

I. Proposal Response Format

Proposals and all required additional documentation must be submitted electronically via email to CDDapplications@cityofmadison.com. **Application materials must be submitted as individual documents, in their original format (Word for Application, Excel for Budget Workbook).** The subject line must read **Affordable Rental Housing Development: Tax Credit Application**.

The response to the RFP should be complete and comprehensive but succinct. Attachments of documents not specifically requested should not be submitted and will not be reviewed. Applicants are welcome to email a link to a dropbox for application download, however the City will not provide one.

II. Required Information and Content of Proposals

Proposals must include all of the following documents listed below to be considered complete and eligible for consideration.

1. **Cover Letter**
2. **RFP Application Form**
 - a. Available on [CDD Funding Opportunities](#) webpage
3. **RFP Budget Workbook**
 - a. Available on [CDD Funding Opportunities](#) webpage
4. **Development Team Experience & Capacity**
 - a. Maximum 2 pages for lead developer
 - b. Maximum 1 pages for co-developer
 - c. Organizational Chart of ownership entities (including applicant, all partnerships, and owning/controlling interest percentages)
5. **Property Manager Experience & Capacity**
 - a. Maximum 1 page
6. **Supportive Service Coordinator Letter of Engagement and Draft Supportive Service Plan**
 - a. Draft Supportive Service Plan
 - b. Letter(s) from Supportive Service Coordinator(s) detailing their role in the partnership, staffing, approach to working to end homelessness, and funding made available
7. **Preliminary Site Plan and Elevations**
 - a. If unavailable at time of AHF-TC Application, must submit by time of Supplemental Application
8. **Capital Needs Assessment** (rehabilitation proposals only)
 - a. If unavailable at time of AHF-TC Application, must submit by time of Supplemental Application
9. **Tenant Selection Plan** consistent with Attachment C-1
10. **Focus on Energy Design Assistance Application Confirmation**
11. **Completed Designation of Proprietary and Confidential Information** (if applicable)