5N41WQ5W4	
<b>E-MAIL ADDRESS</b>	jacob@jtklein.com Kevin@jtklein.com		

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

PROJECT NAME	PROJECT CONTACT PERSON	PHONE NUMBER	E-MAIL
University Park Commons II	Jacob T. Klein	6086612345	jacob@jtklein.com

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

TOTAL PROJECT COST	AMOUNT OF AHDF FUNDS REQUESTED	PERCENT OF AHDF FUNDS TO TOTAL PROJECT COST
\$22,700,000	\$1,220,000	5.3%



\_\_\_\_\_  
Signature of Chief Elected Official/Organization Head

\_\_\_\_\_  
Jacob T. Klein  
Printed Name

\_\_\_\_\_  
President  
Title

\_\_\_\_\_  
7/12/2023  
Date

**University Park Commons II (FAMILY)**

<b>Sources</b>	<b>Amount</b>
First Mortgage	\$ 6,370,000.00
TIF	\$ 1,530,000.00
Tax Credit Equity	\$ 12,000,000.00
Deferred Developer Fee	\$ 580,000.00
AHP	\$ 1,000,000.00
Dane County AHDF	\$ 1,220,000.00
<b>TOTAL</b>	<b>\$ 22,700,000.00</b>

<b>Uses</b>
Land/Site Utilities
Site Work
Construction
Contingency
Architect/Engineer
Construction Loan Related Fees
Permanent Financing Fees
Soft Costs/ Syndication Costs
City Impact Fees
Development Fee & OH
Reserves/Lease Up Expenses
<b>TOTAL</b>

**Amount**

\$ 1,830,000.00
\$ 190,000.00
\$ 15,720,000.00
\$ 810,000.00
\$ 270,000.00
\$ 1,300,000.00
\$ 140,000.00
\$ 375,000.00
\$ 110,000.00
\$ 1,428,000.00
\$ 527,000.00
<b>\$ 22,700,000.00</b>

o



July 20, 2023

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

RE: University Park Commons - Phase II | Madison, WI

Dear Jacob,

This letter serves as evidence of Oakbrook Corporation's commitment to serve as the Property Management agent for University Park Commons (Phase II), an affordable housing community located in Madison, WI. Oakbrook has significant experience in managing high-quality affordable housing projects throughout Wisconsin and has previously partnered with JT Klein on other successful housing developments.

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

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

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

Sincerely,

A handwritten signature in black ink, appearing to read "Michael C. Morey". The signature is fluid and cursive, with a large loop at the end.

Michael C. Morey  
Senior Vice President

# Tenant Selection Plan

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University Park Commons II

July 21, 2023

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I. **Introduction**

a. **Development Description** University Park Commons II, located in Madison, WI (“Development”) is a proposed 68-unit apartment community serving low-to-moderate income individuals that will be owned by JT Klein Company (“Owner”) and managed by Oakbrook Corporation (“Management”). The Owner and Management, on behalf of the Owner, subscribe to the following procedures in qualifying applicants for occupancy in this Development, which includes 53 units subject to the statutory and regulatory requirements of the Federal Low Income Housing Tax Credit program (“LIHTC”).

i. The LIHTC Requirements mean collectively, LIHTC of the Internal Revenue Code of 1986, as amended, 26 U.S.C. LIHTC, its implementing federal tax regulations set forth in 26 CFR Part 1.42, the Low Income Housing Tax Credit Extended Use Agreement between the Owner and the Wisconsin Housing & Economic Development Authority (“WHEDA”) for the Development, and all applicable IRS revenue rulings, revenue procedures, tax assistance memoranda, and related written guidance and notices.

b. **Tenant Type**

i. The Development is designated as housing for individuals and families

1. Supportive Service Units – Twenty-two (22) units at the Development are designated for Veterans, persons with disabilities, and those at risk of homelessness.

c. **Unit Distribution**

- i. 22 units at up to 30% of the median income in Dane County, WI
- ii. 15 units at up to 50% of the median income in Dane County, WI
- iii. 16 units at up to 60% of the median income in Dane County, WI
- iv. 15 market rate units

d. **Rent Structure** – Note that the tenant rent payment will not exceed the HUD annual published limits for the LIHTC program.

e. **Nondiscrimination Policies**

i. General: Federal civil rights laws addressing fair housing prohibit discrimination against applicants or tenants on the basis of race, color, national origin, sex, gender, age, disability, religion, and familial status. **Wisconsin** fair housing regulations prohibit discrimination against applicants or tenants for federally protected classes plus the following: sexual orientation, marital status, ancestry, lawful source of income, and victims of domestic abuse or other crimes. **Dane County fair housing regulations prohibit discrimination on the basis of federal and state protected classes plus the following: physical condition, mental illness, and handicap (including the right to service and companion animals), type of military discharge, physical appearance, gender identity and gender expression (including transgendered people), domestic partnership status, political beliefs, student status, and receipt of rental assistance.**

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

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

- ii. Fair Housing Act – The Development complies with Fair Housing Act Amendments of 1988 (“Fair Housing Act”) which prohibits discrimination in housing on the basis of race, color, religion, sex, disability, familial status, and national origin regardless of any federal financial assistance. Fair Housing Act obligations include:
  - 1. Management will not refuse, either directly or indirectly, to rent or negotiate for rental of a dwelling based on race, color, religion, sex, disability, familial status, and national origin.
  - 2. Management will not (i) engage in activities that steer potential tenants away from or toward particular units by words or actions, (ii) make housing units and related services unavailable to any potential tenants, (iii) purposely provide false information to applicants about the availability of units that limits the living options of prospective tenants, and (iv) deny or limit services based on race, color, religion, sex, disability, familial status, and national origin.
  - 3. Management will market available units in a nondiscriminatory manner.
  - 4. Management will make reasonable accommodations in rules, policies, practices, or services as may be necessary to afford handicapped persons equal opportunity to use and enjoy a dwelling.
- iii. Section 504 of the Rehabilitation Act of 1973 (Section 504) prohibits discrimination based upon disability in all programs or activities operated by recipients of federal financial assistance. Section 504 obligations include the following:
  - 1. Allowing for reasonable structural modifications (with prior approval and, in certain circumstances, at tenant’s expense) to units and/or common areas that are needed by applicants and tenants with disabilities, unless these modifications would change the fundamental nature of the project or result in undue financial and administrative burdens.
  - 2. Operating housing that is not segregated based upon disability or type of disability, unless authorized by federal statute or executive order.
  - 3. Providing auxiliary aids and services necessary for effective communication with persons with disabilities.
  - 4. Performing a self-evaluation of Management’s programs and policies to ensure that they do not discriminate based on disability.
  - 5. Developing a transition plan to ensure that structural changes are properly implemented to meet program accessibility requirements.
  - 6. Section 504 also establishes accessibility requirements for newly constructed or rehabilitated housing, including providing a minimum percentage of accessible units.
  - 7. In accordance with Section 504 of the Rehabilitation Act of 1973, accessible units are allocated using a special priority approach. When accessible units become available, the housing provider must offer the units in this order:
    - a. To current residents that would benefit from the available unit’s accessibility features, but whose current unit does not have such features
    - b. To eligible and qualified households on the Waiting List with disabilities who would benefit from the available unit’s accessibility features
    - c. To other eligible and qualified households on the Waiting List (i.e., without disabilities) which may require the household to agree, in

writing, to transfer to a non-accessible unit at the owner's request (the request will only be made if an accessible unit is not available to a person who requires the features of an accessible unit)

8. The Section 504 Coordinator for this property is:

Jennifer Moran  
Oakbrook Corporation  
2 Science Court  
Madison, WI 53701  
608-238-2600  
800-947-3529 TTY Relay

iv. Equal Access to Housing in HUD Programs Regardless of Sexual Orientation or Gender Identity:

1. Effective March 5, 2012, HUD implemented new regulations intended to ensure that HUD's core housing programs are open to all eligible persons regardless of actual or perceived sexual orientation, gender identity or marital status (HUD Notice 2015-01).
2. Owners and operators of HUD-assisted housing, or housing whose financing is insured by HUD, must make housing available without regard to sexual orientation, gender identity, or marital status.
3. All otherwise eligible households, regardless of marital status, sexual orientation, or gender identity, will have the opportunity to participate in HUD programs.
4. Owners and operators of HUD-assisted housing or housing insured by HUD are prohibited from asking about an applicant or occupant's sexual orientation and gender identity for the purpose of determining eligibility or otherwise making housing available.

v. Title VI of the Civil Rights Act of 1964: Prohibits all recipients of federal financial assistance from discriminating based on race, color, or national origin.

vi. Age Discrimination Act of 1975: Prohibits discrimination based upon age in federally assisted and funded programs, except in limited circumstances. It is not a violation of the Age Discrimination Act to use age as screening criteria in a particular program if age distinctions are permitted by statute for that program or if age distinctions are a factor necessary for the normal operation of the program or the achievement of a statutory objective of the program or activity.

vii. Executive Order 13166 – Limited English Proficiency: This Order requires Owner/Management to take reasonable steps to ensure meaningful access to the information and services they provide for persons with limited English proficiency. This may include interpreter services and/or written materials translated into other languages.

viii. Violence Against Women and Justice Department Reauthorization Act of 2005 & 2013 & Final Rule of 2016 ("VAWA"): VAWA protects victims of domestic violence, dating violence, sexual assault, or stalking, as well as their immediate family members generally, from being evicted or being denied housing assistance if an incident of violence is reported and confirmed.

1. Owner/Management responding to an incident of actual or threatened domestic violence, dating violence, sexual assault, or stalking that could potentially have an impact on a tenant's participation in the housing program  
Owner/Management:
  - a. May request in writing that an individual complete, sign and submit within 14 business days of the request, the HUD-approved certification form (HUD-91066).
  - b. In lieu of the certification form or in addition to it, Owner/Management may accept (i) a federal, state, tribal, territorial, or local police record or court record or (ii) documentation signed and attested to by a professional (employee, agent or volunteer of a victim service provider, an attorney, medical personnel, etc.) from whom the victim has sought assistance.
2. Owner/Management will keep all information related to incident(s) of domestic violence, dating violence, sexual assault, or stalking in a separate secure location from other tenant files, and will not be shared unless:
  - a. Individual's written consent is obtained;
  - b. Information is required for use in an eviction proceeding or termination or assistance; or
  - c. Otherwise required by law.
3. If a victim commits separate criminal activity, they may be evicted for engaging in crime. In addition, if a victim poses an actual and imminent threat to other tenants or those employed at, or providing service to, the property, they could be evicted. Management may evict residents submitting a false certification of domestic violence, dating violence, sexual assault, or stalking.
4. Management will remove, evict, and/or terminate assistance to an individual determined to be causing the abuse.

## II. Preferences

- a. **Establishing Preferences** – Preferences are not permitted if they in any way negate affirmative marketing efforts or fair housing obligations. The following preferences apply to the Development:
  - i. Existing Tenant Preference: The following actions are always given priority if applicable, and if not, State Mandated Preferences take precedence.
    1. A unit transfer for household seeking protections under VAWA
    2. A unit transfer based on the need for an accessible unit
    3. A unit transfer for a medical reason certified by a doctor
    4. A unit transfer of a non-handicapped individual living in a handicapped accessible unit to accommodate a handicapped applicant on the Waiting List
    5. A unit transfer for other reasons approved by Management
  - ii. Supportive Housing Preference: Preference will be given to veterans, persons with disabilities, and/or individuals at risk for homelessness for the 22 (twenty-two) units set aside as supportive housing units.
  - iii. State/Federal Mandated Preferences: The Development must comply with any state or federal mandated preferences as described below:
    1. Displaced from an urban renewal area

2. Displaced as a result of a government action
3. Displaced as a result of a major disaster

iv. Optional Preferences: The Development does not have any optional preferences.

b. **Verification of Preferences** – The State/Federal Mandated Preferences will be verified by third party verification.

c. **Selection of Households for Participation**

- i. An eligible applicant who qualifies for a preference will receive housing before any other applicant who is not so qualified. These preferences take precedence over other applicants' place on the Waiting List, or date of submission of application.
- ii. Applicants will be informed of the availability of preferences and will be given an opportunity to certify that they qualify for a preference. Applicants may claim a preference at any time during the application process.

d. **When a Preference is Denied**

- i. If it is determined that an applicant does not meet the criteria for receiving a preference, the applicant will promptly receive a written notice of this determination from Management. The notice will contain a brief statement of the reasons for the determination, and state that the applicant has the right to meet with the Management's designee to review this decision. If the applicant requests a meeting, it will be conducted by a person or persons designated by Management.
- ii. Denial of a preference does not prevent the applicant from exercising any legal rights the applicant may have against Management and/or Owner.

e. **Exceptions to the Preference Rule**

- i. Relocation and/or Unit Transfers: Management must give priority to current households (i) when their units are designated for rehabilitation and/or (ii) for current households residing in a unit within the Development that has been designated as uninhabitable by federal, state, local municipalities or Management due to fire, flood, or other natural disaster.

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

a. **Distribution of Information** – Information will be given to households who respond to the marketing efforts about the Development's preferences and will indicate that all applicants will be given an opportunity to show that they qualify for a preference.

- i. The information will state that those persons qualifying for a preference will receive housing before any other applicant who is not so qualified.

IV. **Waiting List Procedures**

a. **Creation of Waiting List** – If an applicant is eligible for tenancy but no appropriately sized unit is available (as referred to in Section VII Occupancy Standards), Management will place the applicant on the Waiting List for the Development. The Waiting List will be maintained electronically and in hard copy. Placement on the Waiting List does not guarantee occupancy; it merely means that these persons will be contacted in the future with detailed instructions on how to formally apply for residence at the Development. When names are placed on the Waiting List, persons will be informed that it is their responsibility to inform the Development's Management office of changes in mailing address, telephone number, email address, or TTY/TDD

number (if applicable). **A separate Waiting List will be maintained for the eleven (11) units set aside as supportive housing units.**

**b. Changes in Income or Household Composition**

- i. When placed on the Waiting List, applicants will be informed to notify Management in writing if any changes to the following occur:
  - 1. Address and/or phone number
  - 2. Household composition
  - 3. Preference status
  - 4. Income

**V. The Screening (Interview) Process**

**a. Application Requirements**

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

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

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

**VI. Eligibility Requirements**

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

- i. Be equal to or less than the income limit established by the applicable program’s administrative rules for the appropriate household size; and
- ii. Meet the 40% rent to income threshold
  - 1. Adjustments to this policy may be made by Management depending upon a household’s total assets and access to public assistance (e.g., food stamps, energy assistance, etc.)

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

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

**VII. Occupancy Standards**

- a.** The standards used at this development are:
    - i.** Maximum number of persons allowed in a 1BR unit is two (2) persons. The minimum number of persons required for a 1BR unit is one (1) person.
    - ii.** Maximum number of persons allowed in a 2BR unit is four (4) persons. The minimum number of persons required for a 2BR unit is one (1) person.
    - iii.** Maximum number of persons allowed in a 3BR unit is six (6) persons. The minimum number of persons required for a 3BR unit is two (2) persons.
- NOTE: Exceptions may be made on non-senior properties for minors under the age of two years old.

- b. The unit applied for must have enough space to accommodate the applicant's household.
- c. Management's occupancy standards comply with federal, state, and local fair housing and civil rights laws, landlord-tenant laws, and zoning restrictions.

**VIII. Rejection Criteria** – The ability of the applicant to fulfill lease obligations will be considered. In addition to verifying whether a household is income qualified and program eligible, Management will use various criteria in determining the acceptability of all applicants. An applicant may be rejected for one or more of the following reasons:

- a. **Insufficient/Inaccurate Information on Application** – refusing to cooperate fully in all aspects of the application process or supplying false information will be grounds for rejection.
- b. **Credit and Financial Standing**
  - i. Unsatisfactory history of meeting financial obligations (including, but not limited to timely payment of rent, outstanding judgments, or a history of late payment of bills) will be considered. If an applicant is rejected based on the credit report, they will be provided the name of the credit bureau that performed the credit. Management will not disclose the specifics of any information reported by the credit bureau. Applicants will be given the opportunity to correct or clear the adverse credit.
  - ii. The inability to verify credit references is a factor for rejection of an application. Consideration will be given for special circumstances in which credit has not been established.
- c. **Criminal Convictions/Current Drug Use**
  - i. Applicants who fall into the following categories will be rejected:
    1. Any household in which any member whose use of marijuana, or current addiction to or engagement in the illegal use of a controlled substance interferes with the health, safety, or right to peaceful enjoyment of the premises by other residents will be denied admission and, if an occupant, will be subject to termination of tenancy.
    2. Any household in which any member was evicted in the last three years from federally assisted housing for drug-related criminal activity. Exception: if the evicted household member has successfully completed an approved supervised drug rehabilitation or the circumstances leading to the eviction no longer exist (e.g., the household member no longer resides with the applicant household).
    3. Any household member that is subject to a state sex offender lifetime requirement.
    4. Any household member for whom there is reasonable cause to believe that the member's behavior, from abuse or pattern of abuse of alcohol, may interfere with the health, safety, and right to peaceful enjoyment by other residents. The screening standards must be based on behavior, not the condition of alcoholism or alcohol abuse.
    5. Any household member who has been convicted of the following felonies:
      - a. Homicide
      - b. Kidnapping/abduction
      - c. Forcible Sex
      - d. Arson
  - ii. Additional criminal history will be considered and may be the cause of rejection:
    1. Assault



2. Domestic abuse resulting in assault or battery charges unless applicant is a victim of domestic violence, dating violence, sexual assault, or stalking as defined by the Violence Against Women Act (VAWA)
  3. Weapons violations
  4. Other violent felonies not listed above
  5. Fugitive felon status or parole violations
  6. Theft, burglary, breaking and entering, fraud or larceny
  7. Vandalism exceeding \$1,000
  8. Disturbing the peace (repeat offender)
  9. Criminal trespass
  10. Other criminal behavior that would threaten the health, safety, or right to peaceful enjoyment of the premises by other residents or people who live in the immediate vicinity of the site or the health and safety of the owner, employees, contractors, subcontractors or agents of the owner.
- iii. Management will consider the criminal activity that occurred during the following periods:
1. Misdemeanors during the past seven-year period
  2. Gross misdemeanors during the past fifteen-year period
  3. Felonies (not listed as automatic rejections) during the past ten-year to thirty-year period
- d. **History of Residence**
- i. Management will consider whether the applicant or any other person who will be living in the unit, has a history of physical violence to persons or property, or has exhibited living habits at prior residences that could adversely affect the health, safety, and quiet enjoyment of other residents at the rental community. Management will consider all circumstance regarding this type of activity as well as the period during which it occurred.
- e. **Household Characteristics** – Household size or household characteristics were not appropriate for the specific type of unit available at the time of application.

**IX. Rejection Procedures**

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

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

- a. **Persons with Disabilities**
  - i. An applicant with disabilities will be given priority for an accessible unit if such applicant deems that this type of unit is appropriate for their household.

- ii. If the household determines that the accessible unit is not appropriate for the household's needs, the household's name will be returned to its place on the Waiting List.

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

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

**Scope of Services:**

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

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

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

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

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

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

LSS is a member and attends the Dane County Continuum of Care meetings, and currently operates several Rapid Rehousing programs in Dane County. In addition, LSS provides wrap around Service Coordination at other sites in the Madison area, and are familiar with the supports in the community to serve older adults in Dane County.

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

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

Sincerely,



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

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## Welcome to our **Enterprise e360**

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

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

## General Information



### Disaster Preparedness – Are You Ready?

November 02, 2020

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

[Disaster Preparedness Resources.pdf](#)

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University Park Commons II	Operating Budget				Operating Budget					
	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
<b>Income</b>										
Gross Potential Rent	\$ 982,068	\$ 1,001,709	\$ 1,021,744	\$ 1,042,178	\$ 1,063,022	\$ 1,084,282	\$ 1,105,968	\$ 1,128,087	\$ 1,150,649	\$ 1,173,662
Vacancy	\$ (68,745)	\$ (70,120)	\$ (51,087)	\$ (52,109)	\$ (53,151)	\$ (54,214)	\$ (55,298)	\$ (56,404)	\$ (57,532)	\$ (58,683)
Other Income	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
<b>Total Income</b>	<b>\$ 928,323</b>	<b>\$ 946,590</b>	<b>\$ 985,656</b>	<b>\$ 1,005,069</b>	<b>\$ 1,024,871</b>	<b>\$ 1,045,068</b>	<b>\$ 1,065,670</b>	<b>\$ 1,086,683</b>	<b>\$ 1,108,117</b>	<b>\$ 1,129,979</b>
<b>Operating Expenses</b>										
Marketing	\$ (8,000)	\$ (8,240)	\$ (8,487)	\$ (8,742)	\$ (9,004)	\$ (9,274)	\$ (9,552)	\$ (9,839)	\$ (10,134)	\$ (10,438)
Payroll	\$ (120,000)	\$ (123,600)	\$ (127,308)	\$ (131,127)	\$ (135,061)	\$ (139,113)	\$ (143,286)	\$ (147,585)	\$ (152,012)	\$ (156,573)
Other Administrative	\$ (15,410)	\$ (15,872)	\$ (16,348)	\$ (16,839)	\$ (17,344)	\$ (17,864)	\$ (18,400)	\$ (18,952)	\$ (19,521)	\$ (20,107)
Management Fees	\$ (49,103)	\$ (50,085)	\$ (51,087)	\$ (52,109)	\$ (53,151)	\$ (54,214)	\$ (55,298)	\$ (56,404)	\$ (57,532)	\$ (58,683)
Utilities	\$ (85,000)	\$ (87,550)	\$ (90,177)	\$ (92,882)	\$ (95,668)	\$ (98,538)	\$ (101,494)	\$ (104,539)	\$ (107,675)	\$ (110,906)
Security	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance Exp.	\$ (43,100)	\$ (44,393)	\$ (45,725)	\$ (47,097)	\$ (48,509)	\$ (49,965)	\$ (51,464)	\$ (53,008)	\$ (54,598)	\$ (56,236)
Property Taxes	\$ (122,400)	\$ (126,072)	\$ (129,854)	\$ (133,750)	\$ (137,762)	\$ (141,895)	\$ (146,152)	\$ (150,537)	\$ (155,053)	\$ (159,704)
Insurance	\$ (13,750)	\$ (14,163)	\$ (14,587)	\$ (15,025)	\$ (15,476)	\$ (15,940)	\$ (16,418)	\$ (16,911)	\$ (17,418)	\$ (17,941)
Reserves for Replacement	\$ (20,400)	\$ (20,400)	\$ (20,400)	\$ (20,400)	\$ (20,400)	\$ (20,400)	\$ (20,400)	\$ (20,400)	\$ (20,400)	\$ (20,400)
<b>Total Operating Expenses</b>	<b>\$ (477,163)</b>	<b>\$ (490,375)</b>	<b>\$ (503,974)</b>	<b>\$ (517,970)</b>	<b>\$ (532,376)</b>	<b>\$ (547,204)</b>	<b>\$ (562,466)</b>	<b>\$ (578,175)</b>	<b>\$ (594,344)</b>	<b>\$ (610,987)</b>
Net Operating Income	\$ 451,160	\$ 456,214	\$ 481,683	\$ 487,099	\$ 492,495	\$ 497,865	\$ 503,204	\$ 508,508	\$ 513,773	\$ 518,992
Debt Service	\$ (376,200)	\$ (376,200)	\$ (376,200)	\$ (376,200)	\$ (376,200)	\$ (376,200)	\$ (376,200)	\$ (376,200)	\$ (376,200)	\$ (376,200)
Asset Management	\$ (5,000)	\$ (5,000)	\$ (5,000)	\$ (5,000)	\$ (5,000)	\$ (5,000)	\$ (5,000)	\$ (5,000)	\$ (5,000)	\$ (5,000)
Cash Flow	\$ 69,960	\$ 75,014	\$ 100,483	\$ 105,899	\$ 111,295	\$ 116,665	\$ 122,004	\$ 127,308	\$ 132,573	\$ 137,792