

**Dane County**

**Department of Human Services**

**Division of Housing Access & Affordability**

**FCHF 2024 Guidelines**

# 

# **Dane County Fair Chance Housing Fund**

**2024 Guidelines and Application for Financing**

**Application Deadline: May 29, 2024**

**11:59PM (CST)**

**Proposals Must Be**

**Uploaded to:** [**Dane County FCHF Dropbox**](https://countyofdane.sharefile.com/r-r4d55d29b141a4d0d87f03a2f6628f5ca)

**\*Late, faxed, mailed, hand-delivered or unsigned proposals will be rejected\***

**Direct All Inquiries To:**  **Ashley Ballweg**

Housing Program Specialist

608-338-4420

ballweg.ashley@danecounty.gov

**Date Issued: April 15, 2024**

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# **Background and Funding Sources**

*Capital Funding*

The Dane County Fair Chance Housing Fund (FCHF) was established in 2023. The purpose of the FCHF is to expand affordable housing options for households in which at least one individual has been criminal justice involved; meaning a household member has been formerly incarcerated or currently under probation, parole, or extended supervision.

The 2023 Dane County Capital Budget has dedicated $4 million to produce units for the Fair Chance Housing Fund.

*Operating Funding for Supportive Services*

In addition, the 2024 GPR budget dedicated up to $217,500 in operating funds for an applicant or applicant’s agency partner to provide supportive services for tenants across all awarded projects. Funding is renewable for the life of selected projects pending the approval of future Dane County Budgets. These dollars must be used to provide services specifically for the residents residing in the awarded development project. Services should be focused on reentry to the community from incarceration, including building economic and housing stability with eligible tenants.

The contract shall be effective on the date indicated on the contract execution date and shall run for one year from that date, with an option by mutual agreement of the County and contractor, to renew for four (4) additional one-year periods.

At the time of contracting with the Department of Human Services, agencies must be registered entities in good standing with the Wisconsin Department of Financial Institutions.

Contracts with the Department of Human Services limit administrative costs/expenses to a 15% ceiling. Funding for indirect administrative costs will only be awarded as part of the supportive services provided to tenants and is capped at 15% of total case management program costs funded by County.

*Contracting Entity*

Awards made with both funding sources will be administered by the Dane County Department of Human Services - Division of Housing Access and Affordability (DCDHS-HAA).

**Eligible Applicants and Project Eligibility**

*Eligible Projects*

Projects that receive funding through the Dane County Fair Chance Housing Fund (FCHF) must comply with serving households in which at least one individual has been involved in the criminal justice system, limiting them from accessing other affordable housing options. Involvement in the criminal justice system is defined as an individual who was convicted of a crime and spent time in jail, prison, and/or a juvenile justice facility as a result of the conviction.

Dane County funded units may be created through the acquisition and/or rehabilitation of existing housing stock. The project must not have closed on primary financing or begun construction prior to application submission. Project must meet all applicable building codes prior to project completion. Eligible housing projects must include a minimum of four units, and may include transitional housing or permanent housing options. 75% of units in each project submission must be set aside for criminal justice involved tenants. (75% of units will be round up to the nearest full unit). These units must be set aside/occupied by the target population regardless of how long a unit sits vacant. Projects must commit to permanent affordability and be located within Dane County.

A condition for funding, projects must commit to Fair Tenant Selection Criteria and Tenancy Addendum.

*Eligible Expenses for Capital Financing*

The Fair Chance Housing Fund will provide financing up to 120% of the appraised value for awarded projects. The following categories of expenses shall be considered for funding under the program.

* Property Acquisition
* All work identified as not meeting the housing quality standards in 24 CFR 982.401 or other applicable local codes;
* Repair or replacement of major housing systems in danger of failure;
* Improvements designed to remove material and architectural barriers that restrict the mobility or accessibility of the units;
* Improvements necessary to eliminate or reduce lead-based paint hazards;
* Energy-related repairs or improvements;
* Architectural, engineering or related professional services required in the preparation of rehabilitation plans and drawings or write-ups;
* Costs for processing and settling the financing for a project, such as credit reports, fees for title evidence, frees for recordation and filing of legal documents, building permits, private appraisal fees and fees for an independent rehabilitation cost estimate.

*Project Preferences*

The application process will provide a preference for projects to help specific sub-populations of individuals who have been involved in the criminal justice system access affordable housing:

1. Projects that serve individuals who have recently been released from incarceration (in the last 90 days) and require a fixed and permanent residence to help the individual meet the terms of their parole and reduce the likelihood of recidivism.
2. Projects that serve individuals with criminal justice system involvement who are also experiencing homelessness, meaning individuals and families who lack a fixed, regular, and adequate nighttime residence, which includes one of the following:
   1. Place not meant for human habitation
   2. Living in a shelter (emergency shelter, hotel/motel paid by government or charitable organization)

The application process will also provide a preference for projects who work directly with Department of Corrections or Dane County Jail to reach clients prior to release from incarceration. To qualify for preference, applications should submit a signed letter from the Department of Corrections and/or Dane County Jail indicating a current or future program/contract or volunteer agreement between the Service Provider and DOC/DCJ.

FCHF proposals submitted by a not-for-profit corporation, an applicant lacking site control at the time of application, may instead identify a targeted or defined project area in Dane County which it intends to secure control of a site. Such areas must be clearly identified, and proposals must provide a compelling case for the area being targeted by the agency (e.g., how the area supports the agency’s mission in alignment with housing priorities). Funding will not be disbursed to an applicant awarded a grant under these terms until the project has secured all relevant sources of funding and local approvals necessary to open and operate. Applications must meet all other requirements for application submission to be considered. Applicants must submit an estimated sources and uses summary based on past experience of similar scale development.

In order to be considered for financing, applicants and projects must also meet the following requirements:

1. Project must not have closed on primary financing or begun construction prior to application submission.
2. All units supported by county funding must be for households with incomes at 60% County Median Income (CMI) or less. A minimum of 50% of the proposed units must be reserved and affordable for households with incomes at or below 30% County Median Income (CMI), and those units must be distributed proportionately across proposed unit sizes.
3. Demonstrate that the project is economically viable and the applicant(s) will have the economic financial ability to repay funds if the project is not completed consistent with the written agreement.
4. Demonstrate financial capacity and experience in producing affordable housing in whole or in part with local, state, or federal funds, on schedule and as proposed.
5. Projects that improve access to rental housing through generous tenant screening criteria.
6. Projects must produce at minimum four housing units to be considered for funding.

Multiple proposals may be submitted by an applicant, however, only one project should be submitted per application. A project is defined as a site or sites together with any buildings to be located on the site(s) that are under common ownership, management, and financing and will be completed as a single undertaking.

**Application Deadline and Calendar of Events**

Listed below are specific and estimated dates and times of actions related to the FCHF application. The actions with specific dates must be completed as indicated unless otherwise changed by the County. In the event that the County finds it necessary to change any of the specific dates and times in the calendar of events listed below, it will do so by issuing an addendum to this application and posting such addendum on the DCDHS Division of Housing Access and Affordability – Housing Development [website](http://www.dcdhs.com/haa/hd). There may or may not be a formal notification issued for changes in the estimated dates and times.

|  |  |
| --- | --- |
| **DATE** | **EVENT** |
| April 17, 2024 | Application Released |
| May 8, 2024 | Last day to submit written inquiries (2:00 p.m. CST) |
| May 15, 2024 | Supplements to the application posted on DCDHS Division of Housing Access [website](http://www.dcdhs.com/haa/hd) |
| May 29, 2024 | Proposals due (11:59 p.m. CST) |
| 1-2 weeks after due date | Interviews (if needed) |
| Mid to Late June 2024 | Vendor Selection/Award |

# **Submittal Instructions**

Applications must be received by the DCDHS- HAA Dropbox located at [Dane County FCHF Dropbox](https://countyofdane.sharefile.com/r-r4d55d29b141a4d0d87f03a2f6628f5ca) no later than the date and time indicated on the cover page of the FCHF 2024 Guidelines.

All applications must be saved in PDF format. The file name shall include the name of the business submitting the application and the name of the proposed affordable housing project.

**Form of Funding and Support**

Support awarded through the county’s Fair Chance Housing Fund will be granted as follows: the county will grant funds to the Dane County Housing Authority (DCHA). The grant agreement will be a two party agreement between Dane County, and DCHA. DCHA will then loan funds to the project owner. The terms of the loan are 0% interest, and deferred until sale, transfer, or change in use of the property.

Prior to execution awarded projects will need to provide documentation supporting project costs and eligibility.

**Evaluation Criteria**

The applications will be scored using the following criteria:

|  |  |
| --- | --- |
| **Proposal Requirements** | **Percent** |
| **Project Description**  Working with WI Department of Corrections and/or  Working with Dane County Jail  Trauma informed design | **15**  **5**  **10** |
| **Tenant Selection** | **10** |
| **Project Approach -Supportive Services**  Trauma informed | **25**  **10** |
| **Development Team Capabilities**  **Experience and Qualifications** | **15** |
| **Timeline** | **5** |
| **Energy Efficiency/Sustainability** | **5** |
| **TOTAL** | **100%** |

***Project Description***

Application should provide a detailed description of the project proposed for county support. Application should include planned location, zoning, local engagement for project, number of and size of units, eligibility for local municipal affordable housing funding, rehabilitation costs, pro forma showing projected operating costs and revenues, and the minimum amount of county funding necessary to complete the project. The project description should provide details on trauma informed/housing centered around lived experiences, intentional design creation; that is inclusive, safe, and non-triggering.

Projects working directly with Wisconsin Department of Corrections or Dane County Jail residents prior to release will receive up to 5 points depending on the services and structure of getting tenants housed before release from incarceration. Submit a signed letter from the Department of Corrections and/or Dane County Jail indicating a current or future program or volunteer agreement between the Service Provider and DOC/DCJ to qualify for points.

Preferences will be given to:

1. Projects that serve individuals who have recently been released from incarceration (last 90 days) and require a fixed and permanent residence to help the individual meet the terms of their parole and reduce the likelihood of recidivism.
2. Projects that serve individuals with criminal justice system involvement who are experiencing literal homelessness. Literal homelessness is generally defined as individuals and families who are living in overnight shelter, unsheltered/in cars, and/or not self-paying in a hotel.
3. Projects that are geographically located to maximize access to jobs, transit, schools and other key amenities.
4. Projects that integrate supportive services in partnership with non-profit service providers.
5. Projects that choose Housing First tenant selection to support households gain immediate access to permanent affordable housing.

***Tenant Selection***

Projects eligible for funding must incorporate the Fair Tenant Selection Criteria into the project’s tenant selection process and denial process:

*Tenant Selection Criteria:*

1. Inability to meet a minimum income requirement if the applicant can demonstrate the ability to comply with the rent obligation based on a rental history of paying at an equivalent rent to income ratio for 24 months;
2. Lack of housing history;
3. Credit score;
4. Information on credit report that is disputed, in repayment, or unrelated to a past housing or utility (gas, electric, and water only) obligations.
5. Inability to meet financial obligations other than housing and utilities necessary for housing (gas, electric, water).
6. Owing money to a prior landlord or negative rent payment history if the tenant’s housing and utility costs were more than 50% of their monthly income.
7. Owing money to a prior landlord or negative rent or utility payment history if applicant does one of the following: (1) establishes a regular record of repayment of the obligation; 2) signs up for automatic payment of rent to the housing provider; or (3) obtains a representative payee.
8. Wisconsin Circuit Court Access records;
9. Criminal activity, except: (i) a criminal conviction within the last two years for violent criminal activity or drug related criminal activity resulting in a criminal conviction, and (ii) if the program or project is federally assisted, criminal activity for which federal law currently requires denial. (*Violent criminal activity* is defined in 24 C.F.R § 5.100 and means any criminal activity that has as one of its elements the use, attempted use, or threatened use of physical force substantial enough to cause, or be reasonably likely to cause, serious bodily injury or property damage. “Drug related criminal activity is defined in Wis. Stat. s. 704.17(3m)(a)(2). “Drug-related criminal activity” means criminal activity that involves the manufacture or distribution of a controlled substance. “Drug-related criminal activity” does not include the manufacture, possession, or use of a controlled substance that is prescribed by a physician for the use of by a disabled person, as defined in s. 100.264(1)(a), and manufactured by, used, by or in the possession of the disabled person or in the possession of the disabled person’s personal care worker or other caregiver. )
10. Membership in a class protected by Dane County fair housing ordinances and nondiscrimination ordinances in the municipality where the project is located.

*Denial Process:*

1. Prior to a denial based on a criminal record, the housing provider shall provide the applicant access to a copy of the criminal record at least five days prior to the in-person appeal meeting and an opportunity to dispute the accuracy and relevance of the report, which is already required of HUD assisted housing providers. See 24 C.F.R. § 982.553(d), which applies to public housing agencies administering the section 8 rent assistance program.
2. Prior to a denial based on a criminal record, the housing provider shall provide the applicant the opportunity to exclude the culpable family member as a condition of admission of the remaining family members.
3. Prior to a denial decision, the housing provider is encouraged to meet with the applicant to review their application and make an individualized determination of their eligibility, considering: (a) factors identified in the provider’s own screening policies, (b) if applicable, federal regulations, and (c) whether the applicant has a disability that relates to concerns with their eligibility and an exception to the admissions rules, policies, practices, and services is necessary as a reasonable accommodation of the applicant’s disability. In making a denial decision, the housing provider shall consider all relevant circumstances such as the seriousness of the case, the extent of participation or culpability of individual family members, mitigating circumstances related to the disability of a family member, and the effects of denial on other family members who were not involved in the action or failure.
4. The property manager will base any denial on sufficient evidence. An arrest record or police incident report is not sufficient evidence. Uncorroborated hearsay is not sufficient evidence.
5. Denial notices shall include the following:

a) The reason for denial with details sufficient for the applicant to prepare a defense, including:

i) The action or inaction forming the basis for the denial,

ii) Who participated in the action or inaction,

iii) When the action or inaction was committed, and

iv) The source(s) of information relied upon for the action or inaction.

b) Notice of the applicant’s right to a copy of their application file, which shall include all evidence upon which the denial decision was based.

c) Notice of the applicant’s right to copies of the property manager’s screening criteria.

d) Notice of the right to request an in-person appeal meeting on the denial decision by making a written request for a hearing within 45 days. The housing provider is not required to hold the unit open while the appeal is pending.

e) Notice of the right to have an advocate present at the in-person appeal meeting and of the right to be represented by an attorney or other representative.

f) Notice of the right to present evidence in support of their application, including, but not limited to evidence related to the applicant’s completion or participation in a rehabilitation program, behavioral health treatment, or other supportive services.

f. If the applicant requests an in-person appeal meeting, the hearing will be conducted by a person who was not involved in or consulted in making the decision to deny the application nor a subordinate of such a person so involved.

g. The in-person appeal meeting shall be scheduled within ten working days of the request, unless the applicant requests a later date.

h. A written decision on the application shall be provided to the applicant within ten working days after the in-person appeal meeting.

*Housing First Model*

Projects eligible for funding will receive 10 points if they adopt the Housing First Model. Housing First offers individuals and families immediate access to affordable and supportive housing without tenant screening criteria that could limit housing options.

The Homeless Services Consortium of Dane County (HSC) defines Housing First program standards and criteria below. Additional information can be found online: (page 7): <https://www.danecountyhomeless.org/_files/ugd/73dee7_dc4079463779435e9fd580c2cf53093f.pdf>

The tenant selection screening criteria selected applies to all units regardless of the 75% of the targeted set aside unit requirement.

*Minimum Standards for Housing First (taken directly from HSC Written Standards):*

* Program admission/tenant screening and selection practices promote the acceptance of applicants regardless of their sobriety or use of substances, completion of treatment, and participation in services.
* Applicants are not rejected on the basis of poor credit or financial history, poor or lack of rental history, minor criminal convictions, or behaviors that indicate a lack of “housing readiness.” Although applicants may be rejected due to convictions for violent criminal activity, agencies will make all effort possible to remove barriers to program enrollment. A rejection is only appropriate when an applicant presents a direct threat to the health and safety of program staff and residents and that threat cannot be ameliorated.
* Supportive services emphasize engagement and problem-solving over therapeutic goals. Services plans are highly tenant-driven without predetermined goals. Participation in services or program compliance is not a condition of permanent supportive housing tenancy.
* Use of alcohol or drugs in and of itself (without other lease violations) is not considered a reason for eviction. Services are informed by a harm reduction philosophy that recognizes that drug and alcohol use and addiction are a part of tenants’ lives, where tenants are engaged in non-judgmental communication regarding drug and alcohol use, and where tenants are offered education regarding how to avoid risky behaviors and engage in safer practices.
* Tenant selection plan for permanent housing includes a prioritization of eligible tenants based on criteria other than “first come/first serve”.

Recommended program practices:

* Case managers/service coordinators are trained in and actively employ evidence-based and best practices for client/tenant engagement such as Motivational Interviewing (MI), Critical Time Intervention (CTI), client-centered care, and trauma-informed care. Agencies are recommended to participate in any trainings provided by the HSC.
* Building and apartment units may include special physical features that accommodate disabilities, reduce harm, and promote health among tenants. These may include elevators, stovetops with automatic shut-offs, wall-mounted emergency pull-cords, ADA wheelchair compliant showers, soundproofing cushions, etc.
* In the event a provider seeks to terminate services and/or evict a program participant, a notice of termination shall include information of local legal services providers.

Applicants who do not commit to The Housing First Model must provide a detailed narrative as to how your proposed program will differ from the Housing First philosophy. Applications will be eligible for up to 3 points based on this narrative.

Applications must also include a signed letter of agreement from the developer’s property management partner that summarizes and acknowledges property management’s role in the developer’s proposal. The letter from the property management partner must acknowledge their understanding of the Housing First Model or proposed tenant selection narrative

Selected tenant selection criteria elements will be included in final project documents. Those documents will provide a basis for a $500 fine for any violation(s) of these elements selected by the developer. If an applicant agrees to include these criteria and is awarded the points for doing so, the County will not be flexible in the application of the criteria later in the development process. Applicants should assess the impact of these criteria on the ability to secure other financing sources before agreeing in their application.

***Supportive Services***

Application must provide a detailed description of how supportive services will be provided for the tenants of any property developed as part of this project. Services should be trauma-informed and client centered.

Application should include identified services provider, the provider’s mission and experience providing services to targeted population, anticipated staffing levels, scope of services, and services personnel and operating budgets.

Application must identify the number of service units that will be provided by the supportive services partner. One unit is equal to one hour of staff time providing direct client services. Direct client services are defined as time spent directly working with a client on housing search or stability, or advocating on behalf of a client through landlord outreach and education.

To be eligible for points in this category, application must include a signed letter from the supportive services partner. The letter must include a description of the services that will be provided to tenants, services cost breakdown, and must match what is included in the developer’s proposal.

The required needs and expectations for supportive services provided to tenants are outlined below and must be reflected in the project application:

1. Provide case management/supportive services to tenants living in the building.

2. Offer services without preconditions (i.e., employment, income, absence of criminal record, or sobriety). Resources provided will be tailored to the unique needs of the individual client. Ensure operations reflect trauma informed care, housing first, and harm reduction approaches whenever possible.

3. Development of a stability plan for participants including, but not limited to:

* Providing financial management education to help tenants successfully and independently maintain housing.
* Connection to community benefits or resources that will assist with housing and economic stability, including but not limited to mainstream benefits, health care, behavioral health, legal assistance, employment and training.
* Assistance with connection to transportation needs.
* Education regarding lease terms and tenant rights.
* Plans to adhere to conditions of release/parole where applicable.
* Other re-entry supports to prevent recidivism.

4. Ensure staff training, enter required data, monitor and fix data accuracy, and maintain service records utilizing a client record database.

5. Adhere to Homeless Services Consortium (Dane County/Madison Continuum of Care) Written Standards for case management where applicable and to the greatest extent possible. Please reference page 6 of the HSC Written Standards document: <https://www.danecountyhomeless.org/_files/ugd/73dee7_971a1f6d8244438591690e3177d69ba6.pdf>

6. Communicate regularly with the County contract manager including:

* Program check-in meetings scheduled at regular intervals as directed by the County.
* Close cooperation and communication with timely responsiveness to requests made by the County.
* Provide data within a reasonable and reliable manner as specified in the contract and other requests made by the County.
* Work together in a shared commitment toward a common goal. Collaboratively generate strategies and prioritize performance solutions based on program needs and services provided.

7. Commit sufficient hours of staff time to deliver the services described above.

**Supportive Services Reporting Requirements**

To comply with reporting guidelines, the selected vendors must provide information to its Dane County contract manager at least quarterly (current and year-to-date unduplicated numbers) that includes the items listed below. Additional information what is listed below may be requested pursuant to Dane County guidelines.

* Total households (and persons) served.
* Client demographics including gender and race.
* Previously homeless households served.
* Clients who have increased their income through employment.
* Clients who have increased their income through other resources.
* Clients who have increased mainstream benefits.
* Clients who have returned to homelessness after 12 months.
* Clients who have returned to incarcerations after 12 months.

***Property Owner/Property Management and Service Team Background***

Provide a description of the organization including key staff who will be involved in the project, past projects the team has completed, and projects currently in progress.

Additional items that should be included in Property Owner and Service Team Experience in:

1. Providing housing opportunities to households where at least one person has had involvement in the criminal justice system.
2. Participating in public/private joint ventures.
3. Developing multifamily housing for low-income households.
4. Developing permanent supportive housing if applying for such project
5. Property management
6. Provision of support services - if applicable
7. Developing housing through acquisition and rehab of existing units and/or commercial property conversion into housing - if applicable

## ***Timeline and Milestones***

Projects that are considered “shovel-ready” will receive higher points in this category. A project is considered “shovel-ready” if:

1. The organization can demonstrate/certify site control.

2. The organization can begin expending funds within three months of receiving their award.

3. The organization can complete the project within one year of the date of the executed contract.

## ***Energy Efficiency/Sustainability***

Dane County prioritizes affordable housing that is safe and comfortable and that features low energy costs.

All applicants must commit to:

* 1. working with Focus on Energy to leverage expert advice and incentives for energy efficient features **and**
  2. b) if asked, supporting Dane County efforts to measure total annual energy consumption of the project after occupation by supplying energy consumption data for common areas and by assisting to collect tenant-level data from energy utility providers.

Applicants submitting projects for rehabilitation and acquisition should provide a detailed narrative on how the project will implement sustainability features; such as solar panels, LED light bulbs, HVAC upgrades, etc.

In addition, applicants can earn points for pursuing an energy efficiency and sustainability standard for the project.

Applicants will receive 7 points for pursing one of the following sets of certifications for rehabilitation/retrofit construction:

1. [2020 Enterprise Green Communities Certification](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.greencommunitiesonline.org%2F&data=04%7C01%7Cjlezaks%40slipstreaminc.org%7Cb2b853461f1e4597cfcc08d926b69b0d%7C14e9186db92e4c6db3d654b54c168413%7C1%7C1%7C637583387994847297%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=0Y5t2ym%2FhRkrtRF6PzpGqFu9xF4mbXzqIMvARH1vrt0%3D&reserved=0), OR
2. [ENERGY STAR Multifamily New Construction](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.energystar.gov%2Fpartner_resources%2Fresidential_new%2Fhomes_prog_reqs%2Fmultifamily_national_page&data=04%7C01%7Cjlezaks%40slipstreaminc.org%7Cb2b853461f1e4597cfcc08d926b69b0d%7C14e9186db92e4c6db3d654b54c168413%7C1%7C1%7C637583387994847297%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=NYmLtX%2BqGlbvgxnvkeQUbiHzU3%2B9WXyUeVakodgBa80%3D&reserved=0) and [EPA Indoor airPLUS](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.epa.gov%2Findoorairplus&data=04%7C01%7Cjlezaks%40slipstreaminc.org%7Cb2b853461f1e4597cfcc08d926b69b0d%7C14e9186db92e4c6db3d654b54c168413%7C1%7C1%7C637583387994857267%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=l5xYdBo8wIQ%2BajkDzPuhPkbaqk%2BIuTiAwO1VcXVFmrc%3D&reserved=0) certifications

Applicants will receive 10 points for pursing one of the following certifications for rehabilitation/retrofit construction:

1. [2020 Enterprise Green Communities Certification Plus](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.greencommunitiesonline.org%2Foperating-energy&data=04%7C01%7Cjlezaks%40slipstreaminc.org%7Cb2b853461f1e4597cfcc08d926b69b0d%7C14e9186db92e4c6db3d654b54c168413%7C1%7C1%7C637583387994857267%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=XN1FbHk67G5N%2FOaMVtpYFGMXFV52%2BNnBNu8%2BPi1fpkw%3D&reserved=0), OR
2. [Passive House (PHIUS)](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.phius.org%2Fhome-page&data=04%7C01%7Cjlezaks%40slipstreaminc.org%7Cb2b853461f1e4597cfcc08d926b69b0d%7C14e9186db92e4c6db3d654b54c168413%7C1%7C1%7C637583387994867209%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=NmJE%2FrdVh2oTyZb7msthLB%2BlTB%2BrTYCQOZCTlyEy1d0%3D&reserved=0)

Applicants can earn 2 points with commitment to participating in a no-cost energy analysis via Focus on Energy’s [Multifamily Program](https://focusonenergy.com/business/multifamily) and implementing all measures. This program provides an analysis provided by advisors who will assess the existing equipment and system in residential buildings with at least four units. Focus on Energy staff will make recommendations for each property based on the energy efficiency goals of the applicant.

Applicants should include certification of registration for any selected certification with application. Disbursement of final 10% of awarded funds will be contingent on project receiving selected certification.

**Grant Award and Acceptance and Distribution**

Recipients must sign a Dane County Fair Chance Housing Fund Grant Agreement that lays out the responsibility of the grant recipient in carrying out the project, including reporting requirements. Recipient will also be expected to execute a deferred note, mortgage, and Land Use Restriction Agreement to secure funds and preserve requirements of the completed project. All written agreements must be approved by the Dane County Board before being executed by the County Executive and County Clerk.

Service Provider recipients must sign a Dane County Point of Purchase (POS) contract that lays out the responsibility of the contract recipient in carrying out the agreed upon services, including reporting requirements. Contracts will be renewed on a yearly basis dependent continued Dane County budget approval. All written agreements must be approved by the Dane County Board before being executed by County Executive.

Recipient will be required to post conspicuous signage, provided by Dane County, in a common area frequented by applicants and residents. The signage will include notice that the project was funded by Dane County, the year funding was provided, and contact information where the applicant or resident can learn more about additional tenant rights and responsibilities related to the project (i.e. tenancy addendum provisions.)

It is expected that recipients will secure all sources of financing for the project prior to execution of County documents. Significant changes to the project, including number of affordable units, unit mix, supportive services partner, and other items committed to in project application will not be considered without County Board approval.

Funds awarded to projects that do not move forward will be re-released for additional application submissions.

# **Special Contract Terms and Conditions**

***Tenancy Addendum***

Recipients of funding will be required to commit to incorporating Dane County Tenancy Addendum into all tenant leases. The addendum outlines specific provisions of related to security deposits, late fees, termination of tenancy, parking and guest policies. Recipients must agree to all of these elements. These elements will be included in final project documents. Those documents will provide a basis for a$500 fine for any violation(s) of these elements. Applicants should assess the impact of these criteria on the ability to secure other financing sources before agreeing in their application.

To view Dane County’s Tenancy Addendum in full: <https://www.dcdhs.com/HAA/Tenancy-Addendum>

Application must include a signed letter of agreement from the developer’s property management partner that summarizes and acknowledges property management’s role in the developer’s proposal. The letter from the property management partner must acknowledge their understanding of any lease addendum items the developer is agreeing to in their proposal.

***Relocation***

Notice to applicants depending on the scale of the project submitted and the total dollar amount of funding awarded this project may be defined as a Public Project under Wisconsin Administrative Code, Chapter 52: <https://docs.legis.wisconsin.gov/code/register/2011/672b/insert/adm92>

A project is considered a Public Project if the project receives public assistance of 50% of the total costs for the project that totals more than $50,000. Protections in place include Wisconsin’s relocation requirements which may apply to project proposals if the award is 50% or more of the project’s total and more than $50,000 award.

**Application Checklist**

1. Dane County Application for 2024 Fair Chance Housing Fund
2. Tenant Selection Plan for proposed project
3. Signed letter from designated property management partner that acknowledges their understanding of any selected tenancy selection criteria in the project application.
4. Signed letter from designated property management partner that acknowledges their understanding of any lease addendum items the developer is agreeing to in their application
5. Signed letter(s) from designated supportive services partner(s) confirming the details in the application’s supportive services section
6. Certification of registration for any selected green energies/sustainability certification.