

# 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"> <li>• Description of the characteristics of the specific target population(s)</li> <li>• Discussion on how the supportive housing units address the local area's housing priorities and needs</li> </ul>
<p>Designation and Design of Units</p>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• Description of how the units will be designed with universal design features making them appropriate or readily adaptable to those with disabilities.</li> </ul>
<p>Provision of On-Site Services</p>	<ul style="list-style-type: none"> <li>• Description of how supportive services will be made available to tenants on the project site, outlining the role of any primary and</li> </ul>

	<p>collaborative service provider partners, including all publicly and privately available resources.</p> <ul style="list-style-type: none"> <li>• Identification of designated locations for on-site service delivery</li> <li>• Description of engagement strategies that will be used to ensure tenants have choice of service provider, regardless of supportive housing management plan in place</li> </ul>
Services Budget and Source of Funding	<ul style="list-style-type: none"> <li>• A detailed budget of the cost to deliver services and the source of funding to pay for the services for 30 years. <ul style="list-style-type: none"> <li>○ Budgets may be submitted in the Multifamily Application (MFA) if the services will be paid for by the project.</li> <li>○ 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 a period of 30 years</li> </ul> </li> <li>• 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 sufficient for 30 years</li> </ul>
Unit Marketing and Tenant Selection Requirements	<ul style="list-style-type: none"> <li>• Marketing plan with procedures for filling vacant supported housing units with eligible tenants. <ul style="list-style-type: none"> <li>○ 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.</li> <li>○ Eligibility screening and assessment procedures to affirmatively market units specifically for the target population being proposed for the units</li> </ul> </li> <li>• Vacant Supportive Units must be listed on WI Housing Search: <a href="https://wihousingsearch.org/">https://wihousingsearch.org/</a></li> <li>• A waiting list policy specifically designed for this target population</li> <li>• A written Tenant Selection Plan (TSP) that adheres to the requirement outlined in the</li> </ul>

	<b><u>Tenant Selection Plan Guidelines</u></b> (see attached to this document)
Memorandum of Understanding between the parties of this agreement	<ul style="list-style-type: none"> <li>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</li> </ul>

**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: \_\_\_\_\_



Supportive housing programs are intended to house people who traditionally face barriers to finding safe, affordable housing. Such programs are successful in serving their intended populations only when these barriers do not prohibit access to housing.

WHEDA encourages applicants to adopt lenient and flexible criteria that reduce barriers to housing and promote housing access for populations most at risk of homelessness or housing instability. The following Tenant Selection Plan (TSP) Guidelines are a minimum requirement for all designated Supportive Housing units that receive points for Supportive Housing during or following the 2026 Housing Tax Credit cycle and subsequent cycles.

1. **Written Tenant Selection Plan.** Housing providers must have a written Tenant Selection Plan. The plan must be readable and accessible to applicants and must be made available to applicants before they apply and/or pay an application fee. The owner must provide meaningful access to the information for people with limited English proficiency and people with disabilities.
2. **Marketing.** The procedure for filling vacant supportive housing units with eligible tenants should be outlined. The procedures must include:
  - a. Use of Form 315 (Supportive Housing Unit Vacancy Certification Form).
  - b. Process for outreach and engagement activities with local partners to fill supportive housing units.
  - c. Process to affirmatively market units specifically for the proposed target population.
3. **Waiting List.** The tenant selection plan must describe the waiting list policy specifically designed for this target population.
4. **Security Deposits.** The tenant selection plan must create a security deposit policy that does not create a financial impediment or barrier to entry for supportive housing units. To ensure such reasonableness, WHEDA requires that security deposits do not exceed 1 month's rent.
5. **Application Fees.** The tenant selection plan must clarify the cost involved in securing a supportive housing unit. The following criteria must be included in this policy:
  - a. Application fee may not exceed the allowable maximum credit check/application fee as defined in ATCP 134.05(4).
  - b. Fees related to the purpose of holding or reserving a unit are strictly prohibited.
6. **Credit History Criteria.** Supportive Housing applicants should not be screened out for the following:
  - a. Credit history or credit score
    - i. Except for balances that are housing related and less than 2 years old.
    - ii. Does not include cable or internet.
  - b. Insufficient credit history should be excluded from consideration in denial
7. **Criminal Criteria.** Supportive Housing applicants should not be screened out for any of the following reasons:
  - a. Any arrest that did not result in conviction.
  - b. Any conviction for misdemeanor offenses with a sentencing date of 2 years or more.

- c. Any criminal conviction for felony offenses with sentencing dates of 7 years or more, except in the following circumstances:
  - i. Landlord may deny an applicant who has been convicted of the illegal manufacture or distribution of a controlled substance as defined in Section 102 of the Controlled Substances Act (21 U.S.C. 802).
  - ii. Offenses that mandate denial of tenancy in federally assisted housing subject to federal regulations, including but not limited to, when any member of the household is subject to a lifetime sex offender registration requirement under a state sex offender registration program.
- 8. **Housing History Criteria.** Supportive Housing applicants should not be denied for the following:
  - a. Any eviction that resulted in judgement for the landlord that is more than 2 years before the date that an applicant submits their application for housing.
  - b. Any eviction filing that was dismissed or resulted in a judgement in favor of the applicant.
  - c. Any eviction that was settled with no judgement or writ of recovery.
  - d. Insufficient rental history, unless management has definitive records indicating housing history is being withheld.

***For developments that are subject to specific tenant screening requirements because of federal obligations or local laws/ordinances, housing providers should follow those requirements. These guidelines are not intended to be a complete list or to supersede those requirements. Consult with an attorney to determine if your TSP complies with all applicable laws and regulations.***