



REQUEST FOR PROPOSAL FOR
HCV/SECTION 8 PROJECT
BASED VOUCHER PROGRAM

(For Existing or New
Construction Units)

RFP #24-094

Bid Due by Thursday, May 2, 2024

RFP # 24-094
**HCV/SECTION 8 PROJECT BASED VOUCHER PROGRAM FOR EXISTING
OR NEW CONSTRUCTION UNITS**

The Rockford Housing Authority (RHA) is accepting applications from property owner(s) and/or developers to provide assistance for existing or new construction units under the Section 8 Project Based Assistance Program. The RHA estimates that it will be able to provide project-based assistance throughout the timeframe of this RFP, Rockford Housing Authority will review and evaluate the financial position of the HCV Program on an annual basis to determine the level of project-based assistance that can be added to provide assistance for low income families. Proposals may include one-, two- or three-bedroom units. Preferred projects should include a mix of bedroom sizes and offer a minimum of four units per development. Units in designated Opportunity Areas will receive preference. The RHA reserves the right to award multiple contracts as deemed to be in the best interest of the RHA and consistent with the RHA vision and mission statements.

Vision Statement: Within 5 years the RHA will re-establish itself as a high performing agency that is a leader in housing and sustainable communities by developing additional, non-HUD revenue streams, increasing our asset base and offering state-of-the-art resident initiatives.

Mission Statement: *RHA partners with the community and responsible residents to transform houses into homes while guiding families to self-sufficiency*

Project-based vouchers are a component of the RHA's Housing Choice Voucher Program. The RHA will attach voucher assistance to specific housing units if the owner agrees to set-aside a portion of the units in an existing development. However, no more than 25 percent of the units in a building may receive project-based voucher assistance, unless an exception described in the Application for Section 8 Project Based Voucher Program Assistance for Existing or New Construction Units applies. All units must meet HUD housing quality standards and all rent must be considered reasonable by the RHA.

The RHA will evaluate and rate all applications for assistance that meet the threshold requirements and rating factors for award described in the Application for Section 8 Project Based Voucher Program Assistance for Existing or New Construction Units. Threshold requirements for participation are:

- Proven ownership or control of proposed property;
- Compliance with Fair Housing and Civil Rights Laws; and
- Proof that the applicant has not been deemed ineligible for participation in Federal and/or any HUD programs.

Applications that meet threshold criteria will be further rated based on proven management experience, property maintenance experience, financial responsibility, and condition of property.

Application packets are available at <https://ha.internationalprocurement.com> (preferred) or requested by email at ldorseytillman@rockfordha.org.

Any questions regarding the application must be submitted on the eprocurement website.

Questions regarding this proposal will be received until 3 p.m. on Thursday, April 18, 2024 and responses will be sent to all proposal holders by 5 p.m. on Monday, April 22, 2024.

Applications are due **Thursday, May 2, 2024**, and must be received (hand delivered or postmarked) by 3 p.m., local time, at the Rockford Housing Authority, Attention: Linda Dorsey-Tillman. Responses will not be read aloud. Late responses will not be accepted. Fax responses will not be accepted. You must submit one original and three copies of your application.

Only applications submitted in response to the advertisement will be considered.

No proposal shall be withdrawn for a minimum period of 90 days following the proposal deadline without the consent of the RHA.

Section 3, minority and women-owned businesses are encouraged to respond to this solicitation.



Timeline for PBV Proposals

Proposals Released	Friday, March 29, 2024
Questions Due	Thursday, April 18, 2024
Responses to Questions Released	Monday, April 22, 2024
Proposals Due	Thursday, May 2, 2024
Anticipated Board Approval of Project Based Submissions	Thursday, May 16, 2024

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Overview of Project-Based Vouchers for Existing or New Construction Units

Project-based vouchers are a component of the Rockford Housing Authority's (RHA) Section 8 program, also known as the Housing Choice Voucher program. The RHA intends to partner with private landlord(s) and/or developer(s) to offer rolling vouchers for assistance to existing or proposed new construction housing units if the owner agrees to set-aside a portion of the units in an existing or newly constructed development specifically for tenants who meet the income limits and other requirements of the RHA's Section 8 voucher program.

The RHA refers individuals and families, who have already applied to the RHA for housing choice vouchers and are on the RHA's waiting list, to properties that have project-based voucher assistance when units become vacant, if they are determined to be eligible for admission to the project based voucher program. Owners select individuals or families for occupancy of a particular unit after screening each person or family. Each month, the RHA pays the owner the difference between 30 percent of the household income and the gross rent for the unit.

Under the project-based voucher program, the RHA enters into an assistance contract with the owner for specified units and for a specified term. The RHA and the owner execute an agreement to enter into housing assistance payments (HAP) contract for a ten-year term that is dependent on availability of funding under the RHA's Annual Contributions Contract with HUD. The HAP contract establishes the initial rents and describes the responsibilities of the RHA and the owner. Rents are set based upon market comparable and may not exceed 110% of the published existing housing fair market rents without HUD approval. HUD may approve exception rents up to 120% of the fair market rents in some areas. In addition, the HAP contract establishes the minimum housing quality standards that all units must meet before assistance can be paid on behalf of a person or family. These standards must be maintained throughout the term of the assisted tenancy.

The RHA will provide project-based assistance with the goal of deconcentrating poverty and expanding housing and economic opportunities to the maximum extent feasible and in accordance with the RHA mission and vision statements. Project based assistance will be provided in compliance with all applicable laws and regulations, and pursuant to the RHA's final Project Based Voucher Administrative Plan, as will be adopted by the RHA Board of Commissioners at the close of the current public comment period.

Specific Participation Requirements

1. ***To be considered for participation, at a minimum, the Applicant must meet threshold requirements*** — The RHA will evaluate and rate all applications for assistance that meet the threshold requirements and rating factors for award described in this solicitation. Threshold requirements for participation are:
 - Proven ownership or control of proposed property;
 - Compliance with Fair Housing and Civil Rights Laws; and

- Proof that the Applicant has not been deemed ineligible for participation in Federal and/or any HUD programs.

Applications that meet threshold criteria will be further rated based on proven management experience, property maintenance experience, financial responsibility, and condition of property.

2. ***Investment of funds in property*** — The RHA will provide project-based voucher assistance without any requirement that the owner invest other funds in the property.
3. ***Income Mix*** — No more than 25 percent of the units in a building may receive project-based voucher assistance.

Single-family dwellings are exempt from the 25 percent limit. A building with up to four units is considered a single-family dwelling.

Multifamily units reserved for elderly families and disabled families or for families receiving qualified supportive services also are exempt from the 25 percent limit. The type of services offered to families for a project to qualify for this exception and the extent to which such services will be provided will be based on the RHA's assessment of the community's current needs and opportunities. Supportive services may include on- or off-site health, counseling, and social services, including programs tailored to children, veterans, the mentally or physically disabled, the homeless, survivors of domestic violence, youth aging out of foster care, drug and alcohol treatment, case management, educational and/or life skills courses, after-school tutoring, transportation, the family self-sufficiency program ("FSS program") as defined in 24 CFR 984, and other programs designed to improve the physical, economic or social environment of the City of Rockford. To qualify, a family must have at least one member receiving at least one qualifying supportive service. The RHA may not require participation in medical or disability-related services other than drug and alcohol treatment in the case of current abusers as a condition of living in an excepted unit, although such services may be offered. If a family at the time of initial tenancy is receiving, and while the resident of an excepted unit has received, any qualified supportive services, and successfully completes the supportive services requirement, the unit continues to count as an excepted unit for as long as the family resides in the unit. At least annually, the RHA shall monitor the qualifying family's continued receipt of supportive services and take appropriate action regarding those families that fail without good cause to complete their supportive services requirement. Such monitoring may take the form of in-person interviews with RHA staff, or such other methods as the CEO deems appropriate.

4. ***Resident Choice and Continued Assistance*** — Persons or families occupying units with project-based voucher assistance have the right to move after one year with a tenant-based Section 8 voucher or its equivalent. When a family moves out of a

unit with project-based voucher assistance, it must be replaced by a family that is referred from the RHA's waiting list. This will ensure that the specified number of subsidies continue to be used at the development throughout the term of the RHA's contract with the owner.

5. **HAP Contract** — Owners are required to enter into a HAP contract with Rockford Housing Authority for a minimum term of one year renewed annual.
6. **Contract Term and Extension** — The RHA has the discretion to set the initial contract term for any period of time up to a maximum of fifteen years, subject to the availability of adequate annual appropriations. The initial contract may be extended for the period that the RHA considers appropriate to achieve long-term affordability or to expand housing opportunities. At the RHA's option, the initial contract may bind the owner to accept extensions offered by the RHA.
7. **HQS and Inspections** — Each unit identified to receive project-based assistance must pass a Housing Quality Standards (HQS) inspection before a HAP contract may be signed. Project-based voucher contracts are subject to the same annual inspection requirements as regular vouchers, except that the RHA is permitted, to the extent provided under the Federal Regulations, to develop a streamlined inspection system for the development rather than inspecting each unit each year.
8. **Rent** — The RHA's contract with the owner sets the rent for each unit with project-based assistance. The amount of the rent may not exceed the lower of the applicable maximum level, as explained below, or the "reasonable" rent in light of the rents charged for comparable unassisted units in the area. The applicable maximum is the maximum voucher payment standard which is 110 percent of the HUD-determined fair market rent (FMR). Up to this maximum, the rent for a unit is allowed as long as the rent is reasonable. In some cases HUD may approve at their discretion exception rents for as much as 120 percent of the HUD-determined FMR.
9. **Rent Increases** — Rent increases during the term of the contract may be approved by the RHA so long as the increased rents do not exceed the above rent limits and are reasonable. HUD's annual adjustment factors do not apply.
10. **Individual or Family share of the rent** — Individuals or families with project-based vouchers pay 30 percent of their adjusted income for rent and utilities.
11. **Waiting list** — The RHA maintains the waiting lists for project-based voucher assistance. The RHA will use separate waiting lists for individual projects or buildings that are receiving voucher program assistance. Owners are responsible for selecting tenants for units assisted with project-based vouchers from among the persons or families referred by the RHA from its waiting list. An owner may refer persons or families that apply directly to the development to the RHA to be placed on the waiting list. No person or family is required to accept project-based assistance; persons or families that reject an offer of project-based assistance or are

rejected by the owner and are on the tenant-based list retain their place on that list. *The RHA will not permit owners to maintain their own waiting lists.*

12. **Targeting** — Tenant-based voucher eligibility and targeting rules apply to project-based assistance for existing housing. This means that the income of persons or families selected for project-based voucher units is considered in determining whether the RHA has complied with the requirement that at least 75 percent of new admissions to the voucher program each year must have incomes at or below 30 percent of the area median income.
13. **Location** — The RHA will provide project-based voucher assistance with the goal of deconcentrating poverty and expanding housing and economic opportunities to the maximum extent feasible and in accordance with the RHA mission and vision statements.
14. ****Rockford Housing Authority Opportunity Areas** — The RHA's goal is to select sites for project based assistance that provide for deconcentrating poverty and expanding housing and economic opportunities. In complying with this goal, the RHA will limit approval of sites for project based assistance in census tracts that have poverty concentrations of 20 percent or less. However, the RHA will grant exceptions to the 20 percent standard where the RHA determines that the project based assistance will complement other local redevelopment activities designed to deconcentrate poverty and expand housing and economic opportunities in census tracts with poverty concentrations greater than 20 percent, such as sites in:
 - A census tract in which the proposed development will be located in a HUD-designated Enterprise Zone, Economic Community, or Renewal Community;
 - A census tract where the concentration of assisted units will be or has decreased as a result of public housing demolition and HOPE VI redevelopment;
 - A census tract in which the proposed development will be located is undergoing significant revitalization as a result of state, local, or federal dollars invested in the area;
 - A census tract where new market rate units are being developed where such market rate units will positively impact the poverty rate in the area;
 - A census tract where there has been an overall decline in the poverty rate within the past five years; or
 - A census tract where there are meaningful opportunities for educational and economic advancement.
15. **Tax Abatement Program** — Under state law, Illinois property owners who rent to Section 8 participants may be eligible for property tax relief. The program is designed to rebate up to 19% of the property tax on the qualified units. The actual amount will vary depending on the equalized assessed value of the property and the local tax rate. Up to 20% of the units in the building may qualify if rented to Section 8 tenants. For buildings under 10 units, the limit is 2 units. Properties must be

located in a qualified township and a qualified census tract in the City of Rockford. A qualified census tract is one that has a poverty level below 10%. The Tax Abatement Program is administered by the Rockford Housing Authority in cooperation with the Winnebago County Clerk's Office. The Illinois state law that authorizes this program is included and made a part hereof as Attachment A.

How to Submit Your Application

Deadline and Submittals

Applications are due **Thursday, May 2, 2024**, and must be received (hand delivered or postmarked) by 3 p.m., local time, at the Rockford Housing Authority, 223 S. Winnebago Street, Rockford, IL, Attention: Linda Dorsey-Tillman.

Responses will not be read aloud. Packages arriving after 3 p.m., local time will not be accepted. Fax responses will not be accepted.

Please tab your application as required (see Application Contents below). Also, submit one original and three copies of your application. Copies must be packaged in sealed envelopes marked with the following:

- Title: Request for Applications for Assistance Under the Section 8 Project Based Voucher Program
- Applicant's Name
- Applicant's Address

Application Contents

Omission of any of the following information, documents or certifications will render the application non-responsive. All applications shall contain the following:

TAB 1 **Application Form** (Use enclosed form --- Application Form and Schedule of Buildings Proposed for Assistance.)

TAB 2 **Threshold Requirements:**

1. **Letter of Interest:** Applicant's submittals shall be accompanied by a Letter of Interest on the Applicant's letterhead. The letter should state Applicant's understanding of the engagement, the commitment to perform the work, if any, expeditiously, a brief statement indicating why the Applicant believes itself to be best qualified to perform the engagement, and a statement that the response is firm and irrevocable for 90 days.
2. **Proven ownership or control of property proposed for project-based assistance.**

3. **Compliance with fair housing and civil rights laws.** (Use enclosed form --- Certification of Previous Compliance with Fair Housing and Civil Rights Laws.)

All Applicants and their employees must comply with all Fair Housing and civil rights laws, statutes, regulations and executive orders as enumerated in 24 CFR 5.105(a).

The Applicant will not be eligible for consideration if the Applicant—

- Has been charged with a systemic violation of the Fair Housing Act by HUD alleging ongoing discrimination;
- Is a defendant in a Fair Housing Act lawsuit filed by the Department of Justice alleging an ongoing pattern or practice of discrimination; or
- Has received a letter of noncompliance findings under Title VI, Section 504, or Section 109

The RHA will not rate or rank an application if the charge, lawsuit, or letter of findings has not been resolved to the satisfaction of the RHA before the application deadline stated in this solicitation. The RHA's decision regarding whether a charge, lawsuit, or a letter of findings has been satisfactorily resolved will be based upon whether appropriate actions have been taken to address allegations of ongoing discrimination in the policies or practices involved in the charge, lawsuit, or letter of findings.

4. **Certification that the Applicant has not been deemed ineligible for participation in Federal and HUD programs.** (Use enclosed form --- Certification of Eligibility for Participation in Federal and HUD Programs.)

The Applicant will not be eligible for consideration if the Applicant—

- Has had its participation in Federal programs limited;
- Has been debarred from participation in Federal programs;
- Has been charged with fraud or abuse of a Section 8 program;
- Is a defendant in a fraud or abuse lawsuit filed by the Department of Justice, HUD or the RHA alleging fraud or abuse; or
- Has received a letter from the Department of Justice, HUD or the RHA alleging fraud or abuse.

The RHA will not rate or rank an application if the charge, lawsuit, or letter of findings has not been resolved to the satisfaction of the RHA before the application deadline stated in the RFP. The RHA's decision regarding whether a charge, lawsuit, or a letter of findings has been satisfactorily resolved will be based upon whether appropriate actions have been taken to address allegations of fraud or abuse in the policies or practices involved in the charge, lawsuit, or letter of findings.

TAB 3

Property Requirements (All items listed below apply to both existing units and new construction units unless otherwise noted)

1. The application for project-based assistance must provide a schedule of buildings indicating that the units proposed for participation in the

project-based program are equal to or less than 25 percent of the units in any one building, or the unit(s) are:

- In a single-family dwelling, defined as 1-4 family dwellings per building
- Reserved for elderly families and disabled families
- Reserved for families receiving supportive services

(Use enclosed form --- Application Form and Schedule of Buildings Proposed for Assistance --- and describe any proposed exception to the 25 percent cap).

Building location as identified on the Application Form will be used to determine consistency with the goal of expanding housing opportunities. Units in census tracts with less than 14% poverty will receive the full points for this scoring threshold.

2. A certification must be submitted that the building(s) are not or will not be subsidized by any other form of Section 8 assistance (tenant-based or project-based), any other Federal subsidy, or any local or State rent subsidy.
3. A letter signed by the owner must be submitted that assistance will not be attached to a unit that is occupied by an owner.
4. A certification must be submitted that the building(s) and unit(s) are in good condition and capable of passing an HQS inspection before the Housing Assistance Payment Contract is signed. *Note: Applies to Existing Units only; does not apply to New Construction Units.*
5. A letter from the local code enforcement agency must be submitted stating that the building(s) and unit(s) meet all local building and health codes and that there are no outstanding violations of the local or State health or housing codes for the proposed assisted building(s). *Note: Applies to Existing Units only; does not apply to New Construction Units.*
6. If the building was built before January 1, 1978, the owner must submit a certification that the building(s) and unit(s) are lead free as required by Federal regulations. *Note: Applies to Existing Units only; does not apply to New Construction Units.*
7. The owner must submit a schedule of rents for the units that are proposed for assistance which are reasonable in comparison to other nonsubsidized rents for comparable units in the area.
8. The Applicant must provide a letter from the local taxing agency that property taxes for the proposed assisted building(s) are current. *Note:*

Applies to Existing Units only; does not apply to New Construction Units.

9. Ready for Occupancy: Provide a statement certifying if units will be ready for occupancy upon award of vouchers.
10. Proposed Development Methods and Strategy: Provide a narrative description of the Applicant's methods and strategy to develop this project. Illustrate this approach with descriptions of at least three such developments, including one well established development and one recently completed development. *Note: Applies to New Construction Units Only.*

TAB 4

Management Capability (Applies to Existing Units Only)

The Applicant must provide proof that it has adequate staff and capability to:

1. Perform routine management functions including: screening and selecting tenants, maintaining the property, collecting rent and handling tenant complaints.
2. Comply with all requirements of the Housing Assistance Payment contract.
3. Honor the lease agreement with the resident.
4. Maintain the unit at all times so it passes the RHA's Housing Quality Standards.
5. Collect only the amount of rent from the tenant, which is specified in the lease and/or HAP contract or any interim Notice of Change amendments to the HAP contract.
6. Notify the RHA Section 8 office immediately if the tenant vacates the unit.
7. Immediately report to the RHA if any utilities are disconnected, whether paid for by the owner or tenant.
8. Select Applicants by applying income targeting requirements which provides, in general, that in any RHA fiscal year, at least 75% of the families selected must be families whose annual income does not exceed 30 percent of median income for the area, as determined by HUD.

Management Capability (Applies to New Construction Units Only)

The Applicant shall submit the following information regarding its qualifications:

1. Organizational Structure and Staffing: Provide a detailed description of the organizational structure and staffing of the Applicant. List the members of the Applicant's team; indicate their areas of specialization and specific contribution to the team. Provide a brief description of previous collaboration among the members of the Applicant's team. Additionally, for each discipline represented on the Applicant's team, indicate if familiarity with state or local rules, practices or conditions

is important to the effective accomplishment of the development and, if so, indicate the extent of and basis for the team's familiarity.

2. Profile of Principals and Key Staff: Provide profiles of the principals and key staff to be involved in the development effort. This information should specify their roles, their existing time commitments, their previous development experience, and whether the staff will be locally based. Identify the individual who will serve as the project manager and who will direct and coordinate the Project to completion.
3. Termination: Indicate whether the Applicant or any Applicant team member has been terminated from a contract, and if so, describe the circumstances and outcome.
4. Litigation: Indicate whether the Applicant or any Applicant team member has ever sued or been sued by a public agency, and if so, describe the circumstances and outcome.
5. Previous Housing Development Experience: Provide information on all residential (rental or homeownership) development projects in which the Applicant has participated. This information should list the location, size, ownership type, public programs utilized, income levels served (very low, moderate, market rate, or mixed), type of development (high, mid or low-rise, walk-ups, townhouses, etc.), extent of community and/or resident participation, and development cost. Finally, include a contact at each housing authority and their phone number and e-mail address.
6. Capacity: Applicant shall certify that the Applicant and all team members are available to start immediately. The Applicant should describe any existing time commitments of the proposed team members or their proposed staff which would impair the Applicant's ability to proceed expeditiously.
7. References: Provide the name, mailing address and telephone number of two community partner references, two housing authority references (if developer has housing authority experience), two tax credit investor references, and at least one housing finance agency reference.
8. Utilization of Minority and Women Business Enterprises: Describe Applicant's approach and process to promote MBE/WBE and Section 3 business participation in the development effort if applicable.
9. Understanding Local Requirements: Demonstrate that the Applicant possesses an understanding of local requirements and procedures that will enable the effort to be efficiently completed.

Applicants may submit as much information as necessary to prove the above. The rating of the Applicant and the Applicant's company and staff, for technical merit or threshold compliance will include any agents, consultants, and members of boards of directors.

The proof submitted may take a variety of forms including experience statements, resumes of staff in key management positions, operating and maintenance procedures, staffing patterns, etc.

Please remember that only those Applicants determined by the RHA to have management capability will be selected for participation.

Financial Responsibility (Applies to both Existing and New Construction Units)

Provide current financial statements of the Applicant prepared by a Certified Public Accountant.

TAB 5 Other submission requirements

In addition to the above, the Applicant must submit the following certifications:

- a. Non-Collusive Affidavit and Certificate of Non-Organizational Conflict of Interest (enclosed)
- b. Certification of Applicant Regarding Debarment, Suspension and Other Responsibility Matters
- c. Position and contact information of individual who will be available to answer evaluator questions.

Scoring/Evaluation of Application

The RHA will select owners and/or developers and property that best meets the community's needs using the following application process:

1. **Rating Panels.** To review and rate applications, the RHA will establish a rating panel. This panel may include persons not currently employed by the RHA.
2. **Threshold Requirements.** The RHA will review each application to determine whether it meets all of the threshold requirements. If the application does not meet the threshold requirements, it will not be rated or ranked.

3. **Rating.** The RHA will evaluate and rate all applications for assistance that meet the threshold requirements according to the rating factors below. The rating of the Applicant and the Applicant's company and staff, for technical merit or threshold compliance will include any agents, consultants, and members of boards of directors.
4. **Ranking.** The RHA will rank all Applicants who meet the threshold requirements by assigning points to each of the rating criteria requirements. Ranking will be given with those Applicants by points assigned.
5. **Negotiations.** Unless there is no need for negotiations with any of the Applicants, negotiations shall be conducted with Applicants who submit proposals determined to have a reasonable chance of being selected for award, based on evaluation against the factors as specified in the RFP. Such Applicants shall be accorded fair and equal treatment with respect to any opportunity for negotiation and revision of proposals. The purpose of negotiations shall be to seek clarification with regard to and advise Applicants of the deficiencies in both the technical and price aspects of their proposals so as to assure full understanding of and conformance to the solicitation requirements. No Applicant shall be provided information about any other Applicants proposal, and no Applicant shall be assisted in bringing its proposal up to the level of any other proposal. Applicants shall not be directed to reduce their proposed prices to a specific amount in order to be considered for award. A common deadline shall be established for receipt of proposal revisions based on negotiations.
6. **Award.** After evaluation of proposal revisions, if any, the contract shall be awarded to the responsible firm(s) whose qualification, price and other factors considered, are the most advantageous to the RHA.
7. **Right to Award Multiple Contracts.** The RHA reserves the right to award multiple contracts under this procurement as deemed to be in the best interest of the RHA and consistent with the RHA vision and mission statements.
8. **Factors for Award Used to Evaluate and Rate Applications.** The points awarded for the base rating factors total 100.

(Chart on following page)

Criteria	Points
Base Factors	
Property Requirements	
1. Building(s) meet participation percentage or exemption.	5
2. Building(s) are not subsidized by others.	5
3. Assistance will not be attached to a unit that is occupied by an owner.	5
4. Building(s) and unit(s) are in good condition and capable of passing an HQS inspection.	10
5. Building(s) and unit(s) meet all local building and health codes and that there are no outstanding violation(s)	10
6. Proposed rents for the units proposed for assistance are reasonable	10
7. Proposed units are consistent with the goal of expanding housing opportunities	15
8. Proposed units will be ready for occupancy upon selection	10
Management and Financial Capability	
9. The Applicant has adequate staff and capability to meet the requirements of the HAP	20
10. Financial Responsibility	10

Total Possible Points 100

Application Forms Enclosed

1. Application Form and Schedule of Buildings Proposed for Assistance
2. Certification of Previous Compliance with Fair Housing and Civil Rights Laws
3. Certification of Eligibility for Participation in Federal and RHA Programs
4. Non-Collusive Affidavit and Certificate of Non-Organizational Conflict of Interest
5. Certification of Applicant Regarding Debarment, Suspension and Other Responsibility Matters

**APPLICATION FORM AND SCHEDULE OF BUILDINGS
PROPOSED FOR ASSISTANCE**

Property Owner's Legal Name: _____

Address: _____

Contact Name and Telephone Number: _____

Employer Identification Number: _____

1. OWNERSHIP

A. **Property Owner:** _____

Entity Type: _____

Mailing Address: _____

Telephone: _____

B. **Site Control**

(Please check the appropriate response and attach one of the following documents as evidence of site control).

_____ Deed _____ Contract of Sale _____ Option to Purchase

_____ Pre-Lease Agreement _____ Long-term Lease Agreement

Property Address: _____

C. **Does the project comply with local zoning and building codes?**

Yes _____ No _____ If no, please explain:

2. BUILDING CHARACTERISTICS

****If submission includes more than one building, complete this section for each.**

Type of Building: _____

Number of Stories: _____

Available Parking: _____ Off-Street _____ On-Street _____

Units to Receive Project Based Assistance:

1-Bedroom _____

2-Bedroom _____

3-Bedroom _____

4-Bedroom _____

Other (describe) _____

Number of units available for special populations (elderly, disabled, etc.): _____

Describe: _____

Amenities and Services:

Total Number of Units in Building to Receive Project Based Assistance: _____

Total Number of Units in Building: _____

Are the units proposed for participation in the project-based program equal to or less than 25 percent of the units in the building? _____ If no, are the units:

-Located in a single-family dwelling (defined as 1-4 family dwellings per building)? _____

-Reserved for elderly individuals or families? _____

-Reserved for disabled individuals or families? _____

-Reserved for families receiving qualified supportive services? _____

3. GENERAL LIVING QUALITY

Please provide detailed information about proximity to social, recreational, educational, commercial, and health facilities and services and other municipal facilities and services.

CERTIFICATIONS OF PREVIOUS COMPLIANCE WITH FAIR HOUSING AND CIVIL RIGHTS

The following certification must be submitted with any response:

The respondent executing this certification hereby assures and certifies that;

1. They will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.A. 200d) which states, in part, that no person in the United States, on the grounds of race, color or national origin, will be excluded from participation in, be denied the benefits or, otherwise by subjected to discrimination under any program or activity receiving Federal financial assistance; will comply with the regulations pursuant thereto (24CFR part I), and will immediately take any measures necessary to effectuate this agreement.
2. They will comply with the Fair Housing Act (42U.S.C. 3601-19), as amended, and with implementing regulations at 24CFR parts 100, 109 and 110, which prohibits discrimination in housing on the basis of color, race and religion; and will administer its programs and activities relating to housing in a manner to affirmatively further fair housing.
3. They will comply with Executive Order 11063 Equal Opportunity Housing and implementing regulations at 12CFR part 107.
4. They will comply with Section 504 of the Rehabilitation Act of 1973 (29U.S.C. 794), as amended, and with implementing regulations a 24CFR part 8, which prohibits discrimination based on handicap in Federally assisted and conducted programs and activities.
5. They will comply with the reasonable modification and accommodation requirements of the Fair Housing Act and the accessibility requirements of the Fair Housing Act and Section 504 of the Rehabilitations Act.
6. The will comply with the Americans with Disabilities Act (Public Law 101-336) and its implementing regulations at 28CFR part 36.
7. They will comply with the Age Discrimination Act of 1975 (42USC 6101-07), as amended, and implementing regulations at 24CFR part 146, which prohibits discrimination because of age in projects and activities receiving Federal financial assistance.
8. They will comply with Section 3 of the Housing and Urban Development Act of 1968, as Amended (12USC 1701U), and regulations pursuant thereto (24CFR part 135), which require that to the greatest extent feasible, opportunities for training and employment be given to lower-income residents of the unit of local government and

contracts for work in connection with the project be awarded to business located in the same metropolitan area as the project.

9. They will comply with Executive Orders 11246, 11625, 12432 and 12138, and consistent with HUD's responsibilities under these orders, will make efforts to encourage the use of minority and women's business enterprises in connection with the project.
10. They will provide a drug-free workplace in accordance with the Drug-Free Workplace Act of 1988 (41USC 701), and HUD's implementing regulations at 24CFR part 24, subpart F, by among other things:
 - a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantees workplace and specifying the actions that will be taken against employees for violation of such prohibition;
 - b. Establishing an ongoing drug-free awareness program to inform employees about:
 - (1) The dangers of drug abuse in the workplace;
 - (2) The grantee's policy of maintaining drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs;
 - (4) Penalties that will be imposed upon employees for drug abuse violations occurring in the workplace.
 - c. Making it a requirement that each employee engaged in the performance of work on this project, be given a copy of the statement required by subparagraph (a).
11. They will comply with the provisions of 24CFR part 24, which applies to employment engagement of services, awarding of contract of funding of any contractors of subcontractors during any period of debarment, suspension or placement in ineligibility status.
12. They will comply with the Davis-Bacon or HUD determined prevailing wage rate requirements, applicable, in accordance with Section 12 of the 1937 Act.
13. They will certify that in addition to the conflict of interest requirements in 24 CFR part 85, no Person who is an employee, agent, consultant, officer or elected or appointed official of the Rockford Housing Authority may obtain a financial interest direct or indirect in any contract or subcontract or have any interest in any agreement with respect hereto or the proceeds thereof, either for himself or herself or those whom they have family or business ties, during their tenure or for one year thereafter.

14. If any conflict or interest exists, an opinion of legal counsel indicating that such interest does not violate State or Local laws must be provided together with a certification containing the following information in order for the RHA to decide whether an exception to the conflict-of-interest provisions should be approved:
 - (i) Disclosure of nature of the conflict;
 - (ii) an assurance that there has been public disclosure of the conflict, and
 - (iii) a description of how the public disclosure was made.
15. They are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered programs by any Federal, State or Local Agency.
16. They have not been convicted of, or had a civil judgment rendered against them for embezzlement, theft, forgery, bribery, falsification or destruction of record, making false statements or receiving stolen property.
17. They are not currently under indictment or otherwise criminally or civilly charged by a governmental entity with commission of any of the offenses enumerated in paragraph 17.
18. They have not within the last three years preceding execution of this certification had one or more contracts with a governmental agency terminated for cause or default.

I hereby certify that all the information contained herein is true and accurate.

Print Signature: _____

Signature: _____

Title: _____

Date: _____

**CERTIFICATION OF ELIGIBILITY FOR PARTICIPATION IN
FEDERAL AND RHA PROGRAMS**

Property Owner's Legal Name: _____

Address _____

Contact Name and Telephone Number: _____

Employer Identification Number: _____

This is to certify that the above named property owner, its directors, and employees have not had participation in Federal programs limited; have not been debarred from participation in Federal programs; have not been charged with fraud or abuse of a Section 8 program; is not a defendant in a fraud or abuse lawsuit filed by the Department of Justice, HUD or the RHA alleging fraud or abuse; or have not received a letter from the Department of Justice, HUD or the RHA alleging fraud or abuse in any Federally-funded program, and that the occurrence of such would render the property owner, its directors, and employees ineligible for consideration as an applicant for assistance for existing units under the Section 8 Project Based Assistance Program.

Additionally, it is understood that the RHA will not rate and rank an application if the charge, lawsuit, or letter of findings has not been resolved to the satisfaction of the RHA before the application deadline stated in the RFP. The RHA's decision regarding whether a charge, lawsuit, or a letter of findings has been satisfactorily resolved will be based upon whether appropriate actions have been taken to address allegations of fraud or abuse in the policies or practices involved in the charge, lawsuit, or letter of findings.

Definition of Fraud and/or Program Abuse

"Fraud" and "abuse" mean a single act or pattern of actions made with the intent to deceive or mislead, constituting a false statement, omission, or concealment of a substantive fact. Fraud and abuse result in the payment of housing choice voucher program funds in violation of program requirements.

**TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL INFORMATION IN
THIS APPLICATION IS TRUE AND CORRECT.**

Signature: _____

Print Name: _____

Name of Owner or Authorized Agent: _____

Date: _____

NON-COLLUSIVE

AFFIDAVIT

State of: _____

County of: _____

_____ being first duly sworn, deposes
and says:

That he/she is _____ the party making the foregoing bid or proposal, that such bid or proposal is genuine and not collusive or sham; that said vendor has not colluded, conspired, connived, or agreed, directly or indirectly, sought by agreement or collusion, or communication or conference, with any person, to fix the proposal price or affiant of any other vendor, or to fix any overhead, profit or cost element of said proposal price, or of that of any other vendor, or to secure any advantage against the Rockford Housing Authority or any person interested in the proposed contract; and that all statements in said proposal or proposal are true.

Signature of:

Proposer, if the vendor is an individual

Partner, if the vendor is a Partnership

Officer, if the vendor is a Corporation

Subscribed and sworn to before me this _____ day of _____

MY COMMISSION EXPIRES _____, 20__

**CERTIFICATION OF APPLICANT REGARDING DISBARMENT,
SUSPENSION AND OTHER RESPONSIBILITY MATTERS**

Section 1001 of the Title 18 of the United States Code (Criminal Code and Criminal Procedure 72 Stat 967) applies to this certification, 18 USC 1001, among other things, provides that whoever knowingly and willfully makes or uses a document or writing knowing the same to contain any false, fictitious or fraudulent statement or entry, in any matter within the jurisdiction of any department or agency of the united States, shall be fined no more than \$10,000 or imprisoned for not more than five years or both.

SUSPENSION AND DEBARMENT CLAUSE

_____ hereby certifies that neither it, nor any person or firm which has an interest in the above named firm are debarred, suspended or ineligible from involvement by any Federal, State or Local Agency.

Signature _____

Title _____

Name (Printed) _____

Date _____

Attachment A
State of Illinois Public Act 93-0316

Public Act 93-0316

HB2246 Enrolled

LRB093 08168 RCE 08374 b

AN ACT concerning taxes.

Be it enacted by the People of the State of Illinois,
represented in the General Assembly:

Section 5. The Property Tax Code is amended by adding
Section 18-173 as follows:

(35 ILCS 200/18-173 new)

Sec. 18-173. Housing opportunity area abatement program.

(a) For the purpose of promoting access to housing near work and in order to promote economic diversity throughout Illinois and to alleviate the concentration of low-income households in areas of high poverty, a housing opportunity Area tax abatement program is created.

(b) As used in this Section:

"Housing authority" means either a housing authority created under the Housing Authorities Act or other government agency that is authorized by the United States government under the United States Housing Act of 1937 to administer a housing choice voucher program, or the authorized agent of such a housing authority that is authorized to act upon that authority's behalf.

"Housing choice voucher" means a tenant voucher issued by a housing authority under Section 8 of the United States Housing Act of 1937.

"Housing opportunity area" means a census tract where less than 10% of the residents live below the poverty level, as defined by the United States government and determined by the most recent United States census that is located within a qualified township.

"Housing opportunity unit" means a dwelling unit located in residential property that is located in a housing opportunity area that is owned by the applicant, and that is rented to and occupied by a tenant who is participating in a housing choice voucher program administered by a housing authority as of January 1st of the tax year for which the application is made.

"Qualified units" means the number of housing opportunity units located in the property with the limitation that no more than 2 units or 20% of the total units contained within the property, whichever is greater, may be considered qualified units. Further, no unit may be considered qualified unless the property in which it is contained is in substantial compliance with local building codes, and, moreover, no unit may be considered qualified unless it meets the United States Department of Housing and Urban Development's housing quality standards as of the most recent

housing authority inspection.

"Qualified township" means a township located within a county with 200,000 or more inhabitants whose tax capacity exceeds 100% of the average tax capacity of the county in which it is located, except for townships located within a county with 3,000,000 or more inhabitants, where a qualified township means a township whose tax capacity exceeds 115% of the average tax capacity of the county except for townships located wholly within a municipality with 1,000,000 or more inhabitants. All townships located wholly within a municipality with 1,000,000 or more inhabitants are considered qualified townships.

"Tax capacity" means the equalized assessed value of all taxable real estate located within a township or county divided by the total population of that township or county.

(c) The owner of property located within a housing opportunity area who has a housing choice voucher contract with a housing authority may apply for a housing opportunity area tax abatement by annually submitting an application to the housing authority that administers the housing choice voucher contract. The application must include the number of housing opportunity units as well as the total number of dwelling units contained within the property. The owner must, under oath, self-certify as to the total number of dwelling units in the property and must self-certify that the property is in substantial compliance with local building codes. The housing authority shall annually determine the number of qualified units located within each property for which an application is made.

The housing authority shall establish rules and procedures governing the application processes and may charge an application fee. The county clerk may audit the applications to determine that the properties subject to the tax abatement meet the requirements of this Section. The determination of eligibility of a property for the housing opportunity area abatement shall be made annually; however, no property may receive an abatement for more than 10 tax years.

(d) The housing authority shall determine housing opportunity areas within its service area and annually deliver to the county clerk, in a manner determined by the county clerk, a list of all properties containing qualified units within that service area by December 31st of the tax year for which the property is eligible for abatement; the list shall include the number of qualified units and the total number of dwelling units for each property.

The county clerk shall deliver annually to a housing authority, upon that housing authority's request, the most recent available equalized assessed value for the county as a whole and for those taxing districts and townships so specified by the requesting housing authority.

(e) The county clerk shall abate the tax attributed to a portion of the property determined to be eligible for a housing opportunity area abatement. The portion eligible for abatement shall be determined by reducing the equalized assessment value by a percentage calculated using the following formula: 19% of the equalized assessed value of the

property multiplied by a fraction where the numerator is the number of qualified units and denominator is the total number of dwelling units located within the property.

(f) Any municipality, except for municipalities with 1,000,000 or more inhabitants, may annually petition the county clerk to be excluded from a housing opportunity area if it is able to demonstrate that more than 2.5% of the total residential units located within that municipality are occupied by tenants under the housing choice voucher program. Properties located within an excluded municipality shall not be eligible for the housing opportunity area abatement for the tax year in which the petition is made.

(g) Applicability. This Section applies to tax years 2004 through 2014, unless extended by law.

Section 99. Effective date. This Act takes effect upon becoming law.