



**Dane County
Department of Human Services
Division of Housing Access and Affordability**

AHDF 2026 Guidelines

Dane County Affordable Housing Development Fund 2026 Guidelines and Application for Financing

Application Deadline:

**July 28, 2026
12:00PM (CST), NOON**

**Proposals Must Be
Uploaded to:**

[Dane County ADHF Dropbox](#)

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



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Background and Funding Sources

The Dane County Affordable Housing Development Fund (AHDF) was established in 2015. The purpose of the AHDF is to encourage the development of affordable housing throughout Dane County by using the fund as a means to leverage additional resources from project partners. Dane County's [Regional Housing Strategy](#) (RHS) prioritizes increasing the number of units affordable to low income and moderate-income households. The RHS establishes a goal of producing 1,765 new affordable rental housing units annually to address the affordable housing shortage.

Since its inception in 2015, the AHDF has awarded over \$75 million dollars to 55 projects, and supported the creation of 3,206 affordable units in Dane County.

The 2026 County Capital Budget includes \$20 million in the Affordable Housing Development Fund. Awards made through the fund will be administered by the Dane County Department of Human Services Division of Housing Access and Affordability (DCDHS-HAA). DCDHS-HAA reserves the right to identify and offer alternative sources of Dane County Capital dollars for projects. For example, a project that permanently sets aside units for households with a member who has been formerly incarcerated or is currently under probation, parole, or extended supervision; may be eligible for funding from Dane County's Fair Chance Housing Fund.

Eligible Applicants and Project Eligibility

Projects that receive loans made through the Dane County AHDF must be dedicated to expanding the availability of affordable housing units through the construction of new rental units or the preservation of existing rent and income restricted units. Projects must have a minimum 40-year affordability period and be located within Dane County.

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.

The application process is targeted to help specific populations' access affordable housing:

1. Households who are experiencing homelessness and residing in emergency shelters and/or other places not meant for human habitation.
2. Veterans experiencing homelessness.
3. Households who have child welfare or youth justice involvement.
4. Very low-income families.
5. Persons with arrest and conviction records.
6. Individuals who are elderly.
7. Individuals with disabilities.
8. Households experiencing domestic violence.

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.

2. Project must use Low-Income Housing Tax Credits as a source of financing. Additionally, anticipated project funding sources must include other permanent sources of financing in addition to tax credit equity and county funds. Dane County must not be the largest permanent lender on the project. Requirements related to permanent funding may be waived for a single site Permanent Supportive Housing project qualifying under Housing and Urban Development's [Continuum of Care Program](#).
3. A minimum of 20% of the proposed units must be reserved for households with incomes at or below 30% Area Median Income (AMI) using HUD Income Limits, and rents for these units must be at or below those pertaining to maximum 30% AMI using the Standard Multifamily Tax Subsidy Project (MTSP) Rent Limits ("MTSP Rent Limits"), published by the Wisconsin Housing and Economic Development Authority (WHEDA). These units must be distributed proportionately across proposed unit sizes.
4. A minimum of 20% of the total project units must be targeted to individuals/households experiencing homelessness.
5. Project must provide annual **direct financial support** equal to or greater than \$2,000 per unit targeted to households experiencing homelessness to the supportive services partner(s).
6. Project must agree to incorporate the Tenancy Addendum detailed in the Special Contract Terms and Conditions, which enhances tenant protections and protects against arbitrary and discriminatory non-renewals.
7. Project must commit to the Fair Tenant Selection Criteria detailed in the Special Contract Terms and Conditions.
8. Project must commit to the specified Denial Process detailed in the Special Contract Terms and Conditions
9. Project must commit to obtaining one of the energy efficiency/sustainability certifications detailed Energy Efficiency/Sustainability section of the Special Contract Terms and Conditions. Disbursement of final 10% of award will be contingent on project obtaining certification.
10. Applicant(s) must 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.
11. Project must 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.
12. The county may waive minimum requirements for housing preservation projects due to potential tenant displacement, and/or potential limits on how existing projects may be modified if they are purchased or receive reinvestment.
13. Project must commit to complying with provisions detailed in the Compliance with Fair Labor Standards section in the Special Contract Terms and Conditions.

Application Deadline and Calendar of Events

Listed below are specific and estimated dates and times of actions related to the AHDF 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](#). There may or may not be a formal notification issued for changes in the estimated dates and times.

DATE	EVENT
June 17, 2026	Application Released
July 7, 2026	Last day to submit written inquiries (2:00 p.m. CST)
July 13, 2026	Supplements to the application posted on DCDHS Division of Housing Access Link to website
July 28, 2026	Proposals due (12:00 p.m. CST)
Week of August 24th	Interviews (if needed)
September 2026	Vendor Recommendation
November/December 2026	County Board Approval and Issuance of Commitment letters.

Submittal Instructions

Applications must be received by the DCDHS- HAA Dropbox located at [Dane County ADHF Dropbox](#) no later than the date and time indicated on the cover page of the AHDF 2026 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 Affordable Housing Development Fund will be granted as follows: the County will grant the funds to the Dane County Housing Authority (DCHA). The grant agreement will be a three-party agreement between Dane County, the developer and DCHA. DCHA will then loan the funds to the developer. Funds will be provided in the form of 0% interest long-term deferred loan payable upon sale, transfer, or change in use of the property. The principal is due at the end of the 40-year term. If a proposal includes an affordability term longer than 40 years, the loan principal will be due at the end of the lesser of the proposed affordability term or fifty-five years. For projects committing to permanent affordability, a Land Use Restriction will remain in place for ninety-nine years notwithstanding repayment of the loan. Dane County Housing Authority will not consider or agree to alternative loan terms.

The County requires that the developer defer 40% of the developer fee as a financing source. If the sources and uses for a project indicate that less than 40% of the developer fee has been deferred, the amount requested will be reduced by the difference between the percentage of the developer fee deferred and the required 40%. Deferred developer fee will be evaluated again prior drafting individual project agreements. Grant amount may be reduced if 40% of developer fee is no longer deferred based on sources and uses and financing commitments.

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

Evaluation Criteria

The AHDF will prioritize the preservation of low-income housing by assisting projects where Low-Income Housing Tax Credits affordability period will expire within 36 months of application. Priority for preservation projects will be given in the following order of preference and may be considered for funding independent of Evaluation Criteria:

- a. Deeply affordable because of federal (e.g., HUD or USDA) rent assistance contracts; and
- b. Income and rent-restricted units.

The applications will be scored using the following criteria:

Proposal Requirements	Percent
Preferences	10%
Project Description	15%
Voucher Holder Access	5%
Project Disbursement	10%
Deeply Affordable Units	15%
Supportive Services + Partnering to End Homelessness	15% Services Plan (5%) Direct Contribution (10%)
Development Team Capabilities	10%
Funding Leverage	10%
Project Readiness	10%
Total	100%

Preferences

Application should indicate specific preferences the proposed project will meet. Each preference will count for 2.5 points in this category, with the exception of obtaining a Tier 1 energy/sustainability certification which will count for 1 point.

A project may qualify for multiple preferences. For example, a project that is a senior development, commits to permanent affordability, and will earn a Tier 1 energy certification would receive 6 points.

Eligible preferences are listed below.

- Applications in which at least 25% of the proposed affordable units in non-senior developments contain three and four+ plus bedrooms. (2.5 points)
- Applications for senior developments (2.5 points)

- Applications for projects that commit to permanent affordability (2.5 points)
- Projects that are developed by a nonprofit organization that will have a majority ownership interest in the development. (2.5 points)

Applicants may only choose one preference (either Tier 1 or Tier 2) related to Energy Efficiency/Sustainability. If applicable, applicants may change certification selection prior to execution of grant agreement within tiers (e.g., changing from LEED Silver Certification to Wisconsin Green Built Communities Gold Certification). Disbursement of final 10% of awarded funds will be contingent on project receiving required or selected certification

- Applications for projects that commit to earning a Tier 1 Energy/Sustainability Certification (1 point)
 - Enterprise 2020 Green Communities Certification Plus
 - LEED Gold/Platinum Certification
 - Wisconsin Green Built Communities Gold Plus
 - Passive House Institute US PHIUS Core
 - Enterprise 2020 Green Communities for Moderate & Substantial Rehab Certification Plus
 - Passive House Institute US – PHIUS Core Revive
- Applications for projects that commit to earning a Tier 2 Energy/Sustainability Certification (2.5 points)
 - Enterprise 2020 Green Communities Criteria Certification Plus via Criterion 5.4b
 - LEED Zero Energy
 - Wisconsin Green Built Communities Gold Net Zero
 - Passive House Institute US PHIUS Zero
 - Enterprise 2020 Green Communities for Moderate & Substantial Rehab Certification Plus via Criterion 5.2b

Project Description

Application should provide a detailed description of the project proposed for county support. Application should include planned location, its proximity to neighborhood amenities, access to transit, number of and size of units, zoning, local engagement for project, eligibility for local municipal affordable housing funding, development costs, pro forma showing projected operating costs and revenues, language and property management access, alternatives to eviction, and the minimum amount of County funding necessary to complete the project.

Voucher Holder Access

Ensuring Section 8 project voucher holders are able to access quality housing units is a priority of Dane County. Projects that commit to lowering rent to meet public housing authority payment standards for eligible tenants who would otherwise be unable to qualify for an available unit will earn points in this category.

For example, if an applicant with a housing choice voucher applies and a project only has units rent restricted to be affordable at 80% CMI available, the project would be expected to offer an available 80% unit to the applicant at a potentially lower rent that meets the housing authority payment standard, assuming the applicant meets all other screening criteria. For reference, Dane County Housing Authority's current payment standards can be found here: [Payment Standards | Dane County Housing Authority](#) .

Applicants should assess the impact of this commitment on meeting requirements of other financing sources before agreeing to this in their application. The county will not be flexible with this requirement later in the development process.

Applicants that commit to lowering rent to meet public housing authority payment standards for otherwise eligible voucher holders on units that are rent restricted to households earning 80% and below AMI, will receive 10 points in this category.

Project Disbursement

Projects that are located outside the City of Madison will receive 10 points. Projects that are located within the City of Madison and are within the *Preferred Transit-Oriented Development Area* of the City of Madison's [2026 Affordable Housing Targeted Area Map](#) will receive 10 points. Projects located within the City of Madison, and outside the of *Preferred Transit Development Area*, will receive 0 points.

Application should indicate the parcel or parcel numbers of the project location as well as the address of the project.

Deeply Affordable Units

Dane County is committed to using Affordable Housing Development Fund dollars to subsidize projects with the most affordable units.

The application with the highest percentage of bedrooms affordable to households at or below 50% AMI will receive the highest number of points for the set-aside portion of the score. The remaining applications will receive points in the set-aside section based on a sliding scale from the highest scoring proposal.

Supportive Services & Partnering to End Homelessness

Application must provide a detailed description of how supportive services will be secured for the tenants of any property developed as part of this project. It is a priority that supportive services for projects are adequately funded, and appropriate for the targeted populations identified in the application. To be eligible for funding, applicants must allocate **annually** a minimum of \$2,000 per unit designated for households experiencing homelessness, specifically for **direct financial support** to supportive services within the project. The annual contribution will be included in the Dane County Affordable Housing Development Fund grant agreement, and annual contributions are expected to continue throughout the term of the grant agreement.

Application must include overview of supportive services for the project and identify the services partner(s), annual project budget for services, amount of funding for services provided by developer and/or project, full-time equivalent (FTEs) dedicated to providing services at the project, estimated number of weekly on-site services hours at the project, and anticipated structure of partnership between supportive services provider and property management to foster housing retention for tenants of supportive units.

Supportive Services staff are encouraged to remain actively engaged with households from initial contact through program exit, using a **progressive engagement** approach. Application should detail trainings supportive staff will receive related, but not limited, to case management basics, community networking, progressive engagement, trauma informed care, harm reduction, de-escalation, and cultural competency.

Projects are required to target 20% of affordable units to households experiencing homelessness (see *Special Contract Terms and Conditions* for additional details). Applications should identify the supportive service partner that will be responsible for working with Coordinated Entry to obtain referrals for units targeted for households experiencing homelessness, indicate the support that will be made available to these households during the application process, and detail additional barriers that will be mitigated to ensure households have access to these units. If applicable, application should share relevant data related to supportive services success rate for filling units with the targeted population on previous projects.

Application should also include the experience and qualifications of the supportive services partner providing services to households who have experienced homelessness and any other identified targeted populations; relevant performance data indicating the partner's experience with the targeted populations and tenant outcomes related to housing retention.

In addition to the narrative information provided in the application, applications will be evaluated in by the amount of direct financial assistance provided per unit set-aside for individuals/families experiencing homelessness beyond the required **annual** minimum of \$2,000.

Projects that **annually** contribute:

- \$2,500 per unit will receive 3 points
- \$3,000 per unit will receive 5 points
- \$4,000 per unit will receive 8 points
- \$5,000 per unit will receive 10 points

To be eligible for points in this category, application must include a signed letter from the supportive services partner. The letter must indicate that the supportive services provider has reviewed the application and has committed to providing services as described.

Development 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 Development and Service Team Experience in:

1. Obtaining and utilizing Section 42 tax credits
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 the project entails permanent supportive housing

Unresolved Dane County Affordable Housing Development grant agreement violations and/or monitoring findings of applicant's previously funded projects may result in zero points in this category.

Project Financing and Leverage

The application must include a sources and uses statement that outlines the estimated project costs, including the proposed developer fee; and the proposed sources of funding including the

primary mortgage, the estimated tax credit equity, other public or private grant sources, the amount requested from the County, and the amount of the developer fee that is deferred. Dane County must not be the largest permanent lender on the project. Requirements related to permanent funding may be waived for single site Permanent Supportive Housing projects qualifying under Housing and Urban Development's [Continuum of Care Program](#).

Applications should clearly indicate the amount of County funding requested compared to the total project costs, and describe the other sources of funds that will support the project. Applications should discuss how the County's contribution will enhance affordability of housing units. Applications will be evaluated such that the application with the lowest County AHDF cost per affordable unit bedroom will receive the highest points.

Project Readiness

Application should include proposed project timeline from award acceptance to project completion.

Application should also indicate if organization has site control, if project is properly zoned or timeline for securing zoning, and what sources of financing have already been committed to the project.

Grant Award and Acceptance and Distribution

Recipients must sign a Dane County Affordable Housing 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 note, mortgage, and Land Use Restriction Agreement to secure funds and preserve affordability of completed project. All written agreements must be approved by the Dane County Board before being executed by the County Executive and County Clerk.

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 project type, decreases to the number of affordable units and/or affordable bedrooms, unit mix, and other items committed to in project application will not be considered without County Board approval.

Awards are contingent on the applicant securing LIHTC tax credits for the category they specify in their proposal. If applicant does not secure these credits, the applicant will need to reapply for AHDF funds during the next funding cycle. Additionally, projects will need to reapply if unable to move the project forward for any reason within 18 months of award recommendation. One extension of up to four months may be granted at the county's discretion.

Funds awarded to projects that do not move forward will be included in the following funding year.

Special Contract Terms and Conditions

Energy Efficiency/Sustainability

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

If applicants do not commit to one of the Tier 1 or Tier 2 certifications detailed in the Preferences section of the application, they must commit to earning one of the certifications listed below for a new construction project.

- 2020 Enterprise Green Communities Certification
- LEED Silver Certification
- Wisconsin Green Build Gold Standard Certification
- Passive House (PHIUS) Core

Applicants for rehabilitation and preservation must commit to earning one of the certifications listed below.

- Enterprise 2020 Green Communities for Moderate & Substantial Rehab
- Wisconsin Green Build Gold Standard Certification
- Passive House Institute US -PHIUS Core Revive

Additionally, rehabilitation projects must meet one of the following requirements:

- HERS Index score of 80 or less for properties built in or after 1980 or demonstrate that the energy performance of the completed building will be equivalent to or better than ASHRAE 90.1-2013, using an energy model created by a qualified energy services provider according to Appendix G 90.1–2016.
- HERS Index score of 100 or less for properties built before 1980 or demonstrate that the energy performance of the completed building will be equivalent to or better than ASHRAE 90.1-2013, using an energy model created by a qualified energy services provider according to Appendix G 90.1–2016.
- Post-rehab HERS Index score at least 15% lower than the pre-rehab HERS Index score. In addition, applicants can earn points for pursuing an energy efficiency and sustainability standard for the project.

Disbursement of final 10% of awarded loan funds will be contingent on project receiving selected certification.

Fair Tenant Selection Criteria

Recipients of funding will be required to commit to comply with all listed Fair Tenant Selection Criteria in Attachment A. These elements will be included in final loan documents. Those documents will provide a basis for a \$500 fine for any violation(s) of these elements. 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.

Applications 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 all Fair Tenant Selection Criteria.

Denial Process

Recipients of funding will be required to follow the prescribed denial process in Attachment B.

Applications 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 the denial process

The denial process will be included in final project loan documents. Those documents will provide for a \$500 fine for any violations of these elements. The County will not be flexible in the application later in the development process.

Units Targeted to Ending Homelessness

Dane County is committed to ending homelessness in our community. To further this goal, projects are required to target a minimum of 20% of their affordable units for individuals/families experiencing homelessness.

The Dane County Homeless Services Consortium (HSC) is comprised of a number of agencies and organizations working to end homelessness in Dane County. A number of agencies take client/tenant referrals for their housing programs from a community by-name list.

The community by-name list is managed by the Dane County Homeless Services Consortium's (HSC), Coordinated Entry Systems Manager. The Coordinated Entry Systems Manager works with agencies to help identify/select individuals from the by-name list for housing placement into available housing units. Individuals on the by-name list may have access to case management and some form of rental subsidy once enrolled in these programs. In order for a household to be on the by-name list they must meet the definition of [literally homeless](#).

Additionally, HSC agencies may work with individuals and households who do not meet the definition of literally homeless, but qualify as [homeless under other federal statutes](#).

Identifying units with a preference for individuals/families who are experiencing homelessness, commits the applicant to working in partnership with the Coordinated Entry Systems Manager, supportive services partner, other identified HSC community partners, and the project's property manager, to identify appropriate tenant referrals for those units. Targeted units are expected to be held open a minimum of thirty days once they become vacant. A unit is considered vacant once it is available for occupancy.

In addition to following all of the listed Fair Tenant Selection Criteria in the Special Contract Terms and Conditions of these Guidelines, applicants must agree to not institute a minimum income requirement beyond what is necessary for rent plus utilities for screening of applicants referred for units under the homeless set-aside, and waive any minimum income requirement if a rental subsidy program will be paying applicant's rent.

Applications must include separate signed letters of agreement from the developer's supportive services and property management partners that acknowledges the developer's commitments under this section.

Tenancy Addendum

Recipients of funding will be required to commit to incorporating the Dane County Tenancy Addendum into all tenant leases. The addendum outlines specific provisions 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.

The Dane County Tenancy Addendum is included as Attachment C.

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>

For purposes here, "public project" means a project directly receiving public financial assistance including at least \$25,000 in a project having total costs of less than \$50,000 or at least 50% in a project having total costs of \$50,000 or more. If the project includes other funding sources with more stringent requirements, those requirements would apply.

Providing Notice of Dane County Housing Initiatives

Recipient will be required to post a sign in a common area of award projects that is frequented by applicants and residents. The sign shall be conspicuously located and include the following information:

- (a)** The amount of funding provided by Dane County;
- (b)** The year that such funding was provided by Dane County;
- (c)** A statement notifying the public that the housing may be subject to additional requirements for resident selection and property management due to the requirements associated with the County's funding of the project;
- (d)** The contact information for Dane County's contract compliance office, including a website, email, and phone number, for interested persons to obtain more information about the project and register any concerns.

Compliance with Fair Labor Standards

Recipients of funding will be required to comply with the following provisions which will be included in the grant agreement.

- a. Reporting of Adverse Findings. During the term of this Agreement, DCHA and RECIPIENT shall report to the County Contract Compliance Officer, within ten (10) days of being made aware, any allegations to, or findings by the National Labor Relations Board (NLRB), Wisconsin Employment Relations Commission (WERC), or Wisconsin Department of Workforce Development that RECIPIENT, or any entity performing contracted work on the Project, has violated a statute or regulation regarding labor standards or relations. If an investigation by the Contract Compliance Officer results in a final determination that the matter adversely affects DCHA OR RECIPIENT'S responsibilities under this Agreement, and which recommends termination, suspension or cancellation of this agreement, COUNTY may take such action.
- b. Appeal Process. DCHA and RECIPIENT may appeal any adverse finding by the Contract Compliance Officer as set forth in Dane County Ordinances Sec. 25.08(20)(c) through (e).
- c. Notice Requirement. DCHA and RECIPIENT shall post the following statement in a prominent place visible to employees: "As a condition of receiving and maintaining a contract with Dane County, this employer shall comply with federal, state and all other applicable laws prohibiting retaliation for union organizing." RECIPIENT shall also post signage provided by COUNTY related to workers' right on Project site during construction.
- d. Reporting of Contracted Entities. During the construction phase of Project, RECIPIENT shall provide to the COUNTY and DCHA quarterly reports which shall, at a minimum, include the following information for each entity performing contracted work on the Project: contractor/subcontractor name, cost code description, address, and contact information.
- e. Access to Construction Site for Worker Rights Outreach. RECIPIENT shall permit reasonable access to the Project site by COUNTY or COUNTY designee for the limited purpose of providing or facilitating worker rights education, labor standards outreach, and related compliance assistance to workers performing work on the Project. Such access shall be provided during reasonable times and in a manner consistent with site safety, security, and operational requirements. The RECIPIENT shall not interfere with, restrain, intimidate, retaliate against, or discriminate against any worker or authorized outreach representative in connection with worker rights outreach, distribution of lawful informational materials, or participation in compliance-related conversations concerning wages, hours, working conditions, workplace safety, equal employment opportunity, or other rights applicable to the Project.

Application Checklist

1. Dane County Application for 2026 Affordable Housing Development Fund
2. Capital Needs Assessment, if applicable.
3. Signed letter from designated property management partner that acknowledges their understanding of the tenancy selection criteria and denial process required under the Dane County Affordable Housing Development Fund.
4. Signed letter from designated property management partner that acknowledges their understanding of the tenancy lease addendum items the required under the Dane County Affordable Housing Development Fund.
5. Signed letter(s) from designated supportive services partner(s) confirming the details of the application's commitment to end homelessness
6. Signed letter(s) from designated supportive services partner(s) confirming the supportive services provided has reviewed the application and has committed to providing services as described supportive services plan.
7. Site and building plans, if available.

ATTACHMENT A

Fair Tenant Selection Criteria

RECIPIENT shall comply with all listed Fair Tenant Selection Criteria. RECIPIENT shall not deny applicants for any of the following:

- 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.
- Lack of housing history.
- Membership in a class protected by Dane County Fair Housing Ordinances and non-discrimination ordinances in the municipality where the project is located.
- Wisconsin Circuit Court Access records
- Inability to meet financial obligations other than housing and utilities necessary for housing (gas, electric, water).
- Credit score.
- Information on credit report that is disputed, in repayment, or unrelated to a past housing or utility (gas, electric, and water only) obligations.
- 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.
- 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.
- An eviction filing if meets any of the following: (1) eviction filing which is open and pending; (2) eviction filing was dismissed or resulted in a judgement in favor of the applicant; (3) eviction filing which was settled with no judgment or writ of recovery issued (e.g., stipulated dismissal); or (4) eviction filing that resulted in judgment for the landlord more than two years before the applicant submits the application.
- 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.)

ATTACHMENT B

Tenant 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: <ul style="list-style-type: none"> a) The reason for denial with details sufficient for the applicant to prepare a defense, including: <ul style="list-style-type: none"> 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.
6.	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.
7.	The in-person appeal meeting shall be scheduled within ten working days of the request, unless the applicant requests a later date.
8.	A written decision on the application shall be provided to the applicant within ten working days after the in-person appeal meeting.

ATTACHMENT C

Tenancy Addendum

- a. **Security Deposits.** The amount of a security deposit shall not be more than one month's rent.
- b. **Late Fees and Other Fees.** Late fees must be set forth in the rental agreement. Late fees shall not exceed 5% of the tenant's portion of the monthly rent.
- c. **All other fees.** All other fees must be directly related to the cost for a specific amenity or service provided to the tenant and comply with all applicable laws. Non-essential services must be transparently identified, and allow tenant to opt out of services if tenant chooses. Junk fees are prohibited and defined as unnecessary, deceptive, or poorly disclosed charges not tied to a legitimate service or cost, and that place an undue burden on tenants. (For example, application fees above \$25 dollars pursuant to Wis. Stat. § 704.085, compounding fees, penalty fees, eviction filing fees, attorney's fees, processing fees, convenience fees for payment, pest control fees, insurance fees, administrative fees or any fees that encompass basic tenancy service.)
- d. **Rights of Youth to Access Common Spaces.** Youth under the age of 18 are allow to use and enjoy common areas without supervision. This does not preclude reasonable rules in ensure the safety of children and youth.
- e. **Written Notice for Termination of Tenancy.** Landlord or landlord's agent must serve written notice with right to cure upon the tenant specifying the grounds (e.g., the dates of relevant event/s, names of parties, reasoning, source of information and relevant documents) for the action at least 30 days before the termination of tenancy, unless shorter timeframe is required by federal funding. All terminations within 12 months of the written notice must be in compliance with WI Statutes § 704.17(2)(a) and (b). Termination for imminent threat of serious physical harm under WI Statute § 704.16(3) and criminal activity under WI Statute § 704.17(3m) are exempted from this requirement.
- f. **Good Cause for Termination.** A tenancy may not be terminated during or at the end of the lease unless there is good cause. Good cause is defined in include the following: (i) a serious violation of the lease; (ii) repeated minor violations of the lease; or (iii) a refusal to re-certify program eligibility. Repeated means a pattern of minor violations, not isolated incidents. Termination notices and procedures shall comply with Chapter 704 of Wisconsin Statutes and federal law, when applicable. Written notice is required for non-renewal and shall include the specific grounds for non-renewal and the right of the tenant to request a meeting to discuss the non-renewal with the landlord or landlord's property management agent within fourteen (14) days of the notice. If requested, the landlord or property management agent will meet with the tenant to discuss the non-renewal, allow the tenant to respond to the alleged grounds for non- renewal, and pursue a mutually acceptable resolution.
- g. **Reasonable Guest Rules.** Tenants have the right to have guests. In the event the property management establishes rules related to guests, they must be reasonable. Unreasonable rules include, but are not limited to the following: (1) Prior authorization of guests by the property management, unless the guest is staying for an extended period of time (e.g., more than 2 weeks); (2) Prohibition on overnight guests; (3) Requiring that the resident be with the guest at all times on the property. (4) Requiring guests to show ID unless requested by the tenant. (5) Subjecting caregivers, whether caring for a child or children, or an adult with disabilities, to limitations on the number of days for guests.

Landlord may ban a person who is not a tenant from the rental premises if the person has committed violent criminal activity or drug related criminal activity at rental premises. No person shall be banned from the rental premises without the consent of the tenant unless the following have taken place:

- (1) A notice of the ban is issued to the tenant stating the:
 - a name of the person banned,
 - b grounds for the ban including,
 - the specific facts detailing the activity resulting in the ban;
 - the source of the information relied upon in making the ban decision; and
 - a copy of any criminal record reviewed when making the ban decision; and
 - c the right of the tenant to have a meeting to dispute the proposed ban, discuss alternatives to the ban, and address any unintended consequences of the proposed ban.
- (2) If requested, a hearing on the ban has taken place to provide the tenant an opportunity to dispute the proposed ban, discuss alternatives of the ban, and address any unintended consequences of the proposed ban.

A tenant may not invite or allow a banned person as a guest on the premises, provided the Landlord has followed the proper procedure and given notice to Tenant as set forth herein. A tenant who violates the guest policy may be given a written warning detailing the facts of the alleged violation. The written warning shall detail the violation, and warn the tenant that repeated violations may result in termination of tenancy. Tenants that repeatedly violate the guest policy, (e.g., three (3) or more violations within a twelve (12) month period) may be issued a notice of termination in accordance with state and federal law.

Nothing in this policy limits a person's right to pursue a civil order for protection against another individual.

h. **Parking Policies.** Parking policies and practices must comply with applicable laws. Vehicles shall not be towed to a location that is more than 6 miles from the rental premises, unless there is not a towing company with a tow location available within 6 miles.