

2026 Affordable Rental Housing Development: Tax Credit RFP Workshop



City of Madison Community Development Division
June 22, 2026

Welcome

This meeting will be recorded and posted on the CDD Funding Opportunities Website.

It is a public record subject to disclosure. By continuing to be in the meeting, you are consenting to being recorded and consenting to this record being released to public record requestors who may see you, your home and your family members in the recording. You have the option to turn off your camera and participate with audio only.

(Start Recording)



2026 Affordable Rental Housing Development: Tax Credit RFP Workshop



City of Madison Community Development Division
June 22, 2026

Agenda

Workshop Overview:

- RFP Overview
- Planning & Land Use Approvals
- Sustainability Office
- Focus on Energy
- Contract Compliance
- Target Area Map
- RFP Requirements & Preferences



RFP Summary

RFP Number and Title:

- RFP #2026-15043
- Affordable Rental Housing Development: Tax Credit RFP

Scope:

- The City of Madison Community Development Division (CDD) is soliciting development financing proposals to:
 - Increase supply of income- & rent-restricted housing opportunities for lower-income households (60% AMI)
- With the expectation that:
 - Developments serve 30% AMI households & targeted populations (with services)



RFP Summary

RFP Number and Title:

- RFP #2026-15043
- Affordable Rental Housing Development: Tax Credit RFP

Scope:

- Program funds are available only for projects utilizing LIHTC
- RFP is **gap financing**
 - Made available to help cover the difference between total development costs and the amount that can be secured from other sources



RFP Timeline *in brief*

Pre-Application:

- Application Workshop:
 - June 22
- Contact CDD:
 - by July 9
 - CDD will coordinate with Planning
- Discuss with Alder/NA
 - by July 23
- Submission Deadline:
 - July 24 @ noon

Post-Application:


- DAT + Neighborhood Meeting:
 - By August 13
 - July 23 if Limited Eligibility
- Supplemental Application:
 - By August 28
- Staff Presentation:
 - September 1-3
- Developer Presentations to CDBG
 - October 1
- Finance/Council Consideration:
 - November-December 2026




RFP Overview

- Anticipate at least \$10,000,000 in Affordable Housing Funds available to allocate
- CDD Funding Opportunities Website
 - For all documents
- Point of Contact: Matt Frater, AICP
 - MFrater@cityofmadison.com

2026 Affordable Rental Housing Development: Tax Credit RFP
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 **City of Madison**
Community Development Division
Suite 300, 215 Martin Luther King, Jr. Blvd.
Madison, WI 53703-3348



REQUEST FOR PROPOSALS

RFP # 15043-2026
Affordable Rental Housing Development:
Tax Credit Developments
(AHF-TC)

Release Date: June 11, 2026
Due Date: 12:00 p.m.
Thursday, July 24, 2026



Policy Guidance



City of Madison
Satya Rhodes-Conway, Mayor

Department of Planning and Community & Economic Development
Matt Wachter, Director

Community Development Division
Jim O'Keefe, Director

DRAFT



Housing FORWARD

UPDATE

January 2025 Progress Report

The **Housing Forward Initiative** was first launched in 2021 to address housing needs in Madison.

Housing Forward outlined a multi-pronged approach to address Madison's housing needs: increase housing choice, create affordable housing, combat displacement and segregation, ensure older adults and others can stay in their homes, and ensure everyone has a place to call home.

7 Increase Housing Choice

Notable Accomplishments 2022-2024:

- Proactively rezoned areas to ease the path for building thousands of new homes of all types
- Created new Transit Oriented Development (TOD) Overlay Zoning District allowing more homes near high-frequency transit
- Expanded where and how accessory dwelling units (ADUs) can be built
- Updated code language around families and households to be more inclusive and expand housing choices for unrelated renter-households across Madison
- Identifying employment, institutional and commercial areas well suited for housing
- Working to improve and streamline development review and permitting processes

What's Next:

- Advocate for state and local policies that support other homeowners
- Use Tax Incremental District (TID) programs
- Look for ways to modernize zoning division and subdivision processes simpler to use and more new lots for housing
- Pursue more code changes to support "missing middle" housing including duplexes, and small apartment buildings
- Develop pre-approved models for ADUs
- Continue to simplify standards for infill development citywide, including options that make downtown more vibrant
- Update the Urban Design process and code
- Improve technology use for more efficient development review
- Strengthen communication with UW-Madison Housing staff about student housing needs and student-focused housing proposals

City of Madison Consolidated Community Development Strategies
for the period January 1, 2025 to January 1, 2030

The community development strategies that will guide the City receives annually from the U.S. Department of Housing and Urban Development.

City of Madison Community Development
Madison Municipal Building, Suite 300 • 215 Martin Luther King, Jr. Blvd.
(608) 266-6520 • cdbg@cityofmadison.com

Dane Forward
A Five-Year Plan to Prevent Homelessness

(2024 - 2029)





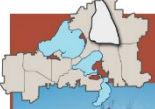


City of Madison Sustainability Plan



CITY OF MADISON SUSTAINABILITY

August 2024 Final Plan


Northeast Area Plan
Adopted September 10, 2024



CITY OF MADISON

AMENDED SEPTEMBER 10, 2024

CITY OF MADISON Comprehensive Plan



Imagine Madison
People Powered Planning


Program Goals

#1 Increase Housing Choice

Notable Accomplishments 2022–2024:

- Proactively rezoned areas to ease the path for building thousands of new homes of all types
- Created new Transit Oriented Development (TOD) Overlay Zoning District allowing more homes near high-frequency transit
- Expanded where and how accessory dwelling units (ADUs) can be built
- Updated code language around families and households to be more inclusive and expand housing choices for unrelated renter-households across Madison
- Identifying employment, institutional and commercial areas well suited for housing
- Working to improve and streamline development review and permitting processes

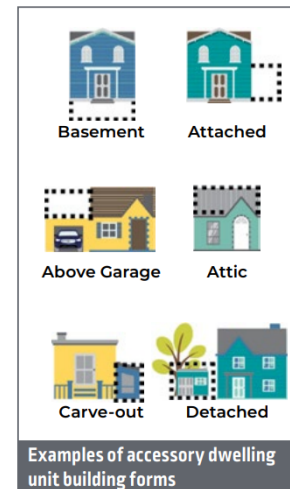
- Completed since 2022 / Ongoing
- Underway



Rise Madison construction adjacent to the Wright-Fair Oaks BRT station

What's Next:

- Advocate for state policies that support more condominiums and other homeownership options
- Use Tax Increment Financing (TIF) for affordable homeownership programs
- Look for ways to make lot division and subdivision processes simpler to create more new lots for homes
- Pursue more code and process changes to support small-scale "missing middle" housing, including duplexes, townhomes, and small apartment buildings
- Develop pre-approved plan models for ADUs
- Continue to simplify zoning standards for infill housing citywide, including specific options that make sense downtown
- Update the Urban Design process and code
- Improve technology use for more efficient development review
- Strengthen communication with UW-Madison Housing staff about student housing needs and student-focused housing proposals



Program Goals

#2 Create Affordable Housing Throughout the City

Notable Accomplishments 2022–2024:

- Committed \$12 M from TIF and \$47 M from the City's Affordable Housing Fund to develop 2,544 homes, ensuring long-term affordability for 2/3 of these
- Committed land and \$1.35 M to partners to build or renovate 9 homes with permanent affordability for moderate-income homebuyers
- Leveraged over \$200 M in tax credits through City investment to build affordable housing
- Of the City-supported affordable homes, 96% are close to Bus Rapid Transit, and 185 will be affordable for households making no more than 30% of the area median income
- Adopted downtown height incentive to support more affordable housing, including affordable student housing
- Upgraded 159 rental homes in 30 buildings to improve comfort and reduce energy bills for tenants, and working to expand the program
- Continuing work on over 13 acres of land in South Madison for future affordable housing
- Began redeveloping 346 units of public housing into 1,200 mixed-income homes at the Triangle

- Completed since 2022 / Ongoing
- Underway

- Six affordable townhomes under construction on Theresa Terrace will be completed in 2025

What's Next:

- Explore changes to TIF policy to further support affordable housing
- Continue to leverage federal resources for affordable housing and to improve the efficiency of existing affordable housing
- Explore ways to better align between state and local standards for affordable housing
- Complete the Triangle and Park/Badger housing projects to add over 1,000 new affordable homes to the City
- Initiate redevelopment projects bringing hundreds of new affordable homes near Bus Rapid Transit including the Brayton Lot, Darbo-Worthington neighborhood, and smaller sites
- Commit another \$32 M to the Affordable Housing Fund in the next two years
- Continue strategic land purchases to add more affordable housing in the city



Program Goals

#3 Combat Displacement by Supporting Choices for People to Stay in Their Homes

Notable Accomplishments 2022–2024:

Combat Displacement and Segregation

- Committed \$6.6 M of City funds and \$3.7 M in federal funds to rehabilitate 637 rental homes
- Provided \$5.5 M for downpayment assistance for 139 households
- Strategizing with property owners to extend affordability on apartments when original terms expire
- Purchasing land for affordable housing in areas facing displacement pressure

Help Residents Remain in Their Homes

- Issued 87 loans totaling \$438K in property tax assistance for older adults on fixed incomes
- Issued 268 loans totaling \$1.7 M for home repairs
- Supported 10,900 households with \$53.2 M in rental assistance and eviction defense funding

- Offered municipal service bill credits to over 500 low-income households through the MadCAP program
- Investigated over 50 complaints of housing-related retaliation

What's Next:

- Expand program for energy improvements to affordable rental homes to reduce tenant energy bills
- Phase redevelopment of public housing across the city to ensure all residents can relocate to a new home on-site or nearby
- Continue supporting MadCAP to reduce utility bills for low-income residents



Triangle redevelopment will be phased to ensure that residents need not move more than once



Program Goals

#4 Work to End Homelessness

Notable Accomplishments 2022–2024:

- Preserved two “Housing First” affordable properties by transferring them to a local non-profit dedicated to rehabilitating buildings and maintaining long-term affordability
- Secured funds to sustain Dairy Drive campground through summer 2025
- Assembled \$25 M in City/County/Federal funds to construct a new men’s shelter anticipated to open in early 2026

What’s Next:

- Support the development of a new women & family shelter by purchasing excess real estate from the Salvation Army
- Complete the new men’s shelter and secure additional public and private funding to ensure that its guests get the services needed to regain housing stability
- Continue supporting the creation of supportive housing to help people transition out of homelessness



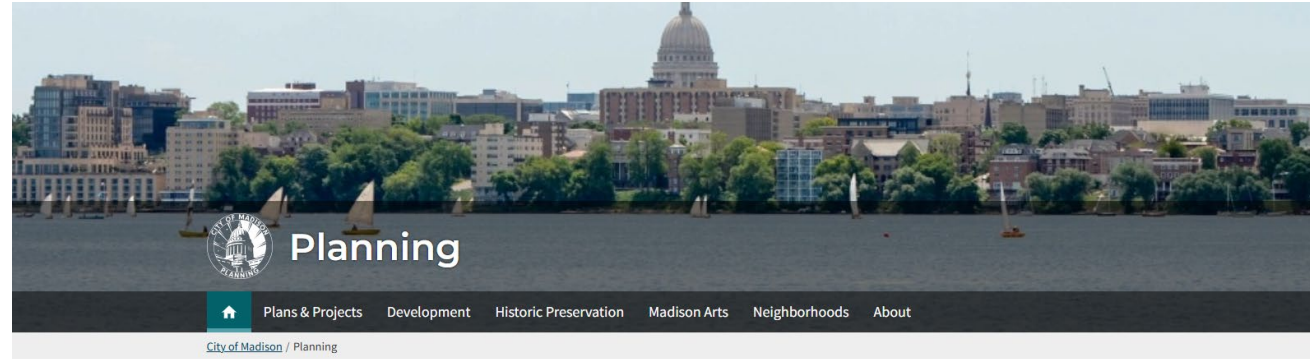
Goals & Objectives

The CDD utilizes the Affordable Housing Fund: Tax Credit RFP to support investments in these approaches by:

- **Preserving existing income- and rent-restricted housing units**, anywhere in the City
- **Developing new affordable housing in parts of the City that currently have limited access to income- and rent-restricted housing**, to facilitate geographic mobility for residents and increase overall choice
- **Developing new affordable housing in parts of the City where naturally occurring affordable housing already exists**, to improve housing stability and limit the involuntary displacement of existing residents, so long as those areas are very well served by higher-frequency public transit routes
- **Dedicating housing units for households with homeless experience** and who are referred from the community's Coordinated Entry (CE) system



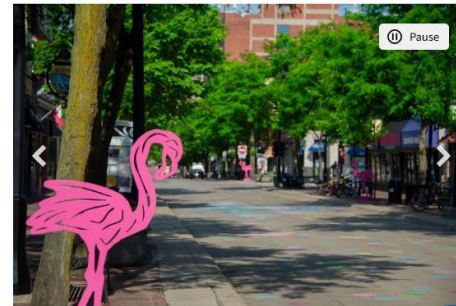
Planning Principles & Plan Consistency



Welcome to the Planning Division!

Our team works with community members, city officials, and other stakeholders to create and implement a vision for the future of Madison.

We use this vision to guide future growth and development in our rapidly growing community. We collaborate on programs and provide data that support a vibrant and inclusive city.



[Imagine Madison
Comprehensive Plan](#)



[Area Plans](#)



[Special Projects](#)



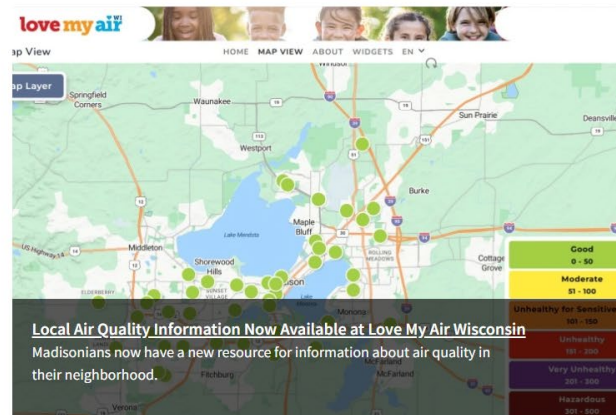
[Development
Proposals](#)



[Arts Grants](#)



Sustainability & Resilience



[Food Scraps Recycling Drop-off Returns April 11, 2026, with "Towering" New Weight Goal](#)

The first market site to reopen will be the West Community Market on Saturday, April 11, 2026.

[Madison Launching the Third Year of the Building Energy Savings Program](#)

The 2026 benchmarking and tune-up compliance window is now open!

[2025 Sustainability Wins](#)

Celebrate these 14 accomplishments and get inspired for the year ahead!

[Efficiency Navigator Providing Free Improvements for Affordable Apartment Housing](#)

Applications are now open for Efficiency Navigator in 2026, which provides free energy efficiency upgrades to affordable multifamily housing.



Sustainability & Resilience



INCOME-QUALIFIED HOUSING

Financial and Technical Support for Multifamily Development

FOCUS ON ENERGY® offers developers and design professionals consulting and financial support known as Energy Design Assistance (EDA). With EDA, you receive a free, customized, whole-building analysis of energy-saving design options. Once constructed, the building owner is provided a financial incentive towards their energy efficiency investment.

Express EDA (eEDA) is a streamlined online modeling tool to help project planners and design teams quickly evaluate whole-building energy efficiency incentives. With eEDA, Focus on Energy provides online access to build your own energy model and see projected financial incentives. From there, it works like our standard EDA offering. For developers of income-qualified housing, we provide additional consulting to support cost-effective projects and higher, unit-based incentives.



eEDA
Analysis



Financial
Modeling



Water Use
Consulting



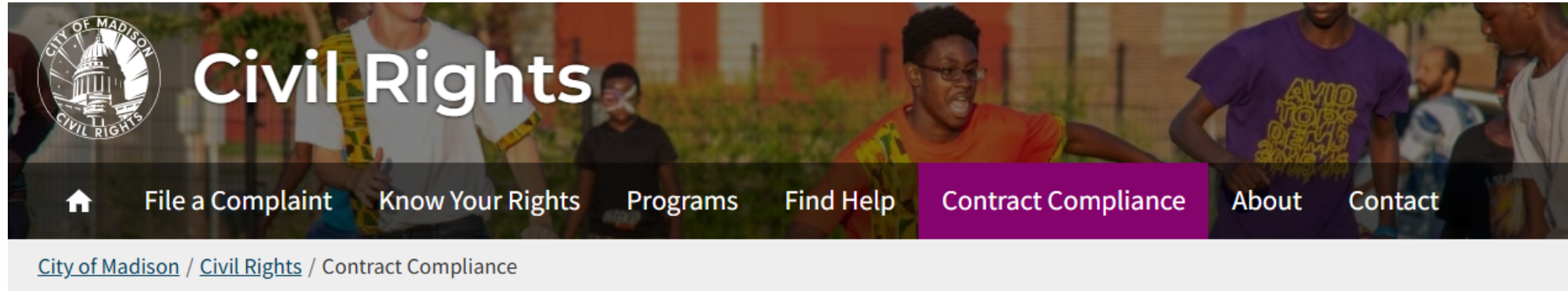
Design Options
Decision Support



Unit-Based
Construction
Incentives



Contract Compliance



Contract Compliance

[Affirmative Action Ordinance & Rules of the Affirmative Action Commission](#)

[Affirmative Action Plan](#) +

[Compliance Reporting](#) +

[Contract Compliance Forms](#)

Contract Compliance


The City of Madison is proud to have values that support and sustain our resources being invested in our partners that will help us advance equity. In order to make sure that City of Madison dollars and the dollars of our tax payers are aligned with our values, we will be conducting contract compliance on all projects we fund.


Contract Compliance provides education, evaluation and enforcement of the City's equal opportunity and affirmative action policies for all companies doing business with the City of Madison.

RFP Overview

- Anticipate at least \$10,000,000 in Affordable Housing Funds available to allocate
- CDD Funding Opportunities Website
 - For all documents
- Point of Contact: Matt Frater, AICP
 - MFrater@cityofmadison.com

2026 Affordable Rental Housing Development: Tax Credit RFP
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Community Development Division
Suite 300, 215 Martin Luther King, Jr. Blvd.
Madison, WI 53703-3348



REQUEST FOR PROPOSALS

RFP # 15043-2026
Affordable Rental Housing Development:
Tax Credit Developments
(AHF-TC)

Release Date: June 11, 2026
Due Date: 12:00 p.m.
Thursday, July 24, 2026



Agenda

RFP Overview:

- Summary
- Timeline
- Policy Guidance
- Program Goals
- Requirements & Preferences

Process Overview:

- Attachment A

Application Packet/Submission Overview:

- Attachment G

Q&A:

- FAQs will be posted to CDD Funding Opportunities page



Requirements & Preferences

Requirements:

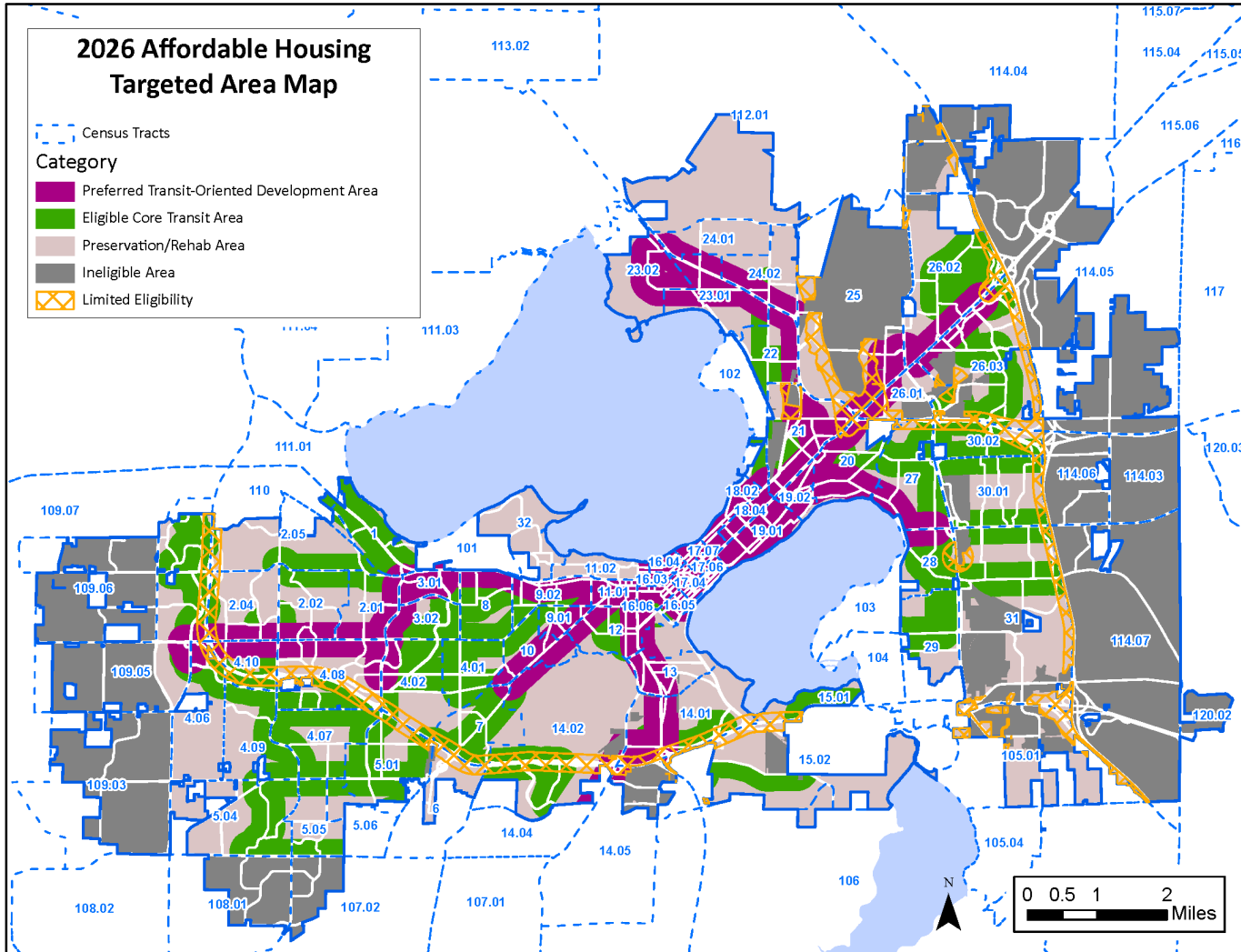
- Applications must meet all eligibility criteria outlined in the RFP

Preferences:

- Encouraged to meet as many RFP preferences as possible to ensure a competitive application
- Preferences align with Policy Guidance, consistent with other funding awards
- Proposals that commit to more preferences typically score better through competitive analysis
- Proposals that score favorably are forwarded for additional evaluation



Requirements & Preferences



Type of Development	Allowable Location
New construction or redevelopment of existing properties into rental housing	Must be in Preferred TOD or Eligible Areas
Any new construction or redevelopment in which greater than 10% of the resulting housing units are designated to serve households with homeless experience	Must be in Preferred TOD area

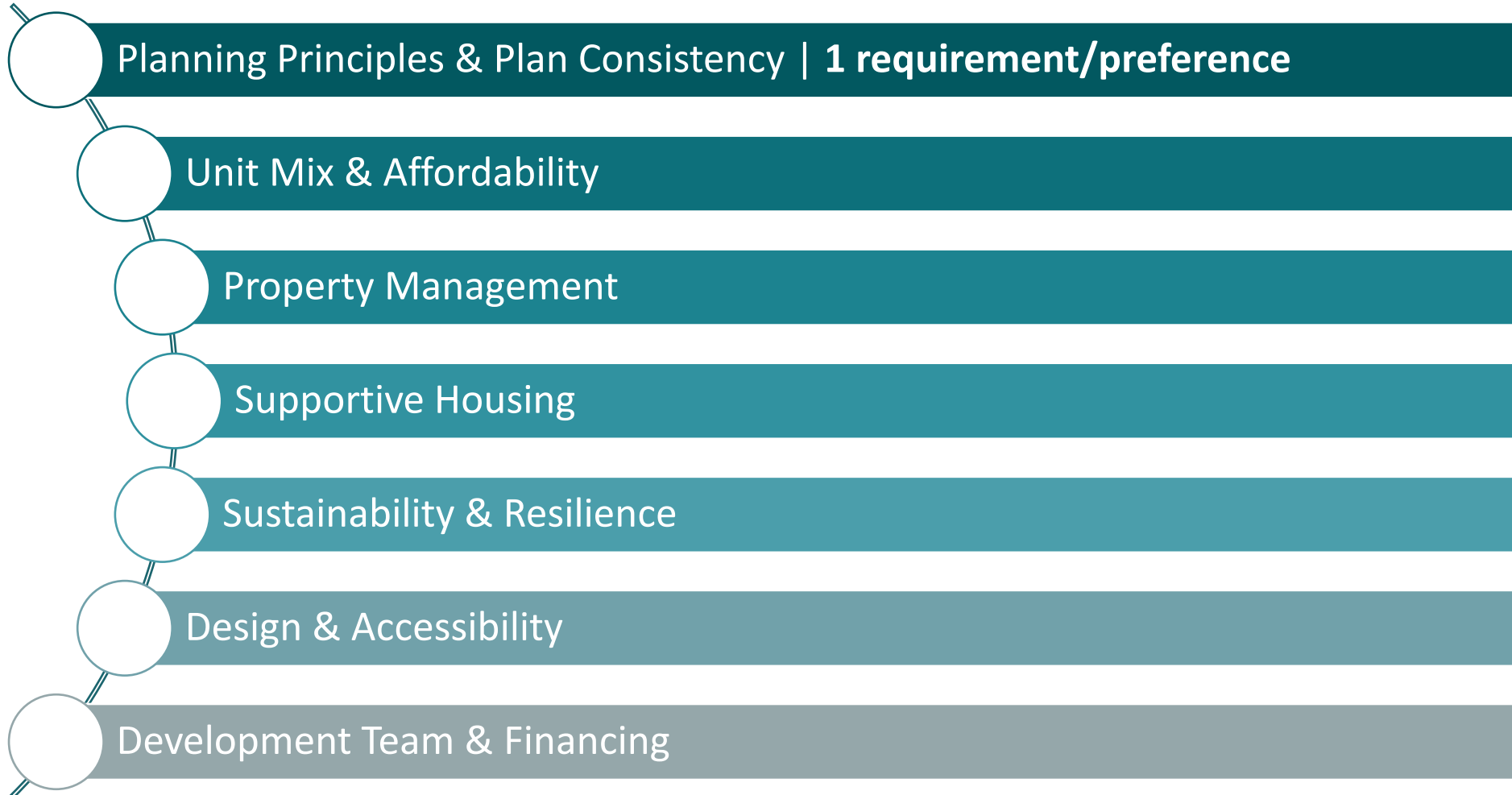
Type of Development	Allowable Location
Projects designed to preserve existing income- and rent restricted rental housing without a new-construction component	May be citywide
Projects designed to preserve existing income- and rent restricted rental housing with a new-construction component	Must be in Preferred TOD or Eligible Areas
Projects involving acquisition/rehab of existing buildings	



Requirements & Preferences



Requirements & Preferences

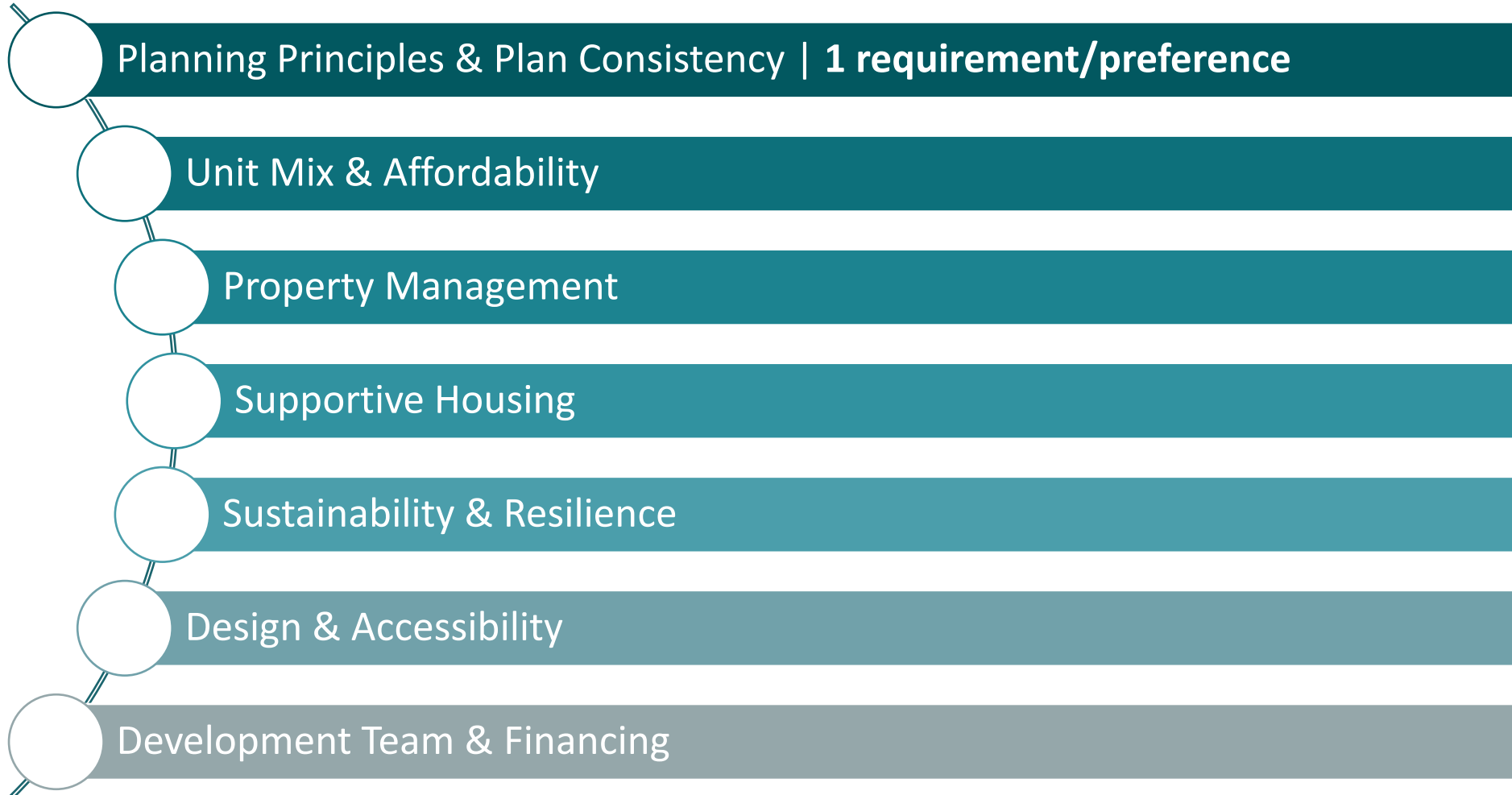


Planning Principles & Plan Consistency

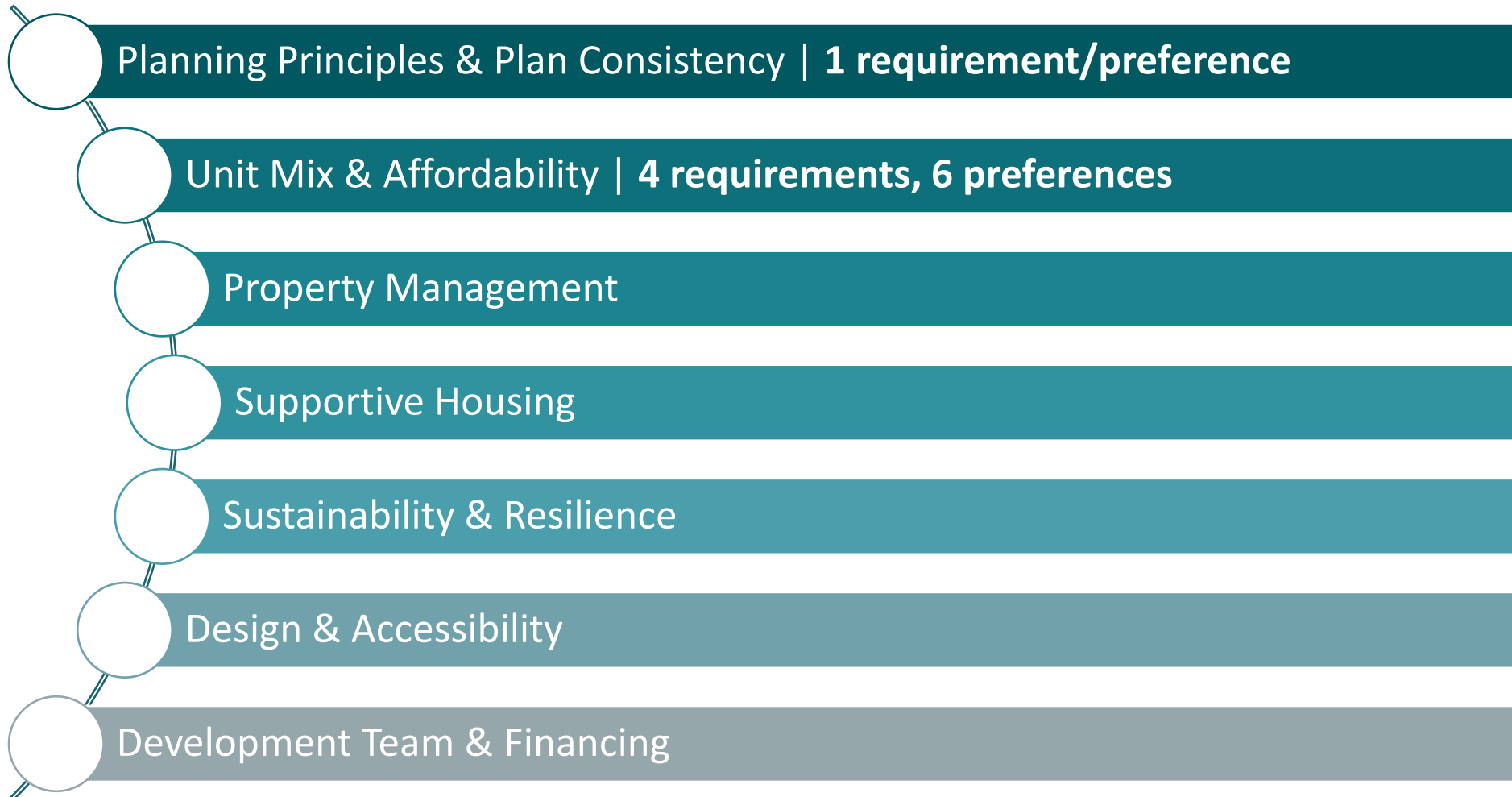
- LUA process overview from Planning
- All land use approvals required no later than February 5, 2027
- Scoring: Responsiveness to Staff Comments; Quality



Requirements & Preferences



Requirements & Preferences



Unit Mix & Affordability

Requirements

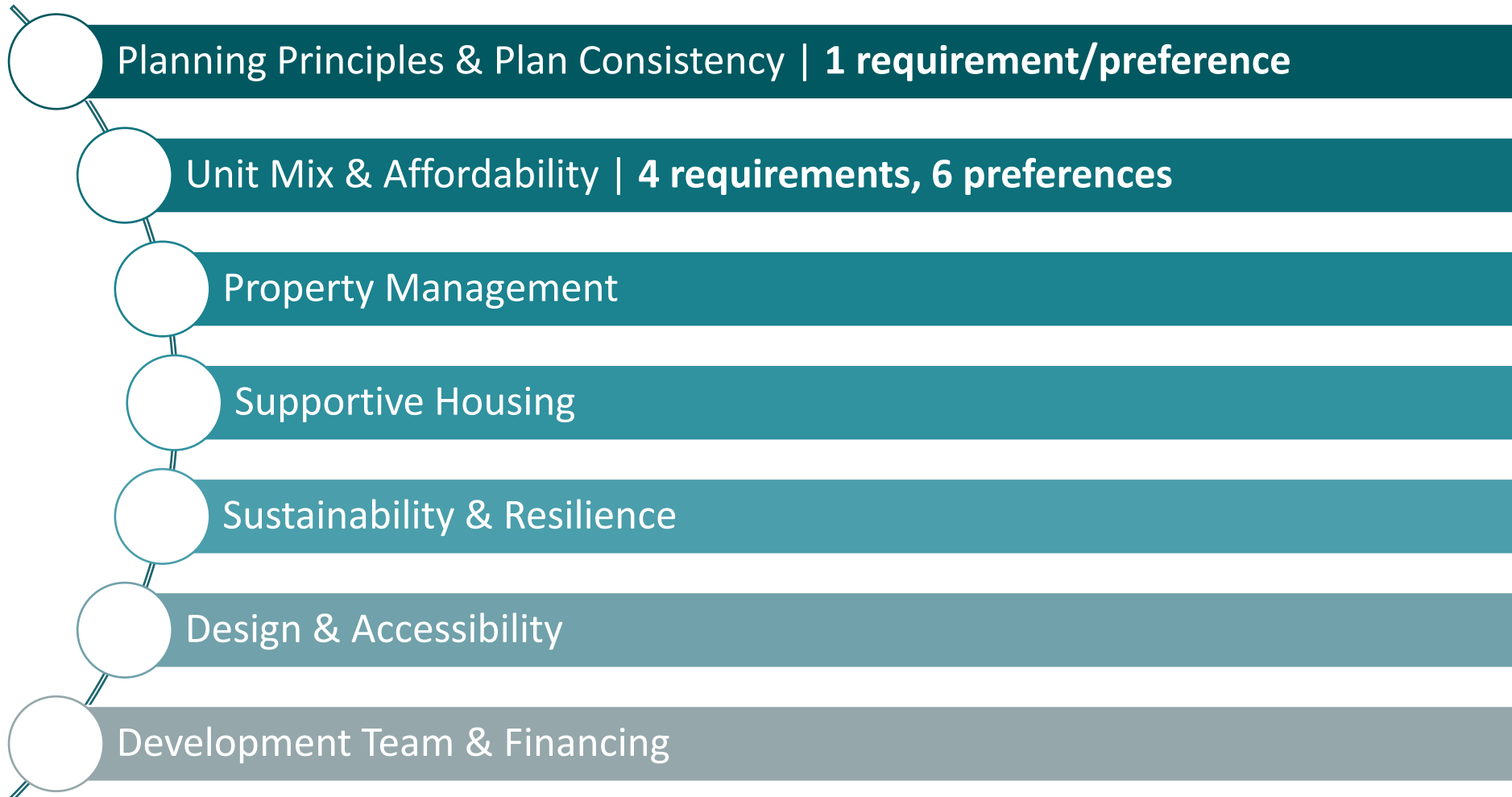
- At least 20% of total units income- and rent-restricted at or below 30% AMI
- Proportionate distribution of units of various bedroom sizes across the different unit income limits
- Minimum period of affordability of 40 years; secured by a Land Use Restriction Agreement (LURA)
- PBVs must be placed on 50% or 60% AMI units, unless otherwise restricted by the issuing authority

Unit Mix & Affordability

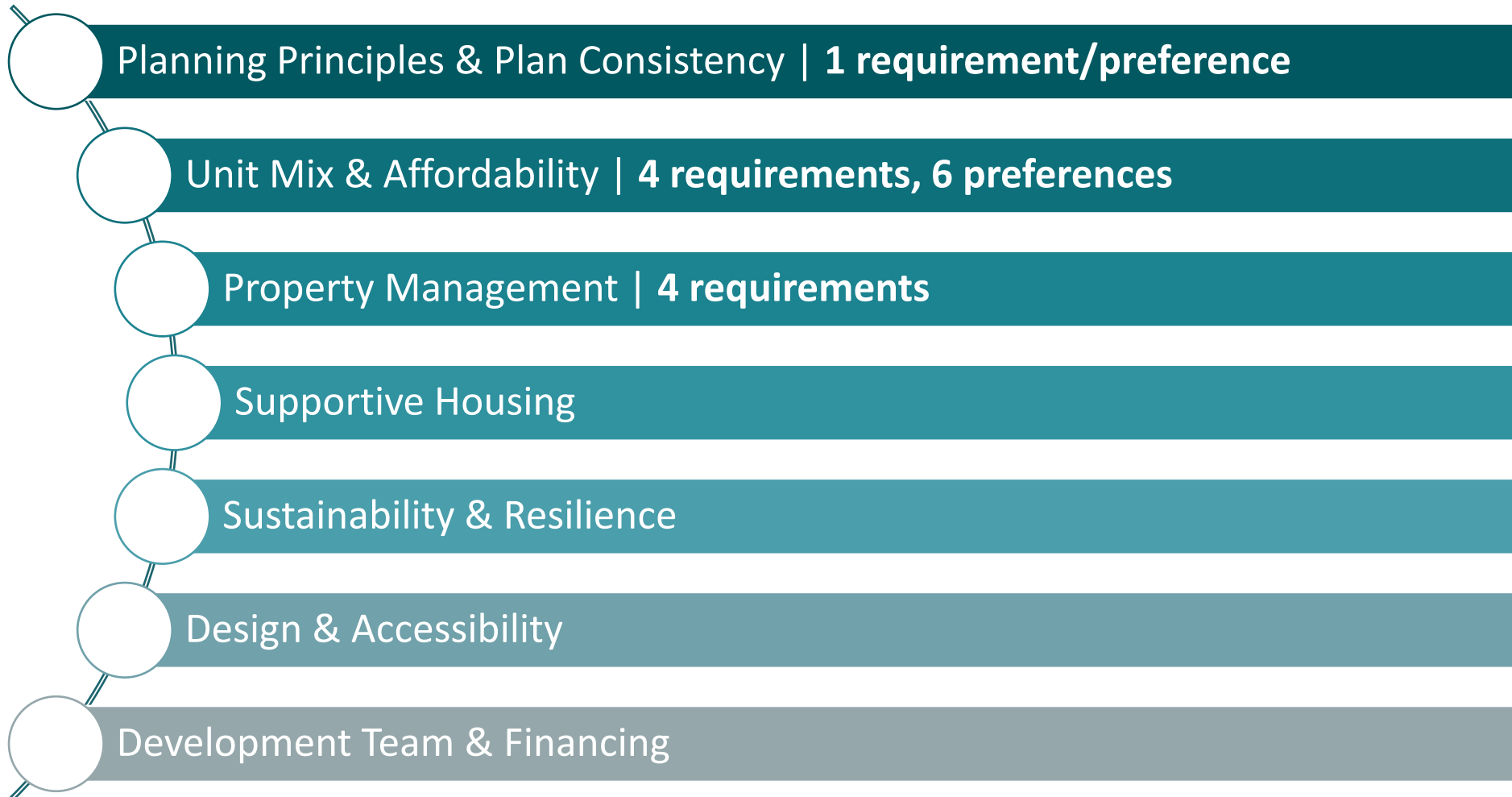
Preferences

- Proposals that commit to permanent affordability
- Obtain maximum number of points in the “Serves Lowest Income Families” section of WHEDA’s MFA
- Proposals (excl. age-restricted) in which at least 20% of units are 3+ bedroom
- At least 40% of total units income- and rent-restricted at or below 50% AMI
- Model initial rents for 50% and 60% units at not more than 90% of the maximum allowable rent
- Designate income- and rent-restricted units at or below 40% AMI

Requirements & Preferences



Requirements & Preferences

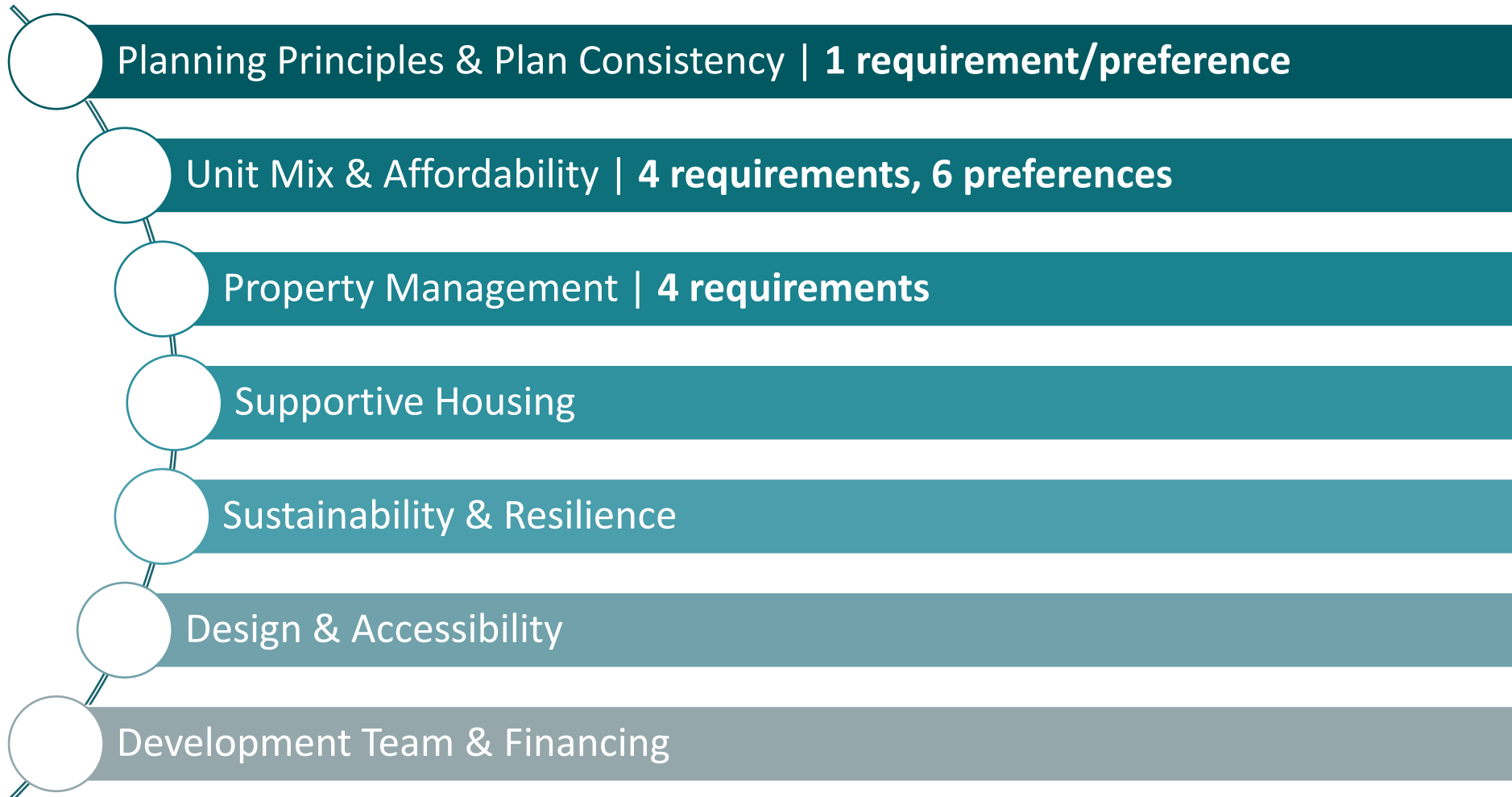


Property Management

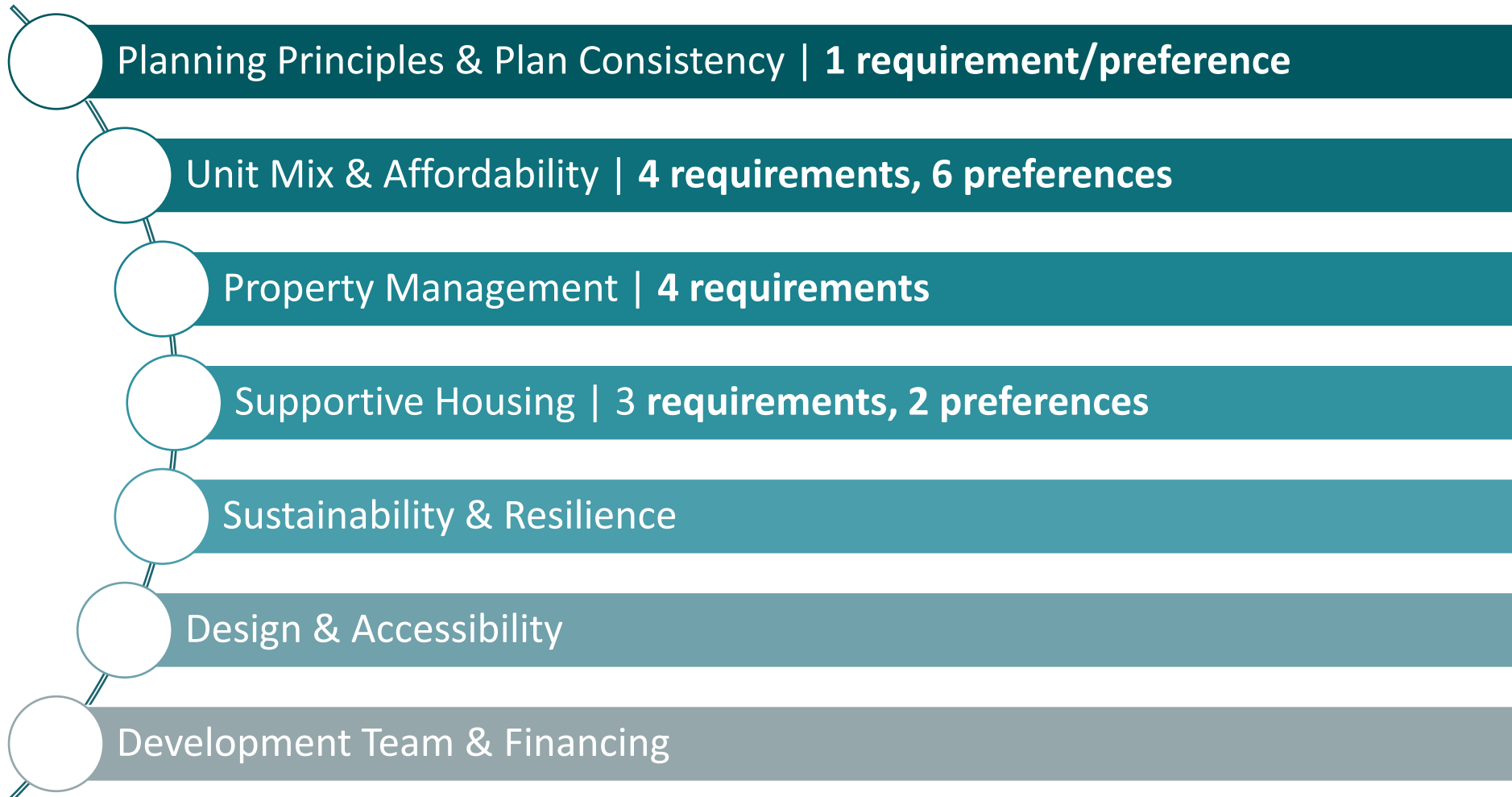
Requirements

- The developer/ownership entity will be held responsible to ensure that:
 - Property is continuously supported by professional property management with sufficient on-site presence
 - Property management staff has undergone training sanctioned by the City of Madison
 - Property manager responds in a timely and sufficient manner to inquiries, concerns or complaints
 - No property within the City of Madison, for which it is sole or part owner, is the subject of an unresolved dispute, legal complaint or enforcement action involving agencies of city government
- Rent increases are limited to 2% annually for lease renewals
- Non-renewals of leases may only be issued in response to serious lease violations or a repeated pattern of minor violations, and must contain written notification to the tenant with an opportunity for appeal
- Developments must utilize a Tenant Selection Plan (TSP) and Affirmative Marketing Plan (AMP) consistent with the City of Madison TSP/AMP Standards for all units throughout the period of affordability

Requirements & Preferences



Requirements & Preferences



Supportive Housing

Requirements

- At least 20% of total units must be designated as Supportive Housing Units for targeted populations in need of support services
 - Must have a Memorandum of Understanding (MOU) by time of financial closing
- Units set aside units for households with homeless experience
 - Referrals for these units must come through the Coordinated Entry manager, either from a Rapid-Rehousing Program or Rapid-Rehousing-eligible households (unless otherwise directed by CDD) for the duration of the period of affordability
 - Must have a Memorandum of Understanding (MOU) with a service partner by time of financial closing
 - Include source of ongoing funding sufficient to provide support services through the period of affordability
- Ongoing coordination between the Developer, Property Manager and Service Providers that includes
 - Supportive Services Plan due with application
 - Lease-up/referral to ensure that units are leased to target population
 - Coordination meetings with Developer, Property Manager, and Service Provider
 - Annual reporting of Supportive Housing Units filled via referral

Supportive Housing

Preferences

- Hard set-aside for units reserved for households with homeless experience
- Dedicated onsite space for supportive services

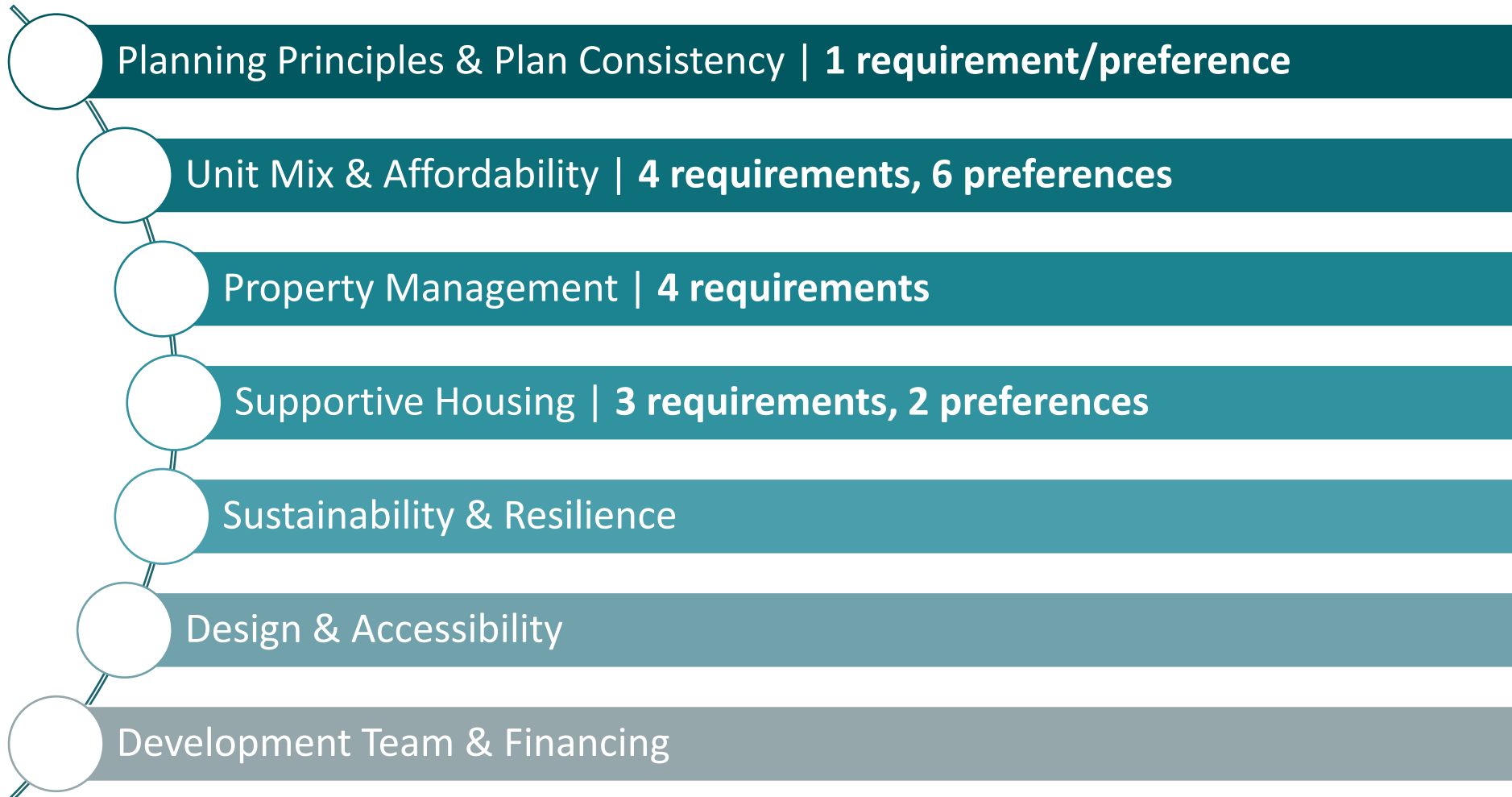
Supportive Housing

ATTACHMENT D SERVICE PROVIDERS AGENCIES

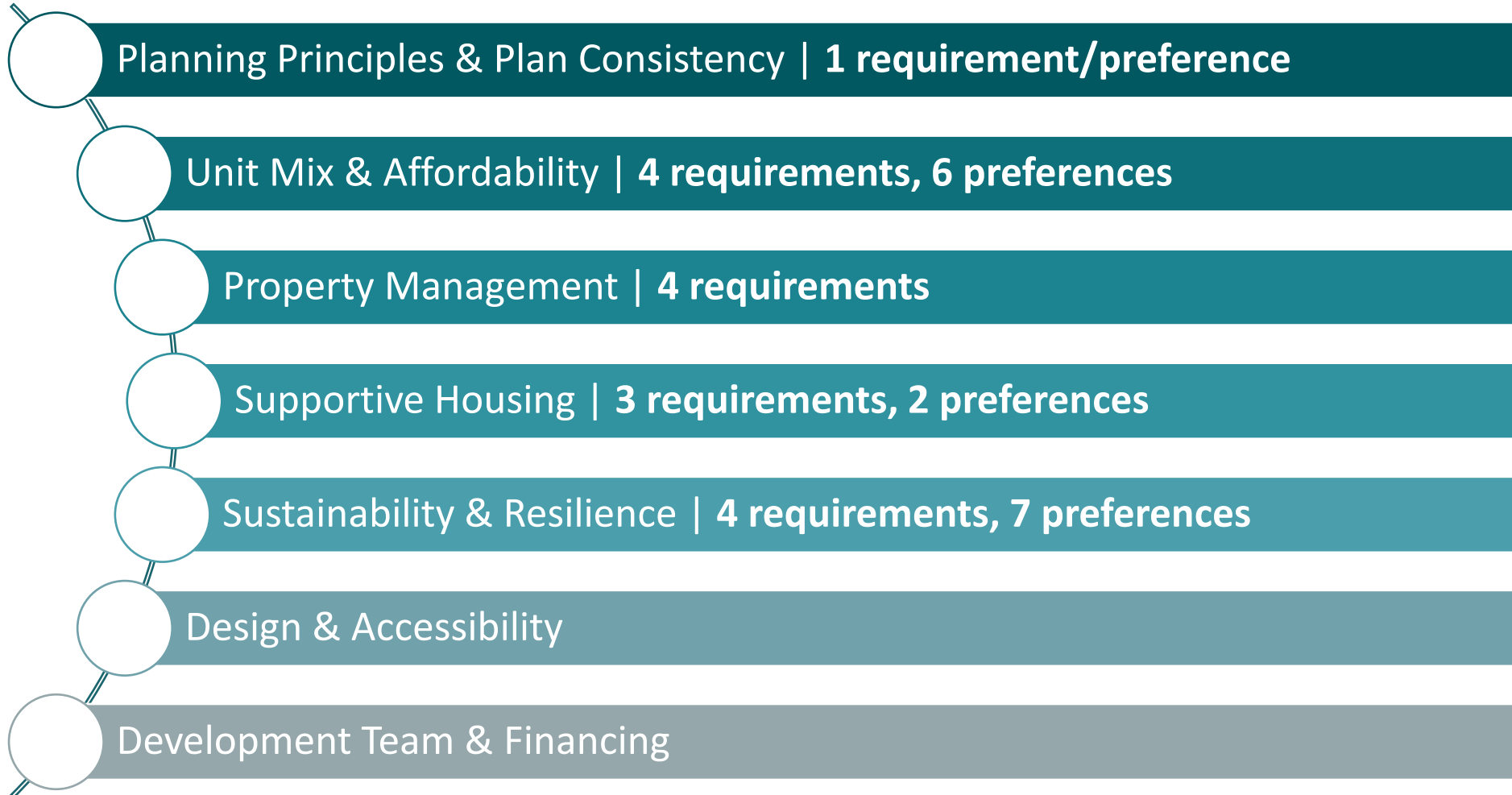


Providing supportive services for
Individuals and/or Families Experiencing Homelessness

Requirements & Preferences



Requirements & Preferences



Sustainability & Resilience

Requirements

- Applicants must apply to Focus on Energy Design Assistance
 - New Construction Proposals
 - Must submit application to full New Construction Energy Design Assistance and/or Express Energy Design Assistance (eEDA) Program
 - Must select energy efficiency options that will yield at least 20% projected Energy Use Intensity (EUI) savings over baseline energy code
 - Rehabilitation Proposals
 - Must obtain a Focus on Energy Audit, or similar process, to identify energy efficiency strategies, financial incentives, and rebates
 - Must select energy efficiency options that yield maximum feasible EUI savings over baseline energy code
- Minimum 30 kW photovoltaic array
- Minimize parking onsite as much as is feasible

Sustainability & Resilience

Preferences

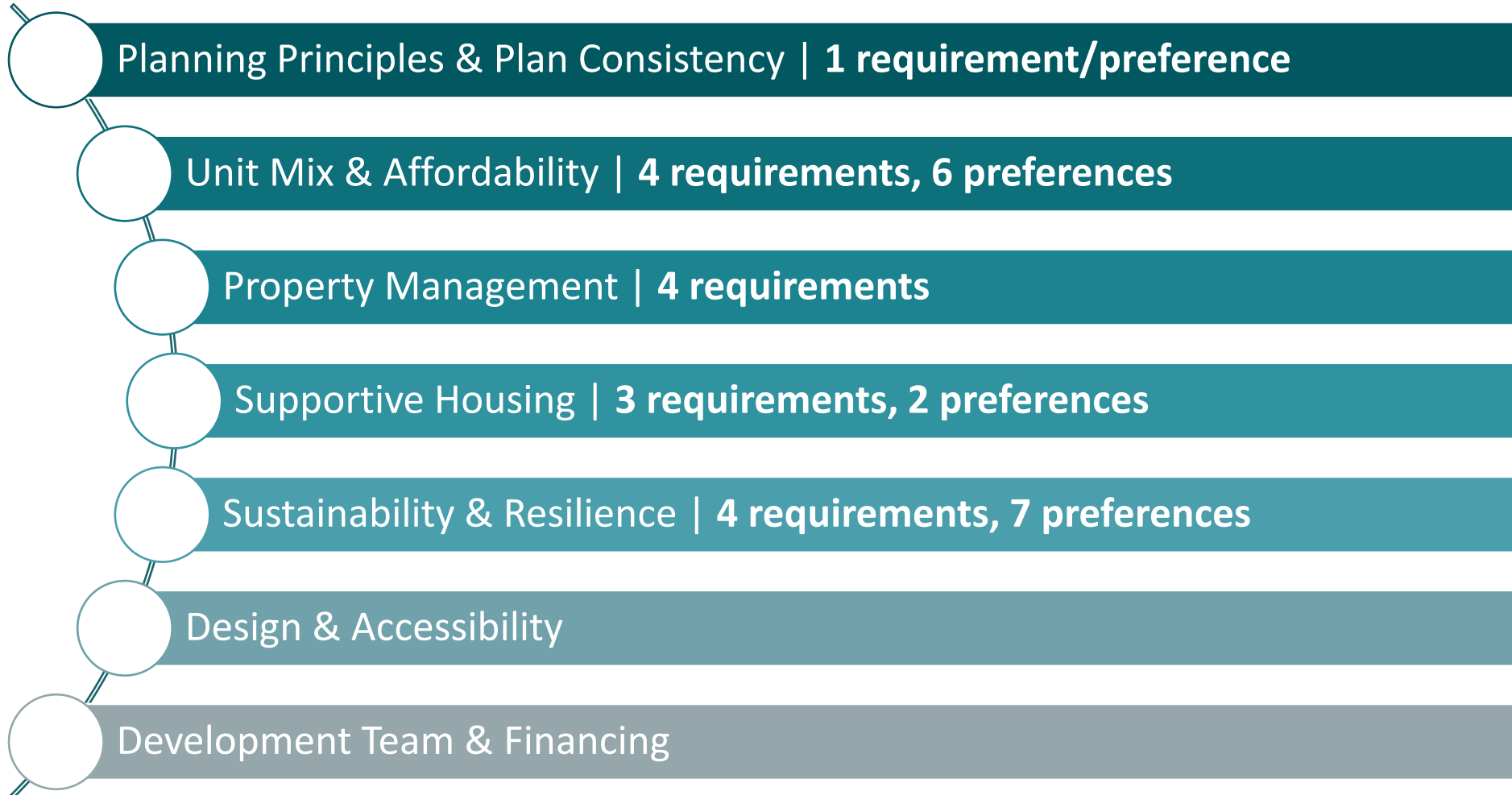
- Proposal reflects full electrification of HVAC systems and appliances
- Proposal claims points in WHEDA Multifamily Application for Advanced Certification
- Proposal receives EPA Indoor airPLUS Certification
- Proposal includes a photovoltaic array sized to offset 20% or more of total building annual load, or 70% of common area annual load
- Proposal optimizes building design to accommodate maximized future photovoltaic capacity (e.g. solar ready for photovoltaic expansion)
- Proposal includes additional energy efficiency, renewable energy, and/or decarbonization features that exceed minimum requirements, such as EV charger installation, etc.
- Utilize ENERGY STAR certified appliances, equipment, and materials

Sustainability & Resilience

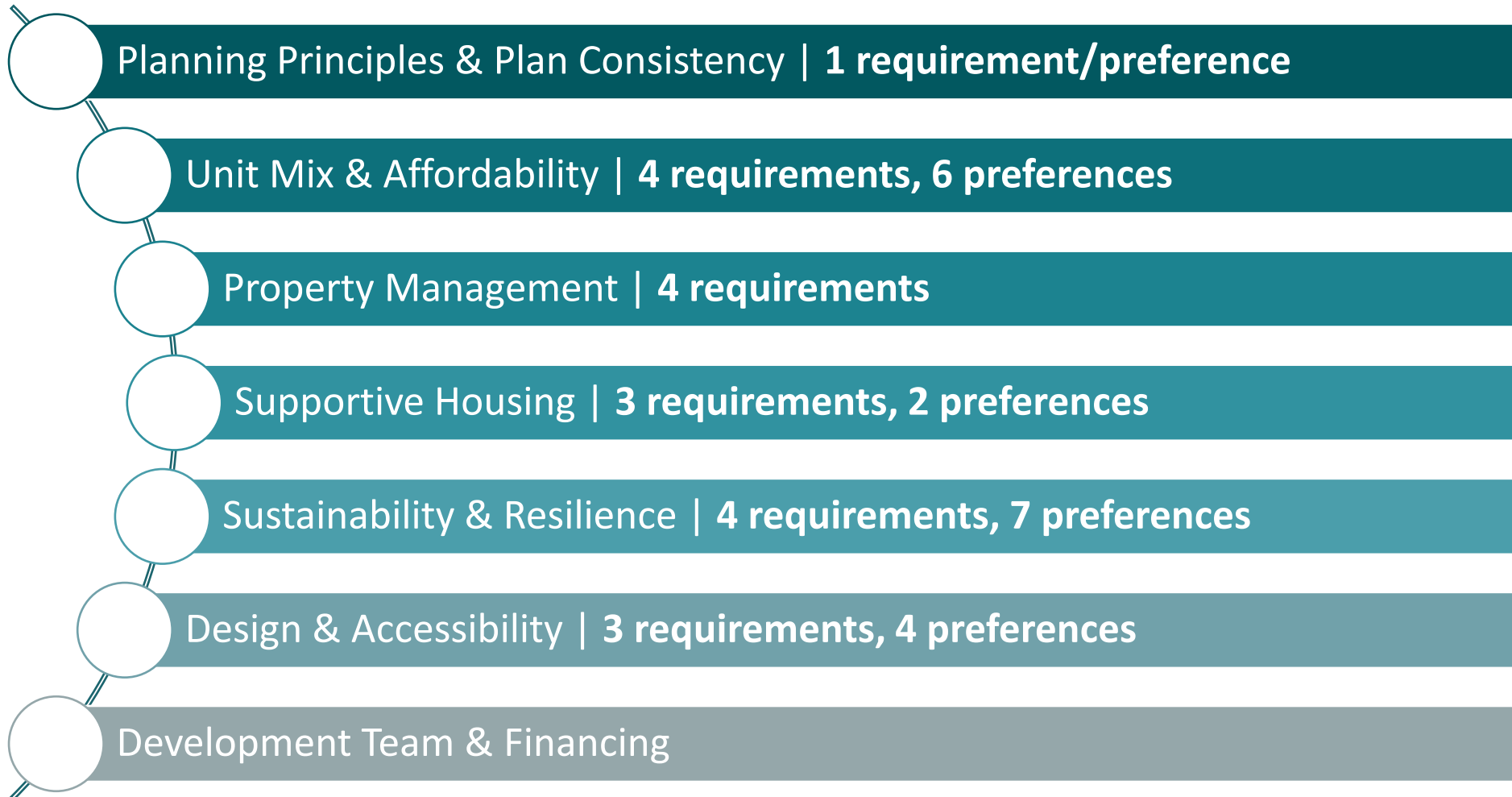
- Overview from Focus on Energy
- Must submit confirmation with Application



Requirements & Preferences



Requirements & Preferences



Design & Accessibility

Requirements

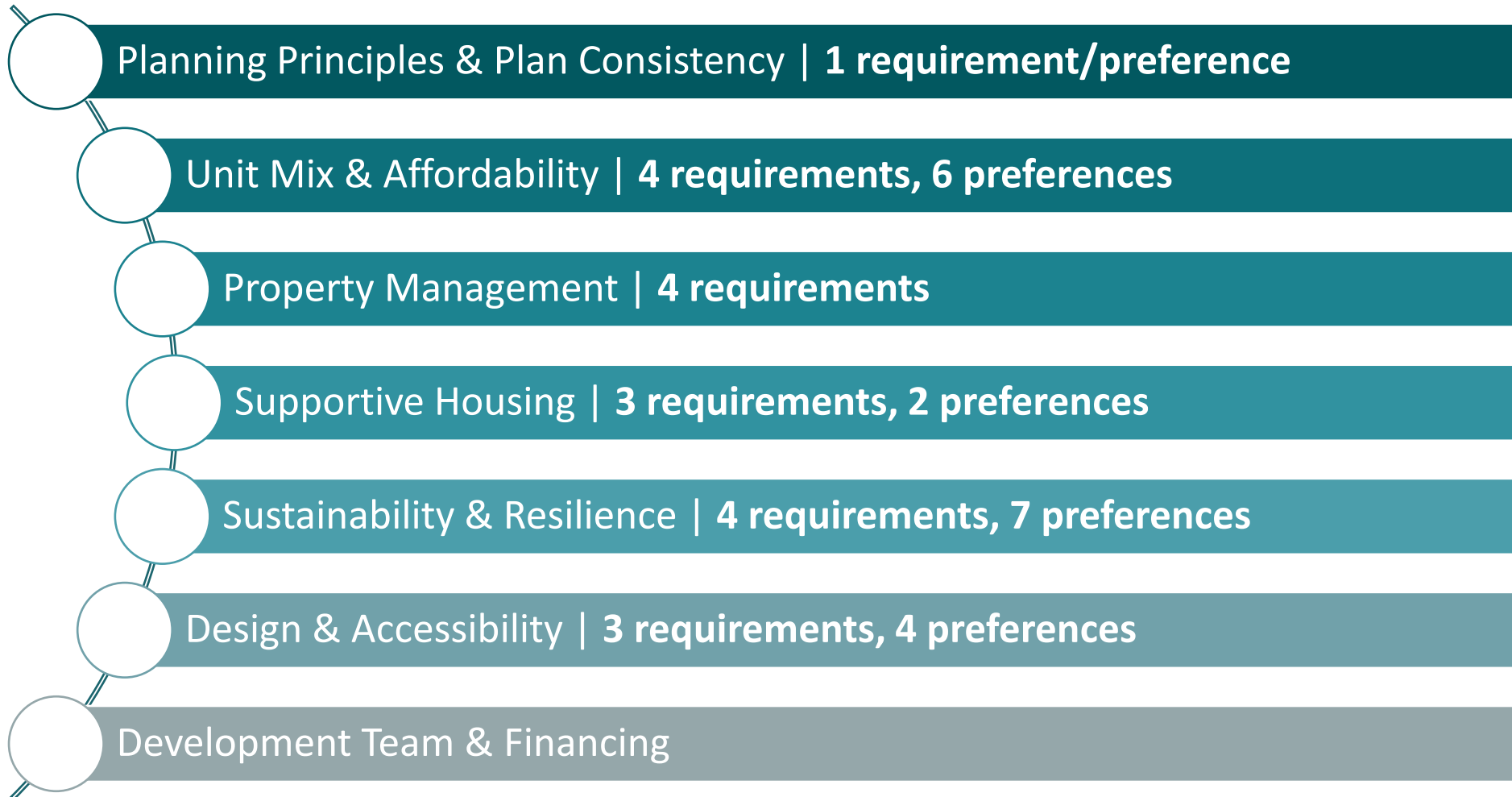
- Incorporate WHEDA Universal Design components to the greatest extent possible
 - At least 50% of total units must be designed to WHEDA Universal Design Requirements
 - Where WHEDA requires less than 20% of units in a specific requirement, CDD requirement is twice the percentage of the WHEDA requirement
 - At least 50% of total units must be classified as Type A units, or Type B units convertible to Type A
 - All common spaces, offices, and areas accessible to tenants, including elevator accessible units, must be fully visitable
 - Proposals for family housing must include at least one onsite play space for children, either indoor or outdoor
 - Proposals must include at least one community room or large common space for use by tenants and generally accessible at no or nominal cost

Design & Accessibility

Preferences

- Proposal reflects unique and creative partnerships to utilize commercial spaces that benefit the surrounding neighborhood
- Proposal incorporates WHEDA's Universal Design components into as many units as is feasible
- During the AHF-TC application process, the proposal identifies a specific partnership that will lease commercial space in the property, at low or no-cost, for a neighborhood-enhancing venture
- Proposal includes the use of creative outdoor amenities as usable open space

Requirements & Preferences



Requirements & Preferences



Development Team & Financing

Requirements

- Applicants must submit realistic and feasible sources of funding
 - Include other soft sources of funding the proposal is competitive in and eligible for
 - Only one financial model/scenario may be submitted per site
- Defer the maximum feasible developer fee, unless a portion of the fee is proposed as a source of funding for Supportive Service Coordination
- All co-developer team members are expected to play active roles in all aspects of the development process

Development Team & Financing

Preferences

- Proposals that incorporate creative financing solutions to emerging needs, whether for development or tenant benefit
- A proposal that provides for a minimum 24% stake in all aspects of the development for emerging developers and/or ACRE graduates
- A proposal from a non-profit entity, currently providing services or development within the Madison community, 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 and a General Partner Purchase Option, Right of First Refusal, or controlling interest in the ownership entity

Scoring Criteria

Scoring Criteria

The following presents the criteria used in scoring development proposals. While important, assigned scores serve primarily to determine relative strengths of proposals. Proposals that score favorably are recommended for further assessments leading to funding decisions.

Scoring Criteria	Points Available
Geographic Eligibility / Proposed Site <ul style="list-style-type: none"> Preferred TOD Area Suitability of site and connectivity to amenities 	10
Planning Principles & Consistency <ul style="list-style-type: none"> Responsiveness to Planning/Zoning comments received 	5
Unit Mix & Affordability <ul style="list-style-type: none"> Permanent Affordability Serves Lowest Income Families At least 40% of units at or below 50% AMI 50% and 60% rents modeled at lowest feasible level Includes 40% AMI units 	15
Property Management <ul style="list-style-type: none"> Completeness of plan to ensure quality property management Performance and experience with other properties developed by applicant 	15
Supportive Housing <ul style="list-style-type: none"> Units set-aside for households with homeless experience Hard-set aside for units serving households with homeless experience Dedicated space onsite for support services Amount of funding for support services/FTEs on site Quality of Supportive Service Plan Experience of Support Service Coordinator 	15
Sustainability & Resilience <ul style="list-style-type: none"> Full electrification Advanced Goal Commitment in WHEDA MFA EPA Indoor airPLUS certification Photovoltaic array sized to offset annual load Building design accommodates future solar capacity Additional efficiency, renewable, or decarbonization features 	10
Design & Accessibility <ul style="list-style-type: none"> Unique partnership(s) for commercial space(s) As many Universal Design units as is feasible Low/no-cost neighborhood-serving commercial pre-identified Creative outdoor/usable open space amenities 	10
Development Team & Financing / Financial Feasibility <ul style="list-style-type: none"> Experience in affordable development Emerging developers/ACRE graduate co-developers (min. 24% stake) Non-profit developer involvement 	10
Overall Responsiveness <ul style="list-style-type: none"> Overall creativity and responsiveness 	10

A staff review team formulates recommendations for financial assistance to selected projects, which are presented for review to the CDBG Committee. Following its review and any modifications it chooses to make, the Committee forwards the recommendations to the Finance Committee for review and to the Common Council for final action. The Common Council has final authority with respect to offers of financial assistance.

- Directly carry over from Preference selections
- Overall creativity & partnerships
- Not sole determining factor in funding recommendations
- Lead to Further Evaluations

Additional Resources

Attachment A:

2026 AHF-TC: Attachment A



City of Madison
Community Development Division
Suite 300, 215 Martin Luther King, Jr. Blvd.
Madison, WI 53703-3348



Attachment A: Proposal Submission Process & General Administrative Information

RFP # 15043-2026

**Affordable Rental Housing Development:
Tax Credit Developments
(AHF-TC)**

Attachment G:

2025 AHF-TC: Attachment F

I. Proposal Response Format

Proposals and all required additional documentation must be submitted electronically via email to CDDapplications@cityofmadison.com in the form of the completed application documents provided, converted to PDF. Submit one combined PDF of the application materials. The subject line must read **Affordable Rental Housing Development: Tax Credit Application**.

The response to the RFP should be complete and comprehensive but succinct. Attachments of documents not specifically requested should not be submitted and will not be reviewed. Applicants are welcome to email a link to a dropbox for application download, however the City will not provide one.

II. Required Information and Content of Proposals

Proposals must include the following documents listed below to be considered complete and eligible for consideration. Include only required information, in one combined PDF, compiled in the following order.

1. **Cover Letter**
2. **RFP Application Form**
 - a. Available on [CDD Funding Opportunities](#) webpage
3. **RFP Budget Workbook**
 - a. Available on [CDD Funding Opportunities](#) webpage
4. **Development Team Experience & Capacity**
 - a. Maximum 2 pages for lead developer
 - b. Maximum 1 pages for co-developer
 - c. Organizational Chart of ownership entities (including applicant, all partnerships, and owning/controlling interest percentages)
5. **Property Manager Experience & Capacity**
 - a. Maximum 1 page
6. **Supportive Service Coordinator Letter of Engagement and Draft Supportive Service Plan**
 - a. Draft Supportive Service Plan
 - b. Letter(s) from Supportive Service Coordinator(s) detailing their role in the partnership, staffing, approach to working to end homelessness, and funding made available
7. **Preliminary Site Plan and Elevations**
 - a. If unavailable at time of AHF-TC Application, must submit by time of Supplemental Application
8. **Capital Needs Assessment** (rehabilitation proposals only)
 - a. If unavailable at time of AHF-TC Application, must submit by time of Supplemental Application
9. **Tenant Selection Plan** consistent with Attachment C-1
10. **Focus on Energy Design Assistance Application Confirmation**
11. **Completed Designation of Proprietary and Confidential Information** (if applicable)



Additional Resources

RFP Timeline:

2026 Affordable Rental Housing Development: Tax Credit RFP
Page 4 of 14

RFP CALENDAR

These dates represent the CDD's anticipated timeline for providing a commitment of financing to selected projects. Any revision to the due date for staff contact or submission of application documents will be made by addendum. Not meeting such deadlines may be cause for proposals to be deemed ineligible for consideration. All other dates are for planning purposes and may be adjusted without notice.

Date	RFP Activity
June 11, 2026	RFP Released
June 22, 2026	RFP Application Workshop (Registration on RFP Website)
July 9, 2026	Deadline for Making Initial Staff Contact
July 24, 2026 12PM	DEADLINE FOR SUBMITTING PROPOSALS
July 24, 2026	Deadline to Contact Common Council Office to Schedule Neighborhood Meeting
August 13, 2026	– Deadline to meet with Development Assistance Team (DAT) – Deadline to hold Neighborhood Meeting
August 21, 2026	CDD sends requests for Supplemental Application
August 28, 2026	Applicants to submit Supplemental Application
Week of August 31, 2026	Applicant Presentations to Staff
October 1, 2026	Applicant Presentations to CDBG Committee
November 2, 2026	WHEDA Project Concept Submission
November 24, 2026	Staff funding recommendations submitted to Common Council
November 30, 2026	City Finance Committee considers funding recommendations
December 3, 2026	CDBG Committee reviews and acts on Staff funding recommendations
December 8, 2026	Common Council makes final funding decisions
January 2027	– Commitment Letters (Notification of Award) sent – Term Sheet Development
December 2026 – January 2027	Deadline for full Land Use Application for all projects (or earlier if required by WHEDA). Final deadline will be communicated to proposers once 2027 Development Review Schedule is published
February 5, 2027	Full WHEDA Application Submission for
Mid 2027 - Mid 2028	Anticipated contract effective date(s)/ Start of Construction

**Development Review Schedule Submittal Deadlines after December 31, 2026 are projected and subject to change. All proposals must have received land use approval by no later than February 5, 2027.*

Attachment A Timeline:

2026 AHF-TC: Attachment A

PROCESS DEADLINES SUMMARY TIMELINE

This table contains some, though not all, important deadlines and key dates related to the RFP application process that require action on behalf of the applicant.

Any revision to the due date for submission of proposals will be made by addendum. All other dates are for planning purposes and may be adjusted without notice.

Date	RFP Activity
June 11, 2026	RFP Released
June 22	RFP Application Workshop
July 9	Deadline for Making Initial Staff Contact
July 23	Deadline for Alder/Neighborhood Assn Contact
July 23	Deadline for Focus on Energy Application
July 23	Deadline for DAT Meeting (if Limited Eligibility)
July 24	Deadline for Submitting Proposals
July 24	Deadline to Schedule Neighborhood Meeting
August 13	Deadline for DAT Meeting (all proposals)
August 13	Deadline to hold Neighborhood Meeting
August 21	CDD sends request for Supplemental Application information
August 27	Deadline to complete Focus on Energy Preliminary BRD
August 28	Deadline to submit Supplemental Application
Week of August 31	Applicant Presentations to Staff
October 1	Applicant Presentations to CDBG Committee
November 24	Staff funding recommendations submitted to Common Council
December 2025 – January 2026	Deadline for full Land Use Application for all projects. Final deadline will be communicated to proposers once 2026 Development Review Schedule is published
November 30	City Finance Committee considers funding recommendations
December 3	CDBG Committee reviews and acts on Staff funding recommendations
December 8, 2026	Common Council makes final funding decisions

**Development Review Schedule Submittal Deadlines after December 31, 2026 are projected and subject to change. All proposals must have received land use approval by no later than February 5, 2027.*



Additional Resources

All Resources:

1

Review RFP Guidelines and Resources

Please read the RFP Guidelines and all Attachments carefully before completing your Rental Housing Development Application. The target area map and contract requirements are included for your information.

- [Affordable Rental Housing Development: Tax Credit RFP Guidelines PDF](#)
- [Attachment A: Proposal Submission Process PDF](#)
- [Attachment B: Affordable Housing Fund Target Area Map \(Printable\) PDF](#)
- [Attachment B: Affordable Housing Fund Target Area Map \(Searchable\)](#)
- [Attachment C1: Tenant Selection Plan Standards PDF](#)
- [Attachment C2: Affirmative Market Plan Standards PDF](#)
- [Attachment D: Supportive Service Agencies PDF](#)
- [Attachment E: Designation of Confidential and Proprietary Information PDF](#)
- [Attachment F: Federal Funding Requirements PDF](#)
- [Attachment G: Proposal Submission Checklist PDF](#)
- [Sample Loan Agreement and Contract Requirements PDF](#)
- [Sample 40-Year Land Use Restriction Agreement PDF](#)
- [Sample Permanent Land Use Restriction Agreement PDF](#)



Important Notes

- Required contacts in Attachment A
- Detailed timeline in Attachment A
 - Ensures deadlines are met for successful proposals
- Reach out for staff contacts as soon as is feasible
- Complete processes as soon as is feasible



RFP Timeline *in brief*

Pre-Application:

- Application Workshop:
 - June 22
- Contact CDD:
 - by July 9
 - CDD will coordinate with Planning
- Discuss with Alder/NA
 - by July 23
- Focus on Energy Initial Application Deadline
 - July 23
- DAT Deadline (if Limited Eligibility)
 - July 23
- Submission Deadline:
 - July 24 @ noon

Post-Application:

- DAT + Neighborhood Meeting:
 - By August 13
- Focus on Energy BRD Deadline
 - August 27
- Supplemental Application:
 - By August 28
- Staff Presentation:
 - September 1-3
- Developer Presentations to CDBG
 - October 1
- Finance/Council Consideration:
 - November-December 2026



RFP Timeline *in brief*

Pre-Application:

- Application Workshop:
 - June 22
- Contact CDD:
 - by July 9
 - CDD will coordinate with Planning
- Discuss with Alder/NA
 - by July 23
- Focus on Energy Initial Application Deadline
 - July 23
- DAT Deadline (if Limited Eligibility)
 - July 23
- **Submission Deadline:**
 - **July 24 @ noon**

Post-Application:

- DAT + Neighborhood Meeting:
 - By August 13
- Focus on Energy BRD Deadline
 - August 27
- Supplemental Application:
 - By August 28
- Staff Presentation:
 - September 1-3
- Developer Presentations to CDBG
 - October 1
- Finance/Council Consideration:
 - November-December 2026





Questions?

City of Madison Community Development Division

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