APPENDIX S

Certification to Create Rental Units for Persons Needing Supportive Services

Project Name: _____
Address: _____
City: _____
Proposed # units-Total: _____
Proposed # units-Targeted for supportive housing: _____
Target Population(s)*: _____

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 (WI DHS) must together review the below stated housing proposal prior to submitting the application to WHEDA, and assess the overall need for the proposed housing considering the target population and the development location to ensure there is sufficient demand for proposed units.

Applications, at a minimum, must include the items noted on the Supportive Housing Checklist - which follows this form.

Appendix S must be completed and signed before WI DHS will review any applications.

Deadline for submitting materials to WI DHS (check appropriate credit type):

☐ 9% housing tax credits: November 10, 2021
☐ 4% state housing tax credits: November 10, 2021

The parties below agree:

- To establish a procedure for filling vacant supported housing units with eligible tenants during lease-up and thru 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.
- To 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.
- That tenants must have choice of service provider, regardless of supportive housing management plan in place.
- To 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 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.
- To 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 should also be reviewed by DHS.

This letter MUST be signed by all parties below.

_____	_____
Applicant/Developer	Date
_____	_____
Property Management Agent	Date
_____	_____
WI Department of Health Services	Date

Which HTC application is this document for? Check One:

☐ Initial HTC Application

☐ Final (8609) HTC Application

Contact information for WI DHS:
Division of Medicaid Services; Wisconsin Dept. of Health Services,1 West Wilson Street, Rm 527; Madison, WI 53703; (608) 266-2905; DHSDLTCHousing@dhs.wisconsin.gov

*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.

Examples of local collaborative long term support partners include: Aging and Disability Resource Centers serving each Wisconsin County, Managed Care Organizations, and County Human Service Agencies.

Supportive Housing Checklist

HTC developers requesting points with the submission of Appendix S "Certification to Create Rental Units for Persons Needing Supportive Services," must provide adequate information for DHS to review their proposal. The following checklist is intended to assist developers in providing the necessary information. It is important for DHS to have the opportunity to review the housing proposal, assess the overall need for the proposed housing, and to assist the housing developer to identify applicable local supports.

The following are DHS guidelines for review of applications for supportive housing:

- Characteristics of the specific target population(s)[1]
- Discussion on how the proposal addresses the local area's housing priorities and needs
- Evidence of outreach activities and engagement with local collaborative long term support partners[2] specifically to reach the target population
- Eligibility screening and assessment procedures to affirmatively market units specifically for the target population being proposed for the units
- Description of 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. Include engagement strategies that will be used to ensure tenants have choice of service provider, regardless of supportive housing management plan in place.

If you have questions, please contact:

Phone: (608)266-2905
E-mail: DHSDLTCHousing@dhs.wisconsin.gov

[1] Target populations 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

[2] 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.