

## THE HOUSING AUTHORITY OF RACINE COUNTY (HARC)

### PROJECT-BASED VOUCHER PROGRAM REQUEST FOR PROPOSALS

In order to improve the utilization of voucher funding and increase the number of available, affordable housing units in the County of Racine, Wisconsin, herein referred to as the Housing Authority of Racine County (HARC), the HARC intends to project base up to 60 of its ACC vouchers for existing housing units, rehabbed, or newly constructed units to provide affordable housing to low-income residents in the County of Racine, Wisconsin. Preference will be given to owners who have received an award of Low-Income Tax Credits from the Wisconsin Housing and Economic Development Authority (WHEDA) and placed in service within the past 12 months.

The Housing Authority of Racine County is seeking owners interested in Project basing existing housing units that are of high quality and that provide access to transportation, health services, schools and other supportive services. The required area for Project-Based Voucher units within the County of Racine, Wisconsin. The statutory goal of Project basing units is to deconcentrate poverty and expand housing and economic opportunities for low-income families. Preference will be given to recipients of Low-Income Housing Tax Credits (LIHTC) and placed in service within the last 12 months. The HARC is not accepting applications for new construction or substantially rehabbed units at this time.

The Housing Authority of Racine County does business in accordance with all equal opportunity and federal fair housing laws. The Housing Authority of Racine County does not discriminate against any person or business because of race, color, religion, sex, handicap, familial status or national origin. A copy of this RFP and application will be available on the Racine County Housing Authority website at [www.rcha.org](http://www.rcha.org).



## PROGRAM INFORMATION

Under the PBV program, the Housing Authority of Racine County enters into a Project-Based Voucher Housing Assistance contract with the owner for specified rental units for a specified term (one to twenty years) subject to funding availability. Assistance or subsidy can be provided to existing tenants as long as the existing family is income-eligible and the units meet other program requirements, like Housing Quality Standards (HQS). To fill any vacant project-based units, the Housing Authority of Racine County will establish and manage a separate project-specific waiting list for each PBV development selected that will be maintained by the Housing Authority of Racine County (HARC). The HARC maintains subsidy standards to determine the appropriate unit size for the family composition, and all families must come from the Housing Authority of Racine County waiting list unless they are eligible low-income in-place tenants.

**Selection preference will be given to existing housing developed within the last ten years.**

Housing units and/or projects that are NOT eligible for PBV assistance include:

- Shared housing;
- Units on the grounds of a penal, reformatory, medical, mental, or similar public or private institution;
- Nursing homes or facilities providing continuous psychiatric, medical, nursing service, board and care, or intermediate care (assistance may be approved for a dwelling unit in an assisted living facility that provides home health care service such as nursing and therapy for residents of the housing);
- Units owned or controlled by an educational institution or its affiliate and designed for occupancy by the students of the institution;
- Manufactured homes;
- Cooperative housing;
- Transitional housing;
- Owner-occupied housing;
- Units occupied by an ineligible family;
- Subsidized housing types determined ineligible in accordance with HUD regulations.

Generally, the number of PBV assisted units per Project cannot exceed the greater of 25 units in a project or 25 percent (25%) of the total number of dwelling units a project, except as provided by regulation. Exceptions include units in a building that are specifically made available for qualifying households that are elderly, or that are eligible for supportive services, or where the Project is located in a census tract with a poverty rate of 20 percent or less, as determined in the most recent American Community Survey Five-Year estimates.

RACINE HOUSING AUTHORITY  
RFP FOR PROJECT-BASED VOUCHER PROGRAM

Sites selected for PBV assistance must be:

- Consistent with the goal of expanding housing and economic opportunities;
- Deconcentrating poverty
- In full compliance with the applicable laws regarding nondiscrimination and accessibility requirements;
- Meet Housing Quality Standards (HQS) site standards; and
- Must meet HUD regulations for site and neighborhood standards.

Activities under the PBV program are subject to HUD environmental regulations and may be subject to review under the National Environmental Policy Act by local authorities.

When newly constructed housing sites are selected for PBV assistance, the owner must agree to develop the contract units to comply with HQS. Housing Authority of Racine County may elect to establish additional requirements for quality, architecture, or design of PBV housing, over and above the HQS. The owner and the owner's contractors and subcontractors must comply with all applicable state and federal labor relations laws and regulations, federal equal employment opportunity requirements and HUD's implementing regulations.

The Housing Authority of Racine County will enter into a Housing Assistance Payments (HAP) contract with the owner for existing units selected that are approved for PBV assistance. The Housing Authority of Racine County will make housing assistance payments to the owner in accordance with the PBV HAP contract for those contract units leased and occupied by eligible households during the HAP contract term.

Housing Authority of Racine County has no responsibility or liability to the owner or any other person for the family's behavior or suitability for tenancy. The owner is responsible for screening and selection of the family referred by the Housing Authority of Racine County to occupy the owner's unit based on their tenancy histories. At least seventy-five percent (75%) of the households approved for tenancy shall be households whose annual income does not exceed thirty percent (30%) of the median income for this area as determined by HUD and as adjusted by family size.

During the course of the tenant's lease, the owner may not terminate the lease without good cause. "Good cause" does not include a business or economic reason or desire to use the unit for an individual, family or non-residential rental purpose. Upon expiration of the lease, the owner may: renew the lease; refuse to renew the lease for good cause; refuse to renew the lease without good cause.

The amount of the rent to owner is determined in accordance with HUD regulations. Except for certain tax credit units, the rent to owner must not exceed the lowest of:

- An amount determined by Racine Housing Authority, not to exceed 110 percent of the applicable fair market rent (FMR) for the unit bedroom size minus any utility allowance;
- The reasonable rent; or
- The rent requested by the owner.

RACINE HOUSING AUTHORITY  
RFP FOR PROJECT-BASED VOUCHER PROGRAM

110% of the Fair Market Rents for Racine County is as follows:

Unit Size (Number of Bedrooms)	HUD's FY 2021 Fair Market Rent for Racine County (110%)
0	\$657
1	\$756
2	\$997
3	\$1,314
4	\$1,436

In no event will the rent exceed 110 percent of HUD's published Fair Market Rent less tenant-paid utility allowances. The utility allowance schedule will be provided upon request.

An independent reasonable rent study will be prepared to determine the rent. The total rent to the owner for PBV assisted units consists of the tenant rent (the portion of the rent to owner paid by the family) and the rental assistance paid by the Housing Authority of Racine County in accordance with the contract with the owner. The Housing Authority of Racine County determines the tenant rent in accordance with HUD requirements. For certain tax credit units located outside of a qualified census tract, the rent to owner must not exceed:

- 1) Tax credit rent minus any utility allowance
- 2) Reasonable rent
- 3) Rent requested by the owner

The rules and requirements for the Project-Based Voucher Program are included in Racine Housing Authority's Housing Choice Voucher (HCV) Administrative Plan", Chapter 17-Project Based Vouchers. Owner applications will be accepted in an **electronic format (PDF)** to Deb Madsen at [dmadsen@rcha.org](mailto:dmadsen@rcha.org).

Questions regarding this Request for Proposals may be submitted in writing to [dmadsen@rcha.org](mailto:dmadsen@rcha.org).

RACINE HOUSING AUTHORITY  
RFP FOR PROJECT-BASED VOUCHER PROGRAM

## APPLICATION REQUIREMENTS

Applications will be reviewed and ranked and will be subject to the selection criteria described below. The following procedures will be followed by the Housing Authority of Racine County in accepting and screening owner applications submitted for the PBV Program.

### **Application Submission Deadline**

Owner applications will be accepted in an **electronic format (PDF)** to Deb Madsen at dmadsen@rcha.org.

Applications and supporting documentation for project-based voucher units will be accepted and reviewed on a first come-first served basis until 60 units of PBV assistance have been committed.

### **Non-Compliant Applications**

If the Housing Authority of Racine County determines that an application is not compliant with this RFP (i.e., outside of the County of Racine) or HUD program regulations, the application will be returned to the applicant with its deficiencies described. The Housing Authority of Racine County will give the applicant ten (10) business days to correct all deficiencies. The application will be considered for the program if the missing information is submitted within this time period.

The Housing Authority of Racine County reserves the right to reject applications at any time for misinformation, errors, or omissions of any kind, regardless of the stage in the process that has been achieved.

RACINE HOUSING AUTHORITY  
RFP FOR PROJECT-BASED VOUCHER PROGRAM

**Application Content**

The applicant must provide the following information in no more than 15 pages (one-sided, single-spaced, 12-point font, one-sided). See **Ranking and Selection Criteria** below for details.

- Owner Name and contact information, including email address
- Number and bedroom size of units proposed for PBV
  - Include the number of accessible units to be included in the proposal that comply with Section 504 of the Rehabilitation Act
  - The common areas and designated units will comply with program accessibility requirements of section 504 of the Rehabilitation Act of 1973 (29 USC 794) and implementing regulations at 24 CFR part 8.
  - For a federally-assisted new construction housing project, Section 504 requires 5% of the dwelling units, or at least one unit, whichever is greater, to be accessible for persons with mobility disabilities. An additional 2% of the dwelling units, or at least one unit, whichever is greater, must be accessible for persons with hearing or visual disabilities.
- Utility Responsibility and type (i.e., gas or electric) for cooking, heating, electricity, water and trash; additionally, if stove and refrigerator are provided.
- If units will be Project-Based with in-house families, include the estimated annual income of existing residents and number of persons in the household. The current income limits for in-place families are:

Income Limit FY 2021*	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
Low (80%) Income Limit	\$43,250	\$49,400	\$55,600	\$61,750	\$66,700	\$71,650	\$76,600	\$81,550

*\*Note: Income limits are published by HUD and are subject to change*

- Project Location
- Term of PBV Contract Requested
- Site and Census Tract Location
- Amenities at the property
- Owner Management Experience

RACINE HOUSING AUTHORITY  
RFP FOR PROJECT-BASED VOUCHER PROGRAM

**Additional Documentation to Submit with Application**

The applicant must provide the following information in no more than 50 pages (one-sided, single-spaced, 12-point font, one-sided)

- A. Tenant Selection Plan
- B. Management Agreement, if applicable
- C. Certification of Participation in the Low-Income Housing Tax Credit Program, if applicable
- D. Financial statement (Proforma/Income and Expense Statement) for property's most recent operating year if rehabbed or existing housing
- E. Certification of Payments to Influence Federal Transactions (HUD Form 50071), see attached
- F. Applicant/Recipient Disclosure Update Report (HUD Form 2880), see attached

**Application Review Panel**

The selection panel shall be appointed by HARC. Proposals selected for Project basing will be forwarded to the Housing Authority of Racine County Board of Commissioners for final approval.

RACINE HOUSING AUTHORITY  
RFP FOR PROJECT-BASED VOUCHER PROGRAM

## **Application Review**

The Housing Authority of Racine County will review all applications. Before selecting units, the Housing Authority of Racine County will determine that each application is responsive to and in compliance with Racine Housing Authority's written selection criteria and procedures, and in conformity with HUD program regulations and requirements, including the following items:

- Evidence of site control/ownership
- Certification that the owner and other project principles are not on the US General Services Administration list of parties excluded from Federal procurement and non-procurement programs.
- Proposed initial gross rents must be within 110% of the HUD published Fair Market Rent for the City of Racine for the size of the unit.
- The property meets eligibility requirements under §983.52 (Eligible Housing Type) and §983.57 (Site selection standards).
- Not more than 25 units or 25 percent of units (whichever is greater) per building are eligible for PBV assistance, except units in a building that are specifically made available for qualifying households:
  - That are elderly (age 62 or older);
  - Where the owner will provide supportive services

In these cases, 100 percent of the units in such buildings are eligible for PBV assistance. Where the Project is located in a census tract with a poverty rate of 20 percent or less, as determined in the most recent American Community Survey Five-Year estimates, the project cap is the greater of 25 units or 40% of the units in the Project.

The HARC is also looking for owners who will rent units to:

- Families who are homeless
- Families that include a U.S. veteran

If a project does not meet the requirements indicated above, it will be designated non-compliant. A notice mailed to the applicant will identify the disqualifying factor.

Proposals that meet the requirements will be evaluated and ranked by the Housing Authority of Racine County panel. A ranking list will be prepared according to the points awarded to each proposal. The Housing Authority of Racine County may, at its discretion, select one or more of the proposals submitted, or none of the proposals submitted.

The Housing Authority of Racine County reserves the right to reject any or all proposals, to waive any informalities in the RFP process, or to terminate the RFP process at any time, if deemed by the Housing Authority of Racine County to be in its best interest. The Housing



RACINE HOUSING AUTHORITY  
RFP FOR PROJECT-BASED VOUCHER PROGRAM

Authority of Racine County reserves the right to reject and not consider any proposal that does not meet the requirements of this RFP, including but not necessarily limited to incomplete proposals and/or proposals offering alternate or non-requested services. The Housing Authority of Racine County shall have no obligation to compensate any applicant for any costs incurred in responding to this RFP.

**Other Requirements**

1. Before executing an Agreement with any selected owner, the HARC must:
  - a) Establish rents in accordance with §983.301 and §983.302.
  - b) Obtain environmental clearance in accordance with §983.58, if applicable
  - c) Submit a certification to the HUD field office stating that the unit or units were selected in accordance with Racine Housing Authority's approved unit selection policy.
  
2. The City of Racine or the local HUD field office or their designee will conduct the environmental reviews, if applicable

**Ranking and Selection Criteria:**

The Housing Authority of Racine County will use the following to rank and select applications for the PBV Program. Each factor is comprised of several components with an associated point value. The total points awarded to an application will be an aggregate of the component subtotals.

CRITERIA	MAX. POINTS AVAILABLE
1. Placed in Service Date of LIHTC	20
2. Unit Sizes Offered	10
3. Term of Contract Requested	15
4. Site/Census Tract	10
5. Management Experience/Capability	15
6. Existing Housing or New Construction	15
7. Availability of PBV Units to be Placed Under Contract	15
8. <b>TOTAL</b>	100

RACINE HOUSING AUTHORITY  
RFP FOR PROJECT-BASED VOUCHER PROGRAM

<b>1. PLACED IN SERVICE DATE OF LIHTC</b>		<b>MAX PTS.</b>
LIHTC placed in service within last 12 months		15
LIHTC placed in service over 12 months ago		5
<b>2. UNIT SIZES OFFERED</b>		
The proposed units include at least ten or more one-bedroom units		10
The proposed units include nine or fewer one-bedroom units		0
<b>3. TERM OF CONTRACT REQUESTED</b>		<b>MAX PTS.</b>
20-year commitment		15
10 to 15-year contract term		10
5 to 9-year contract term		5
Less than 5-year contract		0
<b>4. SITE/CENSUS TRACT LOCATION</b>		<b>MAX PTS.</b>
The site is in a low poverty census tract (in the County of Racine) or within 1.5 mile of amenities, including transit, public parks, grocery stores, public schools, places of significant employment offering a range of jobs and a significant health facility		10
The site is within 5 miles of amenities including transit, public parks, grocery stores, public schools, places of significant employment offering a range of jobs and a significant health facility The project owner does not offer supportive services at the site		5
<b>5. MANAGEMENT EXPERIENCE/CAPABILITY</b>		<b>MAX PTS.</b>
Applicant has 11 to 20 or more years of capable experience in managing and maintaining affordable rental housing as evidence by maintaining units in accordance with HQS standards, tenant satisfaction surveys or funding provider audits.		15
Applicant has 5 to 10 years of capable experience in managing and maintaining affordable rental housing as evidence by maintaining units in accordance with HQS standards and/or tenant satisfaction surveys or funding provider audits.		10
Applicant has less than 4 years or no experience in managing and maintaining affordable rental housing as evidence by maintaining units in accordance with HQS standards and/or tenant satisfaction surveys or funding provider audits.		0
<b>6. EXISTING HOUSING OR NEW CONSTRUCTION</b>		<b>MAX PTS.</b>
The proposed Project is existing housing and available for leasing		15
The proposed Project is not yet available for leasing		0
<b>7. AVAILABILITY OF PBV UNITS FOR PLACEMENT UNDER CONTRACT</b>		<b>MAX PTS.</b>
Project units will be available (meet HQS and in-place income requirements) to be placed under contract and leased within 60 days of award		15
Project units will be available (meet HQS and income requirements) to be placed under contract and leased within 6 months of award		5
Project units will be available beyond 6 months of award		0