

Wisconsin 2025-26 Qualified Allocation Plan Appendix S: Certification to Create Rental Units for Persons Needing Supportive Services

Project Name: _____
 Address: _____
 City: _____
 Total number of units: _____
 Proposed # units designated for supportive housing: _____
 Target Population(s): _____

This certification evidences the intent of the Applicant/Developer to seek an allocation of Housing Tax Credits (HTC) from WHEDA to create units appropriate for persons requiring supportive housing. The Applicant/Developer, Property Management Agent and Service Provider must together agree to a Supportive Housing Proposal which includes all the requirements identified in this document and the supporting documentation, and execution of this Appendix S certification. The complete Supportive Housing Proposal must be submitted with the HTC application.

Required Elements of Supportive Housing Proposal	Supporting Documents Required
<p>Identify the Eligible Supportive Housing Target Population(s).</p> <p>Examples may include: 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.</p>	<ul style="list-style-type: none"> • Description of the characteristics of the specific target population(s) • Discussion on how the proposal addresses the local area’s housing priorities and needs
<p>Designation and Design of Units</p>	<ul style="list-style-type: none"> • Evidence that the supportive 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 which must be firmly committed. • Acknowledgement of the requirement that supportive units will be defined as such in the Housing Tax Credit Land Use Restriction Agreement (LURA) and units may only be leased to a person meeting the target definition and requisite income qualifications. • Description of how the units will be designed with universal design features making them appropriate or readily adaptable to those with disabilities.
<p>Provision of On-Site Services</p>	<ul style="list-style-type: none"> • Description of how supportive services will be made available to tenants on the project site, outlining the role of any primary and

	<p>collaborative service provider partners, including all publicly and privately available resources.</p> <ul style="list-style-type: none"> • Identification of designated locations for on-site service delivery • Description of engagement strategies that will be used to ensure tenants have choice of service provider, regardless of supportive housing management plan in place
<p>Services Budget and Source of Funding</p>	<ul style="list-style-type: none"> • A detailed budget of the cost to deliver services and the source of funding to pay for the services. <ul style="list-style-type: none"> ○ Budgets may be submitted in the Multifamily Application (MFA) if the services will be paid for by the project. ○ Services that will be paid for by sources external to the project may submit a separate budget supported by evidence of the source of funds for the services and commitment to deliver the services to the project for period of 30 years • Applications with supportive housing units must include adequate operating expense assumptions in the operating budget or through the establishment of a services reserve in the capital budget
<p>Unit Marketing and Tenant Selection Requirements</p>	<ul style="list-style-type: none"> • Marketing plan with procedures for filling vacant supported housing units with eligible tenants. <ul style="list-style-type: none"> ○ 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. ○ Eligibility screening and assessment procedures to affirmatively market units specifically for the target population being proposed for the units

	<ul style="list-style-type: none"> • Vacant Supportive Units must be listed on WI Housing Search: https://wihousingsearch.org/ • A waiting list policy specifically designed for this target population
Memorandum of Understanding between the parties of this agreement	<ul style="list-style-type: none"> • MOU must establish and maintain collaborative relationships between all parties to this agreement detailing roles and responsibilities of the fulfillment of all elements of the Supportive Housing Proposal

Certification:

I certify that I am authorized to sign on behalf of the company. I certify that I have reviewed and agree to all elements of the Supportive Housing Proposal and will act accordingly to implement this Proposal. I acknowledge that after receipt of an Allocation of Housing Tax Credits, modifications of the Supportive Housing Proposal must be authorized in writing by WHEDA and may not result in a loss of points or material changes to the original Supportive Housing Proposal.

Developer/Applicant Company Name: _____

By: _____

Name: _____

Its: _____

Date: _____

Property Manager Company Name: _____

By: _____

Name: _____

Its: _____

Date: _____

Service Provider Company Name: _____

By: _____

Name: _____

Its: _____

Date: _____