



# Affordable Rental Housing Development: Non-Tax Credit RFP

RFP Workshop

May 5, 2026

# Program Goals and Objectives

RFP aims to advance three objectives outlined in the City's Housing Forward:

- Increase Housing Choice
- Create Affordable Housing Throughout the City
- Combat Displacement

# Program Goals and Objectives

The RFP aims to support these objectives by:

- Increase supply of affordable rental housing that ensures long-term affordability and sustainability
- Preserve existing income- and rent-restricted housing
- Preserve naturally-occurring affordable housing by supporting rehab that ensures preservation
- Facilitate geographic mobility and increase housing choice
- Improve housing stability and limit displacement

# Funding Sources and Amounts

## Funds Available

- HOME Investment Partnership
  - ~ \$3,000,000
- Affordable Housing Funds
  - ~ \$3,000,000

# Financing

- Funding will be provided as a zero percent, long-term deferred loan payable upon sale, transfer, or change in use of property
  - Option 1: 40 – year minimum Period of Affordability (POA) with shared appreciation
  - Option 2: permanent POA without shared appreciation
- Applicants will need to demonstrate the ability to secure all funds necessary to complete project, demonstrate its economically viable, demonstrate ability to repay, and demonstrate their ability to create high-quality affordable housing

# Requirements & Preferences

## Requirements:

- Applications must meet all eligibility criteria outlined in the RFP
- Applicants accepting federal funds must meet all federal requirements prior to commitment of funds
- Proposals that do not meet these threshold criteria will be disqualified and deemed ineligible for funding

## Preferences:

- Encouraged to meet as many RFP preferences as possible to ensure a competitive application
- Preferences align with Citywide priorities, consistent with other funding awards
- Proposals that commit to more preferences typically score better through competitive analysis
- Applicants are strongly encouraged to consider all City preferences when applying

# Geographic Eligibility

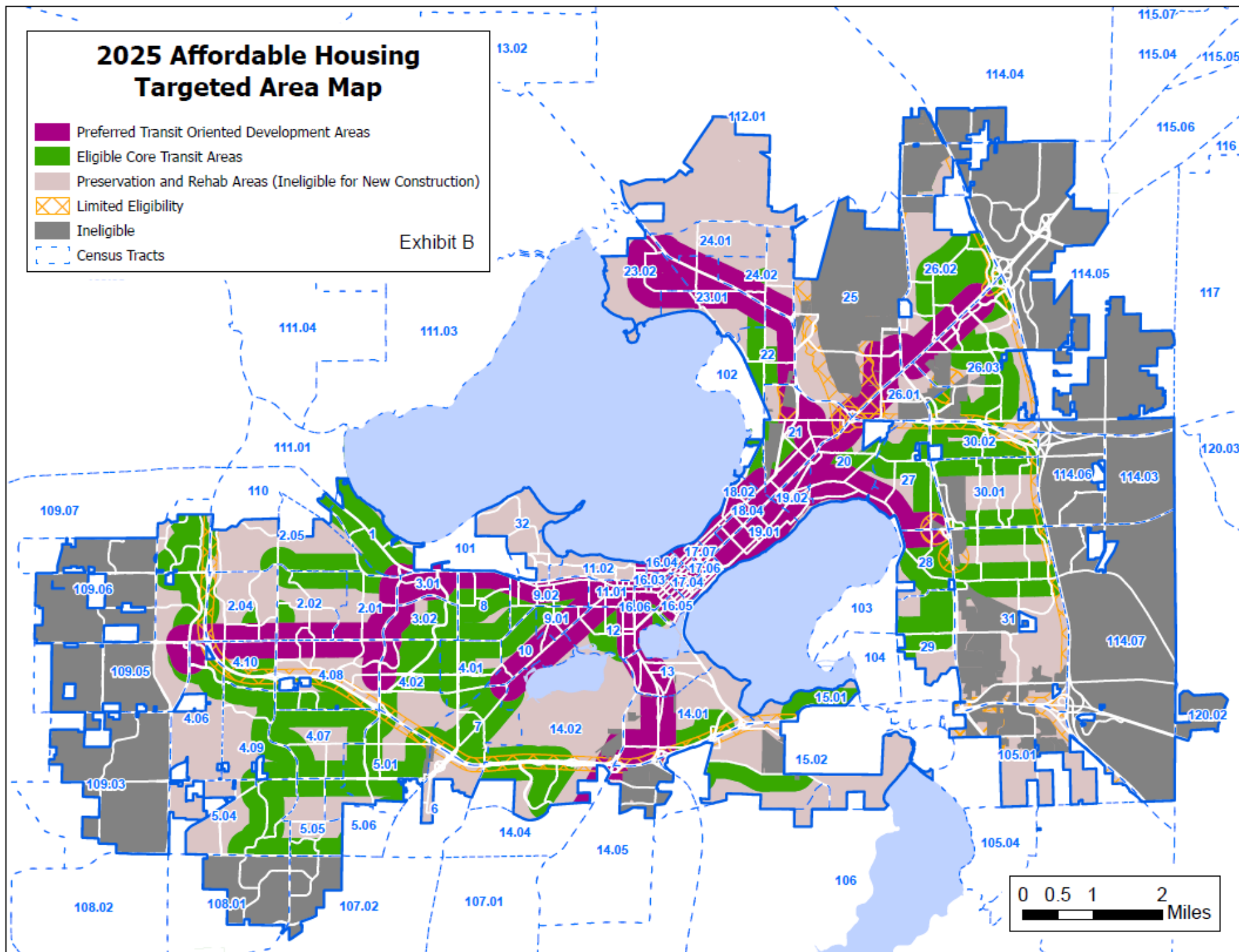
- Preferred TOD Areas
  - Within ¼ mile of high-frequency transit
- Eligible Areas
  - Within ¼ mile of medium-frequency transit
- Preservation & Rehab
  - Without high or medium frequency transit
- Limited Eligibility Areas
  - Areas that require significant coordination with City staff

Type of Development	Location
New Construction of Rental Housing	Must be located in Eligible or Preferred TOD Areas. Exceptions may be made for small-scale unit production in Preservation & Rehab areas as part of a non-profit owned and coordinated initiative.
Any project that will serve populations that may need case management or ongoing supportive services to remain stable in housing.	Must be located in Eligible or Preferred TOD Areas. Exceptions may be made for small-scale development in Preservation & Rehab areas.
Acquisition and/or Rehab of Rental Housing, including projects designed to preserve existing income- and rent restricted rental housing.	May be citywide, except where ineligible.

# 2025 Affordable Housing Targeted Area Map

- Preferred Transit Oriented Development Areas
- Eligible Core Transit Areas
- Preservation and Rehab Areas (Ineligible for New Construction)
- Limited Eligibility
- Ineligible
- Census Tracts

Exhibit B



# Geographic Eligibility

## Requirements:

- Applicants must demonstrate site control at time of application, unless the site is owned or controlled by the City or County

## Preferences:

- Proposals located within Preferred TOD areas
- Proposals with excellent proximity to amenities such as employment, grocery stores, health facilities, schools, etc.

# Planning Principles

## Requirements:

- As there may be variation in Area and Neighborhood Plans and individual sites, respondents are expected to respond to the concerns and recommendations from the Planning Division and Zoning.
- Pre-application meeting is required.
- Development Assistance Team (DAT) meeting is required (due by July 3, unless waived by CDD).

## Preferences:

- Projects will be assessed based upon their responsiveness following pre-application/DAT meetings to address issues, such as site design, layout, and other aspects of building design and siting.

**City of Madison**

# **Madison Development Process**

**Colin Punt, AICP, Planner**  
**[cpunt@cityofmadison.com](mailto:cpunt@cityofmadison.com)**

# **What to Look For?**

**Current Zoning – Uses, Locations, Bulk, other requirements**

**Zoning Uses – Permitted, Conditional, Prohibited**

**Land Use Recommendation – Plans & GFLU**

**Other Requirements – Building Code, Subdivisions, Utilities  
and Impact Fees**

# Development Process Summary I



# Development Process Summary II

**Pre-Application  
Discussions**

**City Agency  
Review**

**Site Plan  
Verification**

- Pre-Application Meeting w/ Planning & Zoning
- Development Assistance Team (DAT)
- Neighborhood meeting

**Developer Files  
Applications**

**Public  
Hearings**

**Permit  
Issuance**



# City Review

**Land Division (CSM or Plat): 16.23 MGO**

**Rezoning: 28.182 MGO**

**Conditional Use: 28.183 MGO**

**Demolition Permit: 28.185 MGO**

**Site Plan Review: 28.186 MGO**

**Planning**

**Zoning**

**City Engineering**

**Traffic Engineering**

**Parks**

**Forestry**

**Mapping**

**Fire**

**Water Utility**

**Metro Transit**

**Streets & Recycling**

**Assessor**

**Real Estate**

**Police**

**Parking Utility**

## 2026 Development Review Schedule for the Urban Design Commission and Plan Commission

Contact the City of Madison Planning Division if you have questions about submitting your application. Contact staff at (608) 266-4635 or [planning@cityofmadison.com](mailto:planning@cityofmadison.com).

### Combined Urban Design Commission, Plan Commission, and Common Council Schedule

Submittal Deadlines (12:00 p.m. Monday, except as noted)		Meeting Dates (Read across row from Submittal Deadline Dates)		
<ul style="list-style-type: none"> <li>Application that includes a Zoning Map Amendment (including a major amendment to a Planned Development District). See Note A.</li> <li>Application that needs to be reviewed by the Plan Commission AND either reviewed by the Urban Design Commission and/or Common Council.</li> <li>Preliminary Plat</li> </ul>	<ul style="list-style-type: none"> <li>Conditional Use that does not need Urban Design Commission review</li> <li>Alteration to a Planned Development that only needs approval by the Plan Commission. See Note A.</li> <li>Final Plat</li> <li>Certified Survey Map (CSM)</li> </ul>	Urban Design Commission (UDC)	Plan Commission	Common Council
October 20, 2025	November 3, 2025	December 3, 2025	December 15, 2025	January 13, 2026
November 3, 2025	December 1, 2025	December 17, 2025	January 12, 2026	January 27, 2026
December 1, 2025	December 15, 2025	January 21, 2026	February 2	February 10
December 15, 2025	January 5, 2026	February 4	February 16	February 24
January 5, 2026	January 20 (Tuesday)	February 18	March 2	March 10
January 20 (Tuesday)	February 2	March 4	March 16	March 24
February 2	March 2	March 25	April 13	April 21
March 2	March 16	April 15	April 27	May 5
March 16	March 30	April 29	May 11	May 19
March 30	April 20	May 20	June 1	June 9
April 20	May 4	June 3	June 15	June 23
May 4	May 18	June 17	June 29	July 7
May 18	June 1	July 1	July 13	July 21
June 1	June 15	July 15	July 27	August 4
June 15	June 29	July 29	August 10	September 8
June 29	July 20	August 19	August 31	September 8
July 20	August 24	September 23	October 5	October 6
August 24	September 8 (Tuesday)	October 7	October 19	October 20
September 8 (Tuesday)	October 5	November 4	November 16	November 24
October 5	October 19	November 18	November 30	December 8, 2026
October 19, 2026	November 2, 2026	December 2, 2026	December 14, 2026	January 12, 2027*

Note A: If you plan to submit an alteration to a Planned Development District contact Planning staff at [planning@cityofmadison.com](mailto:planning@cityofmadison.com) or (608) 266-4635 to verify which process your proposal will follow. \*Projected 2027 meeting date

- An [alternative format Development Review Schedule](#) is available.
- Applications Forms: [Land Use Application](#), [Subdivision Application](#), [Urban Design Commission Application](#)
- To request an interpreter, translation, or accommodations please call or email us.
- Para solicitar un intérprete, traducción o acomodaciones llame al o al correo electrónico.
- Koj muaj txoj cai tau txais kev txhais lus, kev pes lus los sis kev pab cuam txhawm rau kev tsis taus uas tsis muaj nqi rau koj. Yog xav paub ntiv, hu rau thov hu los yog email rau peb.
- 如需免費提供口譯、筆譯或殘疾相關的便利服務，請聯系或。



Schedule Effective: October 10, 2025

### Schedule for Applications Only Needing Urban Design Commission

An [Urban Design Commission Application](#) needs to be submitted for all projects that go to the Urban Design Commission (UDC). **The schedule in this section is for applications that only go to UDC.** For applications that also need Plan Commission or Council review, refer to the combined schedule.

This section applies to the following requests:

- Informational Presentations
- Projects in Urban Design Districts that do not also need Plan Commission approval
- Public Buildings that do not also need Plan Commission approval
- New Buildings or Additions to Existing Buildings with six stories or fewer in the Downtown Core (DC) and Urban Mixed-Use (UMX) zoning districts
- New buildings or additions in the Suburban Employment Center (SEC) District, Employment Campus (EC) District, or a Campus Institutional (CI) District
- Comprehensive Design Review and Sign Variances

A pre-application meeting is required prior to filing a UDC application. Contact staff at [UDCApplications@cityofmadison.com](mailto:UDCApplications@cityofmadison.com) to schedule a pre-application meeting.

Submittal Deadlines (12:00 p.m. Monday, except as noted)		Meeting Dates
Applications Only Needing Urban Design Commission Approval	Applications for Informational Presentations	Meetings begin at 4:30 PM, Wednesday
November 3, 2025	November 17, 2025	December 3, 2025
November 17, 2025	December 1, 2025	December 17, 2025
December 1, 2025	January 5, 2026	January 21, 2026
January 5, 2026	January 20 (Tuesday)	February 4
January 20 (Tuesday)	February 2	February 18
February 2	February 16	March 4
February 16	March 9	March 25
March 9	March 30	April 15
March 30	April 20	April 29
April 20	May 4	May 20
May 4	May 18	June 3
May 18	June 1	June 17
June 1	June 15	July 1
June 15	June 29	July 15
June 29	July 13	July 29
July 13	August 3	August 19
August 3	August 17	September 2
August 17	September 8 (Tuesday)	September 23
September 8 (Tuesday)	September 21	October 7
September 21	October 19	November 4
October 19	November 2	November 18
November 2, 2026	November 16, 2026	December 2, 2026

# Unit Mix & Affordability

## Requirements:

- Minimum period of affordability is 40 years
- Affordable units must be income and rent restricted to households at or below 60% AMI
- Property must be located in the City of Madison at time of award
- Proposals must construct or rehab a minimum of 4 units

## Preferences:

- Projects selecting permanent affordability
- Deeper affordability

# Property Management

Applications will be assessed by their overall plan to sufficiently manage the property.

## Requirements:

- Property is continuously supported by property management sufficient to carry out responsibilities
- Rent increases are limited to 2% annually for renewals
- Non-renewals of leases may only be issued in response to serious lease violations or repeated patterns of minor violations
- Developments must utilize a Tenant Selection Plan and Affirmative Marketing Plan consistent with the City standards

## Preferences:

- Property management has experience supporting the needs of the Madison affordable housing market
- Property management has experience engaging with community organizations that provide outreach and services to households facing barriers to housing and are least likely to apply

# Sustainability

Applicants should take one of three paths depending upon the type of project

New Construction

- Preliminary Bundle Requirements Document

Multifamily Rehab  
(4+ units)

- Energy Audit Report

SRO/Cooperative

- Office of Sustainability consultation

# Sustainability – New Construction

## Requirements:

- Must enroll in Focus on Energy's Income Qualified Housing (IQH) Track – Energy Design Assistance to obtain an analysis of the proposed project to identify strategies and financial incentives

## Preferences:

- Select energy efficiency options that will yield at least 20% projected Energy Use Intensity (EUI) savings over baseline energy code
- Use ENERGY STAR certified appliances, equipment, and materials
- Implement full electrification of HVAC and appliances
- Photovoltaic array
- Optimize building to allow for future solar
- Exceed other minimum code requirements, such as EV charger installation, etc.

# Sustainability - Rehabilitation

## Requirements:

- Buildings with 4+ units must obtain Energy Audit through Focus on Energy
- Buildings with cooperatives & SROs must consult with City of Madison Office of Sustainability
- All rehab must:
  - Replace knob & tube wiring
  - Replace wood, propane, & oil heating systems
  - Replace non-LED lighting with LED lightbulbs

## Preferences:

- Upgrades to insulation, improved air quality, etc.
- Obtain a more in-depth energy assessment, such as ASHRAE Level 2 Analysis
- Use ENERGY STAR certified appliances, equipment, and materials
- Implement full electrification of HVAC and appliances
- Photovoltaic array
- Optimize building to allow for future solar
- Exceed other minimum code requirements, such as EV charger installation, etc.



# FOCUS ON ENERGY // CITY OF MADISON



# NEW CONSTRUCTION ELIGIBILITY



- Receive electricity and/or natural gas from a participating utility
- Non-residential buildings over 5,000 square feet, as well as multifamily with four or more units
- Construction schedule allows for analysis to influence design decisions
- Project is considered new construction with any of the following:
  - New buildings with site preparation, design, and construction
  - Major renovation undergoing a change of use or adding walls
  - Addition as a significant extension to an existing facility

# NEW CONSTRUCTION OPPORTUNITIES



- Incentives and technical support available at any step during the design and construction process:
  - Energy Design Assistance (EDA) – during early design
    - Best opportunity to maximize energy savings through whole building analysis
  - Energy Design Review (EDR) – later in design
    - Opportunity remains to capture savings through whole building analysis
  - Express EDA (eEDA) - early design through construction completion
    - Opportunity to influence selections



# NEW CONSTRUCTION TIMING



## PLANNING AND DESIGN

Optimal Timing



Energy Design Assistance

## CONSTRUCTION DOCUMENTS

Opportunities Still Available



Energy Design Review

## BIDDING/ ESTIMATING

## CONSTRUCTION

Fewer Opportunities



Prescriptive Incentives

## MOVE-IN

Too Late\*



\*60+ days post-occupancy

Solar Ready Buildings

Express Energy Design Assistance: Multifamily, Warehouse, and Retail

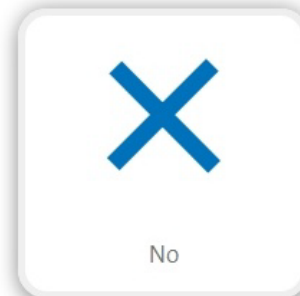
# INCOME QUALIFIED HOUSING



Does this project include income qualified dwelling units?

Choose "Yes" if you are receiving a specified income qualified tax credit, loan, or grant such as:

- LIHTC
- HUD programs (HOME, Section 811, Section 202, etc) or USDA Rural Housing Programs
- Workforce housing programs
- Other state, city, or municipality financing



# INCOME QUALIFIED HOUSING



Focus on Energy provides a special program offering for income-qualified multifamily projects.

This track differs from the standard Energy Design Assistance process in the following ways:

- Only one meeting is required to review detailed model results.
- The results evaluate multifamily financial metrics and non-energy benefits of energy efficiency.
- The customer incentive is paid at \$620 per dwelling unit.
- The design team incentive is paid in two installments:
  - \$2,500 for completing analysis with the Express EDA online tool.
  - \$5,000 for completing Express EDA, which includes meeting participation, email communication, and post-construction documentation.

Incentives are capped at \$300,000 per project and \$400,000 per customer.

Continue

# CONTACT INFORMATION

## **Business New Construction**

[jesus.rangel@focusonenergy.com](mailto:jesus.rangel@focusonenergy.com)

[Erica.talajkowski@focusonenergy.com](mailto:Erica.talajkowski@focusonenergy.com)

## **Prescriptive Multifamily**

[david.Erickson@focusonenergy.com](mailto:david.Erickson@focusonenergy.com)

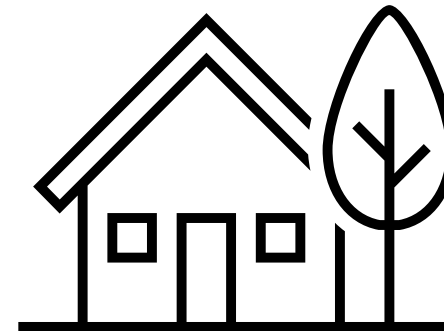
# FOCUS ON ENERGY RESIDENTIAL AND MULTIFAMILY PROGRAMS



# RESIDENTIAL REBATE PROGRAMS



- Insulation and air sealing.
- Water heating.
- HVAC.
- Solar energy.

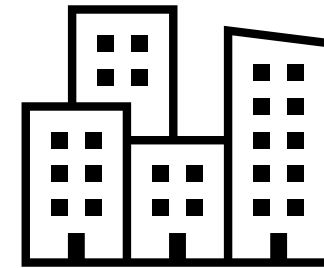
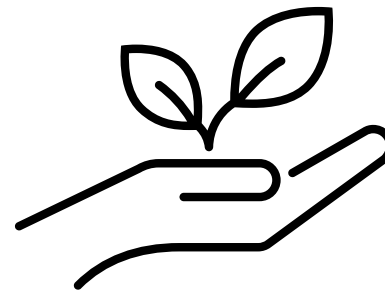


Visit [focusonenergy.com/residential](https://www.focusonenergy.com/residential) to learn more.

# MULTIFAMILY BUILDING INCENTIVE PROGRAM



- HVAC.
- Ventilation.
- Common area lighting.
- Insulation and air sealing.
- Water heating.
- Solar energy.



Visit [focusonenergy.com/multifamily](https://www.focusonenergy.com/multifamily) to learn more.

# WHAT ARE THE IRA HOME ENERGY REBATE PROGRAMS?



# WHAT ARE THE IRA HOME ENERGY REBATE PROGRAMS?



- As part of the Inflation Reduction Act, Wisconsin has been allocated \$149 million for Home Energy Rebates.
- Focus on Energy was chosen by the Public Service Commission of Wisconsin to deliver IRA Home Energy Rebate Programs.

# IRA HOME ENERGY REBATES

TWO PROGRAMS AVAILABLE:

HOME EFFICIENCY REBATES (HOMES)

HOME ELECTRIFICATION AND APPLIANCE  
REBATES (HEAR)



**focus on energy**<sup>®</sup>

Partnering with Wisconsin utilities

# WHAT IS HOMES?



Modeled whole-home rebates.

- Energy assessment is required.

Rebate tiers based on predicted savings and household income.

**Minimum 20%** predicted energy savings required.

Projects with 35%+ energy savings are eligible for higher rebate amounts.



# HOMES AVAILABLE INCENTIVES



Where ENERGY STAR® provides a certification for equipment, ENERGY STAR will be required.

Single-Family Home	Low-Income (<80% AMI)	Moderate-Income (80%-150% AMI)	Higher-Income (>150% AMI)
Project with at least 20% predicted energy savings	100% of project costs up to \$5,000	50% of project costs up to \$2,000	50% of project costs up to \$1,500
Project with at least 35% predicted energy savings	100% of project costs up to \$10,000	50% of project costs up to \$4,000	50% of project costs up to \$3,000

Multifamily Property (2+ units)	>50% of occupied units are Low-Income (<80% AMI)	>50% of occupied units at most Moderate-Income (80%-150% AMI)	Higher-Income (>150% AMI)
Project with at least 20% predicted energy savings	Same as above, Up to \$200,000/building	Same as above, Up to \$200,000/building	Same as above, Up to \$200,000/building
Project with at least 35% predicted energy savings	Same as above, Up to \$400,000/building	Same as above, Up to \$400,000/building	Same as above, Up to \$400,000/building

# WHAT IS HEAR?



- Instant discount or rebates on qualifying electric appliances and home upgrades.
- Must be purchased through an IRA Registered Contractor.
  - Program will be expanded in the future to include purchases at participating stores.
- Low- and moderate-income households are eligible.
  - Under 150% Area Median Income (AMI).
    - Income verification required.

## Eligible:

- Single-Family Homes.
- Multifamily Buildings.
- Owner-Occupied Buildings.
- Rental Properties.
- New Construction.

# APPROVED HEAR MEASURES



Income Eligibility	Maximum Project Rebate
Households below 80% AMI	100% of project costs up to \$14,000
Households between 80% and 150% AMI	50% of project costs up to \$14,000

Type of Home Energy Project/Qualified Technology	Rebate Max Per Product Category	Eligible for New Construction
ENERGY STAR® electric heat pump water heater	Up to \$1,750	Yes
ENERGY STAR electric heat pump for space heating and cooling	Up to \$8,000	Yes
Electrical load service center (electrical panel)	Up to \$4,000	No
Electrical Wiring	Up to \$2,500	No
ENERGY STAR Insulation, ENERGY STAR ventilation, air sealing	Up to \$1,600	No
ENERGY STAR electric heat pump clothes dryer	Up to \$840 (Rebate Not Yet Available)	Yes
ENERGY STAR electric stove, ENERGY STAR cooktop, ENERGY STAR range*	Up to \$840 (Rebate Not Yet Available)	Yes

**Note:** A single household address may not receive a rebate from both IRA Home Efficiency Rebates (HOMES) and HEAR for the same upgrade or equipment type. However, projects receiving rebates from either of these programs may also be eligible to receive Focus on Energy rebates.

\*Rebates are available only when upgrading from a non-electric appliance.

# IRA HOME ENERGY REBATES



	HOMES	HEAR
<b>SAVINGS</b>	<ul style="list-style-type: none"> <li>• <b>Performance-based</b> whole-home rebates.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Instant discount on invoice.</b></li> </ul>
<b>UPGRADE TYPE</b>	<ul style="list-style-type: none"> <li>• <b>Not specific</b> to any one technology.</li> <li>• But not all technologies allowed.</li> </ul>	<ul style="list-style-type: none"> <li>• Qualifying <b>electric</b> appliances and home upgrades.</li> </ul>
<b>WHO IS ELIGIBLE?</b>	<ul style="list-style-type: none"> <li>• <b>All Wisconsin residents.</b></li> <li>• Rebates based on predicted savings and household income.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Low- and moderate-income households</b> (&lt;150% Area Median Income).</li> <li>• New construction is eligible for some upgrades.</li> </ul>
<b>BASIC REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>• <b>Existing homes only</b> and requires an energy assessment.</li> <li>• Must use an IRA Registered Contractor.</li> </ul>	<ul style="list-style-type: none"> <li>• Equipment must be <b>purchased and installed</b> by an IRA Registered Contractor.</li> </ul>
<b>RETROACTIVE</b>	Yes	No

IRA Home Energy Rebates **may be combined** with Focus on Energy rebates and discounts, the Weatherization Assistance Program, and tax credits.

# CONTACT INFORMATION

David Erickson, Energy Advisor  
[david.erickson@focusonenergy.com](mailto:david.erickson@focusonenergy.com)  
262.450.7975



# Rehabilitation – Cooperatives & SROs

- Cooperatives or properties including any SRO units must consult with City of Madison Office of Sustainability to explore the most appropriate building evaluation and energy efficiency prioritization options.
- Contact Jessica Price at [jprice2@cityofmadison.com](mailto:jprice2@cityofmadison.com)

# Sustainability

## New Construction

- Apply to Focus on Energy's Energy Design Assistance – Income Qualified Housing Track

## Multifamily Rehab (4+ units)

- Consult with Focus on Energy Multifamily Energy Advisor

## SRO/Cooperative

- Consult with City of Madison Office of Sustainability

# Design & Accessibility

## Requirements:

- Must meet all applicable minimum housing standards and building codes
- New Construction:
  - All common spaces, offices, residential units are fully visitable
  - Proposals for family housing must include an on-site play space

## Preferences:

- Proposals that demonstrate extensive incorporation of universal design components in common spaces, offices, or any areas accessible to tenants
- Proposals that exceed minimum code requirements
- Rehab:
  - All common spaces, offices, residential units are fully visitable
  - Proposals for family housing with on-site play space

# Development Team & Financial Feasibility

## Requirements:

- Must submit realistic and feasible sources of funding
- Capital budget & scope of work must be based on sound cost projections
- Operating budget includes a complete list of reasonable expenses
- All co-developer team members play active roles in all aspects of the process

## Preferences:

- Proposal provides for a minimum 24% stake in all aspects of the development for emerging developers and/or ACRE graduates
- Proposal from a non-profit entity, currently providing services or development within Madison, that assumes the roles of both Developer and Owner, or a partnership arrangement in which the non-profit has a majority ownership interest in the property.

# Other Requirements

- Rehabilitation projects must meet CDD's Residential Rehabilitation Standards
- Displacement of renter or owner households are subject to Wisconsin relocation law or Federal Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA)
- Lead-based paint hazards will be assumed on all properties built prior to 1978
- Minimum Housing Code (MHC) inspection and Lead Clearance inspection will be required prior to planned occupancy (rehab only)
- Projects awarded federal funds must follow requirements outlined in Attachment D

# Scoring Criteria

Scoring Criteria	Points Available
<b>Geographic Eligibility, Affordability, and Planning Principles</b> <ul style="list-style-type: none"> <li>▪ Suitability of site and connectivity to amenities</li> <li>▪ Suitability of existing property for major rehabilitation</li> <li>▪ Permanent affordability</li> <li>▪ Responsiveness to Planning/Zoning comments received</li> </ul>	10
<b>Property Management</b> <ul style="list-style-type: none"> <li>▪ Completeness of plan to ensure quality property management</li> <li>▪ Performance and experience in Madison's housing market</li> <li>▪ Experience working with community organizations serving historically peripheralized households</li> </ul>	10
<b>Sustainability &amp; Resilience</b> <ul style="list-style-type: none"> <li>▪ Full electrification</li> <li>▪ Photovoltaic array</li> <li>▪ Building design accommodates future solar capacity</li> <li>▪ Additional efficiency, renewable, or decarbonization features</li> </ul>	10
<b>Design &amp; Accessibility</b> <ul style="list-style-type: none"> <li>• Universal Design and accessibility</li> <li>• Outdoor amenities</li> <li>• Indoor amenities</li> </ul>	10
<b>Development Team &amp; Financing/Financial Feasibility</b> <ul style="list-style-type: none"> <li>▪ Proposal financial feasibility, including sound Scope of Work</li> <li>▪ Experience in affordable development</li> <li>▪ Emerging developers/ACRE graduate co-developers</li> <li>▪ Non-profit developer involvement</li> </ul>	10
<b>Overall Responsiveness</b> <ul style="list-style-type: none"> <li>▪ Overall creativity and responsiveness</li> <li>▪ Readiness to proceed</li> </ul>	10

- Directly carry over from Preference selections
- Not sole determining factor in funding recommendations
- Lead to further evaluations

# Affordable Rental Housing Development Compliance

---

KIRSTEN DONKLE – CONTRACT COMPLIANCE SPECIALIST

[CONTRACTCOMPLIANCE@CITYOFMADISON.COM](mailto:CONTRACTCOMPLIANCE@CITYOFMADISON.COM)

# Affirmative Action Plans

---

Non-Profit Partner – will be responsible for submitting and Individual Developer Affirmative Action Plan

Prime Contractor – will be responsible for submitting either a Construction Affirmative Action Plan or an Affirmative Action Plan exemption (14 or Fewer, or Under \$50,000)

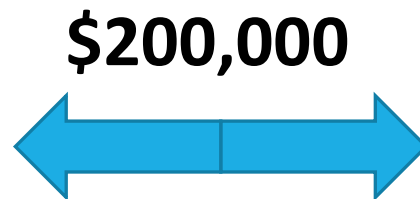
Subcontractors – will be responsible for submitting either a full Affirmative Action Plan (Construction, Vendors and Suppliers) or an Affirmative Action Plan exemption (14 or Fewer, or Under \$50,000)

# Small Business Enterprise (SBE), Minority Business Enterprise (MBE), Women Business Enterprise (WBE), and Veteran Business Enterprise (VBE) Goal

---

## Project is Under \$200,000

- We would like to see that you/your Prime Contractor made good faith effort to solicit and contract with SBE/MBE/WBE/VBEs
- DCR will not monitor compliance



## Projects at or over \$200,000

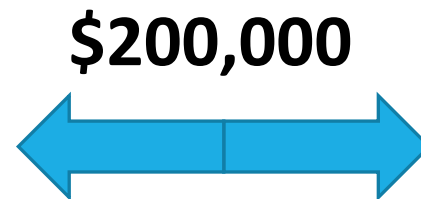
- SBE/MBE/WBE/VBEs goal will be set
- Should no SBE/MBE/WBE/VBE's be contracted with, good faith efforts will be required
- Prime Contractor will be required to submit Committed Cost Status Reports (CCSRs) showing payments made to subcontractors by the 15<sup>th</sup> of the month in Citizen Access

# Workforce Goals - Women & People of Color

---

## Project is under \$200,00

- No workforce goals apply to the project
- DCR will not monitor compliance



## Project at or over \$200,000

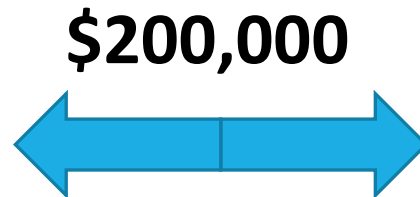
- Workforce goals apply – 13% BIPOC, 3% Women
- All contractors working on site will be required to submit Monthly Employment Utilization Reports (MEURs) on Citizen Access by the 15<sup>th</sup> of the month
- Should the goals not be met by the end of the project, Good Faith Efforts (GFE) will be requested

# Workforce Goals – Section 3

---

## Project is under \$200,00

- No Section 3 workforce goals apply to the project
- DCR will not monitor compliance



## Project at or over \$200,000

- Section 3 Workforce goals apply – 25% Section 3 Worker, 5% Targeted Section 3 Worker
- All contractors working on site will be required to submit Section 3 Reports on Citizen Access by the 15<sup>th</sup> of the month
- Should the goals not be met by the end of the project, Good Faith Efforts (GFE) will be requested

# Davis Bacon & Related Acts (DBRA)

---

## Under 12 assisted units

- No DBRA reporting requirements

**12 or  
more  
assisted  
units**



## 12 or more assisted units

- DBRA Reporting requirements apply
- Contractors are required to pay the locally prevailing wage rate

# Davis Bacon & Related Acts Reporting

---

1. DCR will pull the Prevailing Wage Rates from the Department of Labor and communicate those rates
2. DCR will set up the project on LCP Tracker to monitor Davis Bacon Compliance
3. The Prime/General Contractor is responsible for setting up their subcontractors in LCP Tracker
4. Once construction begins, all contractors are required to report wages on a weekly basis in LCP Tracker

# Pre-Application Process

- Notify staff by **May 20<sup>th</sup>** of intent to apply and to schedule pre-application meeting
- Enroll in Energy Efficiency/Sustainability Program
  - New Construction: IQH track
  - Rehab: consult with Multifamily Energy Advisor
  - SRO/Cooperatives: consult with Office of Sustainability
- **Applications Due on June 4<sup>th</sup> at 12:00 PM**
- Schedule a presentation at Development Assistance Team (DAT) by **July 3<sup>rd</sup>**
  - Any proposal requiring a Land Use Application is strongly encouraged to present at DAT in advance of the application deadline.

# Alder & Neighborhood Process

Applicants are required to make the following contacts, unless waived by CDD in writing.

- Contact Alder & Neighborhood Association – Due June 4<sup>th</sup>
  - Discuss the proposed project
  - Address any issues or concerns
  - Contact neighboring Alder or Neighborhood Association if within 200 feet of another district
  - Inquire about Alder availability for neighborhood meeting
- Schedule a Neighborhood Meeting
  - Meeting must be held by July 24, 2026
  - See Section IV in Attachment A for instructions

# Post-Application Process

Submit Supplemental Application Materials – Due August 12, 2026, at 12:00 PM

- Preliminary Site Plan (new construction & rehab requiring land use approval application)
- Energy Efficiency Technical Assistance Obtained
  - New Construction: Focus on Energy preliminary Bundle Requirements Document (BRD)
  - Rehab Proposals (4+ units): Focus on Energy – Energy Audit Report
  - Rehab Proposals (co-op or SRO): anticipate a question on the supplemental application describing the consultation and plan of action determined with the Office of Sustainability

# Post-Application Process

- Presentations to Staff Team & CDBG Committee
  - Staff Presentations: August 17<sup>th</sup> – 28<sup>th</sup> (virtual)
  - CDBG Committee presentation will occur on September 10<sup>th</sup>, beginning at 5:30 PM (virtual)
- Staff funding recommendations submitted to Common Council: Fall/Winter

# RFP Attachments

- Attachment A: Proposal Submission Process & General Administrative Information
- Attachment B: AHF Map
- Attachment C-1: Tenant Selection Plan Standards
- Attachment C-2: Affirmative Marketing Plan Standards
- Attachment D: Federal Funding Requirements and Resources
- Attachment E: Designation of Confidential & Proprietary Information
- Attachment F: Proposal Submission Checklist

# Attachment F: Proposal Submission Checklist

- Applications must include:
  - RFP Application Form
  - RFP Budget Workbook
  - Completed Attachment E (if applicable)
  - Financial Audit, Statement or Tax Return
  - Detailed Scope of Work (rehab only)
  - Energy Efficiency Technical Assistance Confirmation
    - New Construction: confirmation of initial enrollment
    - Rehab Proposals: confirmation email and walk-through date has been submitted
    - Rehab Proposals (Co-op or SRO): confirmation email that contact was made with Office of Sustainability
  - Tenant Selection Plan (consistent with Attachment C-1)
  - **Due at 12:00 PM on June 4th**

# RFP Contact

John Vogt  
Community Development Specialist  
Email: [jvogt@cityofmadison.com](mailto:jvogt@cityofmadison.com)