

2024 APPENDIX S

Certification to Create Rental Units for Persons Needing Supportive Services

Project Name:

Address:

City:

Proposed total # units:

Proposed # units targeted for supportive housing*:

**Should be no more than 25% of the total units*

This certification acknowledges the intent of the Applicant/Developer to seek an allocation of Housing Tax Credits (HTC) from WHEDA and to create units appropriate for persons requiring supportive housing. The Applicant/Developer, Property Management Agent and Wisconsin Department of Health Services (DHS) must review the stated housing proposal prior to submitting the application to WHEDA.

Appendix S must be completed and signed before WI DHS will review any applications. Please submit this application and direct any questions to DHSDLTCHousing@dhs.wisconsin.gov.

Appendix S is due December 1, 2023. Late submissions may not be reviewed.

Credit type applied for (check all that apply)?

9% housing tax credits:

4% state housing tax credits:

Which HTC application is this document for (check one)?

Initial HTC Application:

Final (8609) HTC Application:

Signatures

Applicant/Developer

Date

Property Management Agent

Date

DHS Representative

Date

Attestations

Mark to attest to the requirement

Property management will establish a procedure for filling vacant supported housing units with eligible tenants during lease-up and through the initial 15-year compliance period. WI DHS shall assist in contacting appropriate local collaborative long term support partners to help find qualifying persons in the event the developer requests additional support. Those persons and/or their representative shall be referred to the management agent.

Development will establish and maintain collaborative relationships between developers and any identified case workers/service providers in housing qualified persons, ensuring they maintain tenancy, and making reasonable accommodations for persons or their service plans.

Tenants will have choice of service provider, regardless of supportive housing management plan in place.

Development will hold open a vacant supportive housing unit for a minimum of 30 days or until WI DHS or local collaborative long term support partners, in conjunction with the management agent, finds a person meeting the target definition and requisite income qualifications to lease the unit. After the 30 days, the unit may be leased to any otherwise income qualifying family or individual.

The Supportive/Veteran Housing Unit Vacancy Marketing Certification Form* must be completed for each Supportive Housing Unit rented, or for all units rented when there are supportive housing units not occupied by a household member meeting the target definition. The Form must be made available to WHEDA upon request including at time of 8609 Application and Compliance Inspection Visits. (*Form will be made available on www.WHEDA.com)

The units will be designed with universal design features making them appropriate or readily adaptable to those with disabilities.

The units will be set aside for those persons having incomes not exceeding 30% of the County Median Income, or the unit or resident will receive a rental subsidy from a government entity.

Property management will affirmatively market these units to persons with disabilities by establishing an affirmative marketing and fair housing plan, approved by DHS, specifically for the target population in these units.

A waiting list policy specifically designed for this target population will be developed and reviewed by DHS.

Developer has determined that the proposed property does not require licensing by the DHS Division of Quality Assurance (DQA) based on services provided to target populations.

Brief description of how the project meets the following requirements

Characteristics of the specific target population*.

**Target Population(s) may include, for example: People who have permanent developmental, physical, sensory, medical, or mental health disabilities, or a combination of impairments that make them eligible for long term care services).*

How proposal addresses the local area's housing priorities and needs.

Outreach activities and engagement with local collaborative long term support partners* specifically to reach the target population.

** Examples of local collaborative long term support partners include: Aging and Disability Resource Centers serving each Wisconsin County, Managed Care Organizations operating Family Care, Partnership or PACE, and County Human Service Agencies or Departments of Community Programs.*

How supportive services will be made available to tenants, outlining the role of any primary and collaborative service provider partners, including all publicly and privately available resources.