# Application for 2025 Affordable Rental Housing Development:

# Tax Credit Development (AHF-TC) RFP

This application form should be used for proposals to Affordable Rental Housing Development: Tax Credit Development in the 2025 application cycle. See RFP for deadline and submission instructions.

## Key Information:

|  |  |
| --- | --- |
| Lead Applicant/Developer: |       |
| Name of Development: |       |
| Site Address: |       |  | Amount of Funds Requested: | $      |
| Total Number of Units: |       |  | Number of Units 60% AMI or less: |       |
| LIHTC Application Type:  | [ ]  4% only [ ]  4+4% [ ]  9% |
|  |  |
|  |  |
| Mailing Address: |       |
| Telephone: |       |  |  |
| Admin Contact: |       | Email Address: |       |
| Lead Project Contact: |       | Email Address: |       |
| Financial Contact: |       | Email Address: |       |
| Website: |       |
| Legal Status of Maj. Owner: | [ ]  For-profit | [ ]  Non-profit |
| Federal EIN: |       |  SAM/UEI #:\* |       |

 \* If seeking federal funds

## Affirmative Action

If funded, applicant hereby agrees to comply with the City of Madison Ordinance 39.02 and file an Individual Developer Affirmative Action Plan with the Department of Civil Rights. A Model Affirmative Action Plan and instructions are available at <https://www.cityofmadison.com/civil-rights/contract-compliance/affirmative-action-plan/individual-developers>.

**LOBBYING RESIGTRATION**

Notice regarding lobbying ordinance: If you are seeking approval of a development that has over 40,000 gross square feet of non-residential space, or a residential development of over 10 dwelling units, or if you are seeking assistance from the City with a value of over $10,000 (this includes grants, loans, TIF, or similar assistance), then you likely are subject to Madison’s lobbying ordinance, sec. 2.40, MGO. You are required to register and report your lobbying by registering with the City Clerk’s at <https://www.cityofmadison.com/clerk/lobbyists/lobbyist-registration>. Please consult the City Clerk for more information. Failure to comply with the lobbying ordinance may result in fines of $1,000 to $5,000.

## City of Madison Contracts

If funded, applicant agrees to comply with all applicable local, state and federal provisions. A sample contract that includes standard provisions may be obtained on the Community Development Division Funding Opportunities Website for this RFP. If funded, the City of Madison reserves the right to negotiate the final terms of a contract with the selected agency.

## Signature OF APPLICANT

|  |  |  |  |
| --- | --- | --- | --- |
| Enter Name: |       |  Date: |       |

By submitting this application, I affirm that the statements and representations are true to the best of my knowledge.

By entering your initials in this box initials you are electronically signing your name as the submitter of the application and agree to the terms listed above.

## Preferences Summary

Mark a summary selection of the RFP preferences you are committing to as part of this application, above and beyond baseline RFP requirements. You will have the opportunity to further describe your commitments in subsequent application questions.

Geographic Eligibility

[ ]  Preferred TOD Area

Unit Mix & Affordability:

[ ]  Permanent Period of Affordability

[ ]  Maximum points obtained in “Serves Lowest Income Families” category

[ ]  At least 40% of units income- and rent-restricted under 50% AMI

[ ]  50% and 60% AMI rents modeled at no more than 90% of maximum

[ ]  Unit mix includes income- and rent-restricted units at 40% AMI level

Supportive Housing:

[ ]  Units set-aside for households with homeless experience

[ ]  Hard set-aside units for households with homeless experience

[ ]  Dedicated space onsite for provision of supportive services

Sustainability & Resilience:

[ ]  Full electrification of HVAC systems and appliances

[ ]  Points obtained for WHEDA Advanced Sustainability certification

[ ]  EPA Indoor airPLUS certification

[ ]  Photovoltaic array sized to offset 20% of building annual load or 70% common area annual load

[ ]  Building designed for future photovoltaic array expansion

[ ]  Additional energy efficiency, renewable, or decarbonization features

Design & Accessibility:

[ ]  Unique & creative use of commercial space and/or community service facility

[ ]  As many units meeting WHEDA Universal Design requirements as is feasible

[ ]  Low- or no-cost commercial space leased to a neighborhood-enhancing tenant (pre-identified)

[ ]  Creative outdoor amenities as usable open space

Development Team & Financing:

[ ]  Minimum 24% stake for emerging developers and/or ACRE graduates

[ ]  Local non-profit ownership involvement, option, or controlling interest

## Overview

1. Describe the following aspects of the proposed development:

|  |  |  |
| --- | --- | --- |
|  Type of Construction:  | [ ]  New Construction | [ ]  Acquisition/Rehab or Preservation |
|  Type of Project:  | [ ]  Family | [ ]  Senior  |

Total number of units:

Total number of affordable units (≤60% AMI):  Percentage of units that are affordable (≤60% AMI):

Total amount of AHF requested per affordable unit:

Number of units supported by Project-Based Vouchers (PBV):       PBV Issuing Agency:

1. Period of Affordability Commitment:

[ ]  Permanent Affordability (electing waiver of shared appreciation in long-term deferred note)

[ ]  40 years – Baseline requirement

1. Provide a brief overview of the intent of your proposal. Why are you proposing this specific development? What aspects of your proposal do you consider to be unique and creative components that advance goals of the City’s guiding policy documents (Section II of RFP)?

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1. Describe how this development fills gaps or addresses barriers that are otherwise not being addressed, including through other tax credit development:

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1. Describe the potential financial risks associated with this development, and how you plan to proactively address those risks:

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## Location / Geographic Eligibility

1. Address of Proposed Site:
2. In which areas on the Affordable Housing Targeted Area Map is the site located? Select all that apply.

[ ]  Preferred TOD Area

[ ]  Eligible Core Transit Area

[ ]  Preservation & Rehab Area

[ ]  Limited Eligibility Area

1. Neighborhood the site is located in:
2. Date Site Control Secured:
3. Explain why this site was chosen. How does it align with the Program Goals and Objectives (Section III of the RFP), and how will it benefit residents living in this location?

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1. If the site is in a Limited Eligibility Area, describe how the relevant concerns will be addressed:

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1. Family Proposals only; respond to the following questions on potential impact to schools:

Describe the connectivity of the site for children to get to elementary and middle schools if MMSD [Yellow Bus Service](https://www.madison.k12.wi.us/transportation) is not provided. Describe the Metro Transit Route for middle and high school students.

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Describe the anticipated impact this development will have on the schools in the catchment area. What are the 5-year projected capacities for these schools, and are they projected to be at, above, or below capacity? Reference the MMSD 2024 Long Range Facilities [Plan](https://go.boarddocs.com/wi/mmsd/Board.nsf/files/D58RYD704072/%24file/MMSD%202024%20Long%20Range%20Facilities%20Plan_FINAL%20%282%29.pdf) (pgs. 12-14) or Wisconsin Wise Data Portal

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Approximately how many elementary and middle school children do you anticipate based on your proposed unit mix:

1. Identify the distance from the proposed site to the nearest of the following amenities. Use MMSD’s [Find My School](https://webapp1.madison.k12.wi.us/webapp3/find-your-school/) as the closest school is not always assigned.

|  |  |  |
| --- | --- | --- |
| **Type of Amenity** | **Name of Facility** | **Distance from Site (in miles)** |
| Full Service Grocery Store |       |       |
| Public Elementary School |       |       |
| Public Middle School |       |       |
| Public High School |       |       |
| Full Service Medical Clinic or Hospital |       |       |
| Public Library |       |       |
| Public Park with playground equipment or athletic facilities, or hiking/biking trail |       |       |
| Job-Training Facility, Community College, or Continuing Education Programs |       |       |
| Childcare |       |       |

## Planning Principles & Plan Consistency

1. Current zoning of the site:

Generalized Future Land Use designation of the site:

1. Will the proposed development need a Zoning Map Amendment and/or a Conditional Use Permit?

|  |  |  |
| --- | --- | --- |
| [ ]  Zoning Map Amendment | [ ]  Conditional Use Permit | [ ]  To be determined |

1. Describe the proposed project’s consistency with the land use recommendations and goals and objectives of relevant Plans, including the Imagine Madison, Area Plans, the Generalized Future Land Use Map, and any other relevant Planning documents:

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1. Briefly detail staff comments during your Pre-application meeting with City of Madison Planning and Zoning staff and at Development Assistance Team. How have you adjusted or refined your proposal in response?

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1. Describe the response of the alder(s), neighborhood association, and/or residents at the neighborhood meeting to your proposal. Were any issues or concerns identified? How have you adjusted or refined your proposal in response?

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1. Enter the site address(es) of the proposed development and complete rows for each site:

|  | # of Units Prior to Purchase | # of Units Post-Project | # Units Occupied at Time of Purchase | # Business or Residential Tenants to be Displaced | Current # of Units Accessible  | Number of Accessible Units Post-Project  | Current Appraised Value (Or Estimated) | Appraised Value After Project Completion(Or Estimated) | Purchase Price  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Address: | Enter Address 1 |
|  |       |       |       |       |       |       |       |       |       |
| Address: | Enter Address 2 |
|  |       |       |       |       |       |       |       |       |       |
| Address: | Enter Address 3 |
|  |       |       |       |       |       |       |       |       |       |

For units currently occupied and identified as potentially displaced above, describe relocation requirements, plan, and assistance that will be implemented:

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1. Describe the existing use of the site, and identify if a Phase I Environmental Site Assessment has been completed. Identify any environmental remediation activities planned, completed, or underway, and/or any existing conditions of environmental significance:

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## Unit Mix & Affordability

1. Provide the following information for your proposal. If this is a scattered site or phased proposal, list each address or phase in its own table by attaching additional pages.

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| --- | --- |
| **ADDRESS #1:** |  |
|  | **# of Bedrooms** | **Projected Monthly Unit Rents, Including Utilities** |
| **Utilities included:**[ ]  Water/Sewer [ ]  Electric [ ]  Gas [ ]  Free Internet In-Unit[ ]  Washer/Dryer [ ]  Other:       |
| **% of** **Area Median Income (AMI)** | **Total** **# of** **units** | **# of Studios**  | **# of 1 BRs** | **# of 2 BRs** | **# of 3 BRs** | **# of 4+ BRs** | **UA Studio:** **$**      | **UA 1 BR:** **$**      | **UA 2 BR:** **$**      | **UA 3 BR:** **$**      | **UA 4 BR:** **$**      |
| **$ Rent Studios** | **$ Rent** **1 BRs**  | **$ Rent** **2 BRs**  | **$ Rent** **3 BRs**  | **$ Rent** **4 BRs**  |
| **≤30%** | 0 | 0 | 0 | 0 | 0 | 0 |       |       |       |       |       |
| **40%** | 0 | 0 | 0 | 0 | 0 | 0 |       |       |       |       |       |
| **50%** | 0 | 0 | 0 | 0 | 0 | 0 |       |       |       |       |       |
| **60%** | 0 | 0 | 0 | 0 | 0 | 0 |       |       |       |       |       |
| **Affordable Sub-total**  | **0** | **0** | **0** | **0** | **0** | **0** |  |       |       |       |       |
| **80%** | 0 | 0 | 0 | 0 | 0 | 0 |       |       |       |       |       |
| **Market\*** | 0 | 0 | 0 | 0 | 0 | 0 |       |       |       |       |       |
| **Total Units** | **0** | **0** | **0** | **0** | **0** | **0** | Notes/Utility Allowance Assumptions:      |
| Utilities Allowance Used: [ ]  CDA [ ]  DCHA  |

 \*40% = 31-40% AMI; 50% = 41-50% AMI; 60% = 51-60% AMI; 80% = 61-80% AMI; Market = >81% AMI.

***Note:*** For proposals contemplating project-based vouchers (PBVs),list vouchered units under the same AMI designation that you will be representing to WHEDA. Include a comment in the Notes, e.g., Eight (8) 50% CMI units will have PBVs.

1. At what percentage of maximum LIHTC rents will rents be set for 50% and 60% AMI units? Will any other levels of income- and rent-restricted units have rents set below the maximum allowable?

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## Property Management

1. Confirm that Applicant has read and submitted with this application a Tenant Selection Plan consistent with RFP Attachment C-1 and will submit before closing an Affirmative Marketing Plan consistent with RFP Attachment C-2.

 [ ]  Yes, I confirm

1. Describe the proposed property management entity's experience with the unique needs of the Madison affordable housing market. If the property management entity does not have experience in the Madison market, describe experience in similar markets.

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1. Describe the planned approach/relationship between the Property Manager and the Supportive Service Coordinator(s) for both lease-up and ongoing service provision and coordination. Describe how these entities will collaborate to ensure ongoing success of the development and increased resident stability, including proactively addressing concerns prior to eviction filing:

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1. Describe the affirmative marketing strategy to engage target populations. Have you engaged with community organizations that provide services to historically peripheralized households in development of this proposal?

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1. Address the experience of the Property Manager in implementing inclusive, trauma-informed property management practices, including language access, community building, conflict resolution, and making reasonable accommodations:

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1. Describe staffing challenges or shortages that the Property Management company has recently experienced at the on-site level. Describe the Management’s standard retention policies, and response to staffing issues as they arise:

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1. What percentage of on-site staff turnover has the PM experienced in 2024?

## Supportive Housing

1. Confirm that Applicant has read and submitted with this application a Supportive Services Plan developed jointly with the Support Service Coordinator(s) and Property Manager

 [ ]  Yes, I confirm

1. Confirm that a letter from the Supportive Service Provider(s) affirming the services they intend to provide to residents of the supportive housing units, the cost of those services, and how the structure of financial support is attached to this application.

 [ ]  Yes, I confirm

1. Is the Applicant willing to commit to obtaining points in the WHEDA MFA for these units in the Supportive Housing category (Appendix S and/or T units)?

[ ]  Yes [ ]  No [ ]  No, but will commit to a City hard set-aside for a portion of the units

If yes, number of units:       Percent of Supportive Housing Units:

1. Describe the supportive services agency’s experience providing services in Madison to the target population. If applicable, list other similar projects the support services agency is involved with:

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1. Describe briefly the Developer’s experience with developing integrated supportive housing, including number of projects, number of units, and location:

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1. Provide the number of Integrated Supportive Housing Units proposed:

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| --- | --- | --- | --- | --- |
| **Total # of Homeless Supportive Housing****Units (CE Referral )** | **Total # of Veteran Supportive Housing****Units** | **Total # of Homeless Veteran Supportive Housing****Units**  | **Total # of Disabled/Other Supportive Housing****Units** | **Minimum # of Supportive Housing****Units** |
|     |     | [   ] |     |     |

1. Describe the target population(s) for Supportive Housing units, including both homeless and any other categories:

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1. Due to the transient nature of homelessness, there may be challenges when connecting with households referred from Coordinated Entry (contact information changes, brief stay in institutional setting, etc). Describe how the property management entity will work with the supportive services agency to proactively address challenges and ensure that units set aside for households with homeless experience will be filled.

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1. Describe how the property management entity will coordinate with the supportive service agency to ensure referrals from Coordinated Entry are able to be filled, even if households referred are above 30% AMI:

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1. Identify the partnership(s) that the Applicant has fostered with the supportive service agency(ies) supporting this application, and describe the alignment between ideals of the development team and the agency(ies). Describe the shared philosophy in approaching operation of this development:

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1. Briefly describe the type (e.g., assessment and referral, on-site intensive case management, etc.) and level of supportive services that will be provided to residents of the proposed project:

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1. How is the development paying for the supportive services committed to the project?

[ ]  Operating Expense [ ]  Deferred Developer Fee or Cash Flow [ ]  Services Reserve [ ]  Other

Describe:

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1. Amount of annual funding allocated to Supportive Service Coordination as a guaranteed commitment: $

Amount per unit of supportive housing: $

Support services FTE equivalent dedicated to this development:       FTE

If the caseload is anticipated to be greater than 12 families or 20 individuals per 1.0 FTE (below HUD recommended case management ratios), briefly detail how adequate and timely services will be provided/coordinated:

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1. Is the Applicant requesting a portion of the AHF Award be used to fund a capitalized support service and/or operating reserve?

[ ]  Yes [ ]  No

1. Will WHEDA require this development to fund a capitalized support service and/or operating reserve as a condition of financing/credit award?

[ ]  Yes [ ]  No

## Sustainability & Resilience

1. Will the proposed development claim points in the WHEDA MFA for Stretch or Advanced goals in this category?

[ ]  Yes [ ]  No

1. Check all applicable Energy Efficiency & Sustainability third-party certifications that will be sought.

|  |  |  |  |
| --- | --- | --- | --- |
| **Program** |  |  |  |
| Wisconsin Green Built  | [ ]  Gold Standard | [ ]  Gold Plus | [ ]  Gold Zero Energy |
| Enterprise 2020 Green Communities  | [ ]  Criteria | [ ]  Certification | [ ]  Certification Plus 5.4b Criterion |
| ENERGY STAR Multifamily New Construction  | [ ]  Equivalency | [ ]  Certification |  |
| EPA AirPLUS | [ ]  Equivalency | [ ]  Certification |  |
| LEED® | [ ]  LEED Silver | [ ]  LEED Gold/ Platinum | [ ]  LEED Zero Energy |
| Passive House (PHIUS)  | [ ]  | [ ]  PHIUS Core | [ ]  PHIUS Zero |
| WELL | [ ]  |  |  |
| Other:       | [ ]  |  |  |

1. Briefly describe your organization’s approach to developing projects that incorporate extraordinary sustainability, energy efficiency, decarbonization/electrification, and/or green building design. List any third-party certifications or awards achieved on projects developed in the past five years:

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1. Confirm that the Focus on Energy Energy Design Assistance Initial Application or Express EDA submittal confirmation page has been submitted with this application.

[ ]  Yes, I confirm

1. If applicable, describe below any other renewable energy systems to be included in the development:

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1. Size of solar array commitment (in Kw):

Percentage of total building annual load to be offset via solar: **%**

Percentage of common area annual load to be offset via solar: **%**

Describe, if necessary:

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1. Indicate sustainable design features and equipment included in the proposed development that will help to reduce fossil fuel consumption, achieve decarbonization, and improve air quality:

|  |  |  |
| --- | --- | --- |
| **Sustainability Design Features & Equipment**  | **YES** | **Comments** |
| * 1. Air-source or ground source heat pumps
 | [ ]  |       |
| * 1. Full electrification of all appliances and HVAC systems
 | [ ]  |       |
| * 1. Electric or heat-pump water heaters
 | [ ]  |       |
| * 1. Electric stoves
 | [ ]  |       |
| * 1. Installed EV charging station(s)
 | [ ]  |       |
| * 1. Battery storage
 | [ ]  |       |
| * 1. Other:
 | [ ]  |       |
| * 1. Other:
 | [ ]  |       |

1. Parking:

|  |  |
| --- | --- |
| Total number of parking stalls: |       |
| * + 1. Underground/Wrapped/Podium stalls
 |       |
| * + 1. Surface stalls
 |       |
| Parking ratio  |       |
| Monthly parking cost  |       |
| Will parking cost vary by AMI level  | [ ]  Yes [ ]  No |

## Design & Accessibility

1. What type of required onsite play space will the development have?

[ ]  Indoor [ ]  Outdoor [ ]  Both

1. Describe other interior common area amenities that will be available to tenants and guests (e.g., community room(s), lounges on individual floors, additional play spaces, exercise room, business center, etc.):

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1. Describe other exterior amenities that will be available to tenants and guests (e.g., community gardens, patio, green space, etc.):

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| --- |
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1. For proposals with first floor commercial space, has a use and/or tenant of the space been pre-identified?

[ ]  Yes [ ]  No

If yes, identify the use and describe whether this space will be low/no-cost and/or “neighborhood-serving”:

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1. Does the proposed project meet the minimum requirements described in the RFP that at least half of the total units be Type A units or convertible to Type A units?

[ ]  Yes [ ]  No

1. Does the proposed project exceed WHEDA’s minimum accessibility design standards?

[ ]  Yes [ ]  No

1. Does the proposed project go above and beyond WHEDA’s Universal Design requirements in any way? Describe:

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## Development Team & Financing

1. Describe the Development Team’s experience with the unique needs of the Madison affordable housing market. If the any development entity does not have experience in the Madison market, describe experience in similar markets:

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1. Confirm that the Developer Experience attachment to this application addresses the following information. If it does not, briefly describe experience developing multifamily housing for low-income households in the text box:
	1. Experience obtaining and implementing Low Income Housing Tax Credits; including number, type, and location of proposed and completed LIHTC projects and units developed.
	2. Experience obtaining and implementing any other federal, state, city, and other financing resources, including number, type, and location of proposed and completed projects and units.
	3. Leadership/key development team staff qualifications.
	4. Years the organization has been in existence.
	5. Financial capacity of the organization to secure financing and complete the proposed project.

[ ]  Yes, I confirm [ ]  No, See text box

Please limit responses to two pages if completed within this application as opposed to attachment. Do not duplicate information here and attached.

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1. Identify all key roles in your project development team, including any co-developers, property management agent, supportive services provider(s), architect, general contractor, legal counsel, and any other key consultants, if known.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Contact Person** | **Company** | **Role in Development** | **E-mail** | **Phone** |
|       |       |       |       |       |
|       |       |       |       |       |
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1. For the following development team roles, please identify the number and/or percentage of women and persons of color employed by that company or organization as well as the total employees for each firm.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | **BIPOC** | **Women** | **Total Employees** |
| **Company** | **Role in Development** | **#**  | **%** | **#**  | **%** | **#**  |
|       | Developer |       |       |       |       |       |
|       | Co-Developer |       |       |       |       |       |
|       | Co-Developer |       |       |       |       |       |
|       | General Contractor |       |       |       |       |       |
|       | Property Manager |       |       |       |       |       |
|       | Architect |       |       |       |       |       |
|       | Service Provider |       |       |       |       |       |

1. Describe the project’s organizational structure. Please attach an organizational chart detailing the roles of the applicant, all partnerships, ownership and controlling interest percentages of each entity.

|  |
| --- |
|       |

1. Does this proposal have a non-profit lead applicant or codeveloper?

[ ]  Yes [ ]  No

If yes, describe the purpose and mission of the organization as it relates to this proposal:

|  |
| --- |
|       |

If yes, describe the non-profit role in the development, such as if the non-profit will have a controlling interest, Right of First Refusal, or General Partner Purchase Option. Describe briefly the compensation structure for non-profit developer, including percentage of the developer fee allocated. Describe how the non-profit will be involved in long-term ownership:

|  |
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1. Is this proposal led or co-led by an emerging developer and/or ACRE grad as a development partner, codeveloper, employee, or internship opportunity?

[ ]  Yes [ ]  No

If yes, describe the role in the development, such as if they will have a controlling interest, Right of First Refusal, or General Partner Purchase Option. Describe briefly the compensation structure, including percentage of the developer fee allocated. Describe the involvement in long-term ownership:

|  |
| --- |
|       |

1. Describe the development team’s experience in engaging with Black, Indigenous, Latinx, and/or other historically peripheralized (historically least likely to apply) populations in informing development proposals:

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| --- |
|       |

1. Indicate acceptance of the standard loan terms for this proposal as described in Section V of the RFP.

 [ ]  Yes, I confirm

1. Applicants requesting alternative loan terms and/or wishing to provide additional information regarding financing structure, detail below (including description and justification of the request):

|  |
| --- |
|       |

1. What other major sources of soft funding are being sought for the proposed development (e.g., TIF, Dane County AHDF, Federal Home Loan Bank Affordable Housing Program, Dane Workforce Housing Fund, Housing Trust Funds, etc.)? List the funds, and provide status of those funds/anticipated commitment dates:

|  |
| --- |
|       |

1. Describe any terms of anticipated funding sources that are incongruent with this RFP:

|  |
| --- |
|       |

1. For each development partner with any ownership interest in any project currently underway or completed, list the following information and provide a current status for the team member and/or any related entity, as applicable:
2. List any foreclosure, default, or bankruptcy within the past ten years.
3. List any litigation completed, pending, or underway in relation to any financing or construction project within the past five years.
4. List any Chronic Nuisance Abatement or Nuisance Case notifications issued by Madison Police Department and/or Building Inspection in the past five years
5. List any unresolved Building Inspection citations resulting in a Municipal Court Complaint in the past five years
6. List any litigation in the past five years with the City of Madison, including but not limited to Federal, State, or Municipal Court proceedings
7. List any litigation in the past five years in the State of Wisconsin, including but not limited to Federal, State, or Municipal Court proceedings

|  |
| --- |
|       |

## Timeline

1. List the estimated/target completion dates, or actual completion dates where applicable, associated with the following activities. Reference Attachment A of the RFP for deadlines by which these activities must be completed.

| **Activity/Benchmark** | **Estimated Date of Completion** |
| --- | --- |
| Draft Site Plan Ready to Submit to Dev. Assistance Team (DAT) |       |
| 1st Development Assistance Team Meeting  |       |
| 1st Neighborhood Meeting |       |
| Submission of Land Use Application  |       |
| Plan Commission Consideration  |       |
| Urban Design Commission Consideration, if applicable  |       |
| Initial Project Concept Application to WHEDA |       |
| Full LIHTC Application to WHEDA |       |
| Anticipated WHEDA Award/Commitment |       |
| Complete Equity & Debt Financing |       |
| Acquisition/Real Estate Closing |       |
| Rehab or New Construction Bid Publishing |       |
| New Construction/Rehab Start |       |
| Begin Lease-Up/Marketing |       |
| New Construction/Rehab Completion/ Certificates(s) of Occupancy Obtained |       |
| Complete Substantial Lease-Up |       |
| Request Final AHF Draw |       |

## References

1. Please list at least three municipal/financing references who can speak to work on similar developments completed by your team:

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Relationship** | **Email Address** | **Phone** |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |

## WHEDA Self-Score

1. `Please provide your estimated **WHEDA self-score** in the table provided. Projects already in receipt of a tax credit award do not need to complete a self-score.

|  |  |  |
| --- | --- | --- |
| **Scoring Category** | **Maximum****Points** | **Projected Points** |
| 1. Areas of Opportunity | 27 |  |
| 2.  Lower Income Areas | 2 |  |
| 3. Workforce Housing Communities | 8 |  |
| 4. Rehab/Neighborhood Stabilization | 25 |  |
| 5.  Serves Large Families or Seniors | 5 |  |
| 6.  Serves Lowest Income Residents | 35 |  |
| 7. Supportive Housing | 10 |  |
| 8. Veterans Housing | 3 |  |
| 9. Energy Efficiency and Sustainability | 25 |  |
| 10. Universal Design | 13 |  |
| 11. Eventual Tenant Ownership | 3 |  |
| 12. Community Service Facilities | 2 |  |
| 13. Additional Amenities Score | 2 |  |
| 14. Credit Efficiency | 36 |  |
| 15. Development Team | 6 |  |
| 16. Site Characteristics | 2 |  |
| TOTAL | 179 |  |