

**REQUEST FOR PROPOSALS FOR
RENOVATION/REHABILITATION OF THE
EUGENE WASSERMAN APARTMENTS
SHEBOYGAN, WISCONSIN**

CLOSING DATE: July 12, 2016

Issue Date: June 23, 2016

**THE HOUSING AUTHORITY OF THE CITY OF SHEBOYGAN, WISCONSIN CONDUCTS ITS
PROCUREMENT ACTIVITIES IN ACCORDANCE WITH 24 CFR 85, APPLICABLE FEDERAL AND
STATE REGULATIONS, AND THE SHEBOYGAN HOUSING AUTHORITY PROCUREMENT POLICY.**

**THESE DOCUMENTS ARE AVAILABLE FOR REVIEW AT THE HOUSING AUTHORITY'S OFFICE
LOCATED AT 611 N. WATER STREET, SHEBOYGAN, WI 53081.**

LEGAL ADVERTISEMENT

**REQUEST FOR PROPOSALS FOR RENOVATION/REHABILITATION OF WASSERMAN APARTMENTS
SHEBOYGAN, WISCONSIN**

The Housing Authority of the City of Sheboygan, Wisconsin ("Sheboygan Housing Authority") is seeking qualified developers to rehabilitate Eugene Wasserman Apartments ("Wasserman Apartments"), 105 units of public housing located at 611 N Water St, Sheboygan, WI. The developer to be selected must have experience with public housing, the WHEDA tax credit application process, mixed-finance and mixed-income housing development and is encouraged to offer creative development options.

Financial information regarding Wasserman Apartments is on file and may be obtained at no charge from Joseph Rupnik, Executive Director at 920-459-3466 or email at housing@excel.net. Please specify preferred method of delivery: mail, fax or electronically (e-mail). The Sheboygan Housing Authority will accept proposals at any time up until the submission deadline of 4:00 p.m. (four o'clock) central standard time on July 12, 2016. A minimum of 5 copies of the proposal is required. SHEBOYGAN HOUSING AUTHORITY reserves the right to reject any and all submissions. Mail submissions to Joseph Rupnik, Executive Director, 611 N Water St, Sheboygan, WI.

**REQUEST FOR PROPOSALS FOR RENOVATION/REHABILITATION OF
WASSERMAN APARTMENTS SHEBOYGAN, WISCONSIN**

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I. INVITATION

The Sheboygan Housing Authority is seeking qualifications from qualified developers to renovate 105 public housing units located at 611 N Water St, Sheboygan, WI. The developer to be selected must have experience with public housing, market rate housing, WHEDA tax credit application process, financing these types of developments.

Evaluation and selection of the developers will be in accordance with the evaluation criteria specified in this Request for Proposals (RFP).

Technical questions during the proposal phase may be addressed, prior to July 8, 2016 IN WRITING ONLY, to:

Joseph Rupnik, Executive Director
Sheboygan Housing Authority
611 N Water St,
Sheboygan, WI

A pre-proposal conference can be arranged by contacting the Housing Authority. All such requests should be made in writing. All such requests must be submitted to Sheboygan Housing Authority by mail, fax, or hand delivery. All questions and clarifications will be answered in a written addendum(s), to be issued no later than July 25, 2016 to any developers submitting proposals (Proposers) who have been issued a copy of this RFP and have been duly recorded as having received a copy in Sheboygan Housing Authority's distribution log. Include your fax number and/or e-mail address with your query submission.

Although the Sheboygan Housing Authority is not providing such documents, the successful Proposer must be familiar with or become familiar with the following documents and regulations:

1. 4 CFR Part 8, non-discrimination based on handicap
2. Section 504 of the Rehabilitation Act, as amended, and the rules and regulations with regard to provision of accessible housing
3. 24 CFR Part 135, employment opportunities for Section 3 business and low-income persons
4. The HUD Procurement Handbook
5. 24 CFR Part 85 procurement and OMB Circular A-87 (concerning procurement and costs),
6. HUD Handbook No. 1378, Tenant Relocation and Real Property Acquisition, as amended
7. Project Based Voucher Program; Final Rule 24 CFR Part 983
8. Wisconsin Housing Economic Development Authority, Low-Income Tax Credits Program
9. Section 42 of the Internal Revenue Code

10. 24 CFR 968 "Public Housing Modernization"
11. 24 CFR 901 "Public Housing Management Assessment Program/ Public Housing Assessment"
12. 24 CFR Part 941, Subpart F
13. Tax-exempt Bond Financing

II. SCOPE OF SERVICES

The Sheboygan Housing Authority is seeking developers to partner with the Sheboygan Housing Authority to renovate/rehabilitate 105 public housing units at Wasserman Apartments in a way that better the life of the residents of Wasserman Apartments relating to the condition on the units and amenities and common spaces associated with those units. It is anticipated that costs associated with this renovation/rehabilitation be financed in part with WHEDA low-income housing tax credits in 2017. Developers are also required to incorporate "green" building materials and design features. In addition, the developer should look to increase the number of fully accessible units in a way that enhances the development as a whole for disabled individuals.

The property location/description of Development:

Wasserman Apartments were constructed in 1969. The development serves the needs of low income residents in the community. Wasserman Apartments is located in Census Tract 5. An entire packet of financial information (including rent roll and operating expenses) related to the Development over the past three years is available for review by contacting Joseph Rupnik at the Sheboygan Housing Authority. Wasserman Apartments has 104 one-bedroom apartments and 1 two-bedroom unit for general occupancy. Minimum rent is \$50 and rent is based on 30% of a person's income. Cats and dogs are allowed but require an additional security deposit.

The Proposer(s) to be selected would be expected to perform the following services:

1. Determine a feasible development proposal for redevelopment and renovation of the Development site including a full 15 year proforma showing costs of construction and soft costs.
2. Develop a financing plan for the Development including but not limited to: application for Low-income Tax Credits with the Wisconsin Housing and Economic Development Authority (WHEDA) and assisting the Sheboygan Housing Authority to seek and secure additional funding sources.
3. Structure and secure all necessary construction and permanent financing.
4. Structure and secure all necessary operating funds.
5. Assist Sheboygan Housing Authority with in any requests it may present to the U.S. Department of Housing and Urban Development (HUD) for approvals and/or funding for the Development which may include, without limitation, requests made under the Capital Fund Program, Capital Fund Financing Program, Replacement Housing Factor or similar housing production funding.
6. Prepare a Finance Proposal for the entire Development area for submission to HUD.
7. Assist in the development of a management plan related to the site including the property management

responsibilities.

8. Perform professional services including program planning as needed to coincide with the vision and mission of the Sheboygan Community Development Authority. Obtain necessary permits and prepare project plans and specifications, organize appropriate ownership entities, and prepare funding applications.
9. Negotiate contracts and comply with all procurement procedures for contracting with subcontractors/consultants subject to Sheboygan Housing Authority and HUD approval. Examples may include contracts for appraisals, property surveying, architectural services for conceptual real estate development plans, handicap accessibility studies and hazardous materials testing services.
10. Develop and implement a marketing plan for the Development.
11. Produce and develop all drawings, schematic designs, engineering and other related services.
12. Participate in the development and implementation of an ongoing resident involvement process with regularly scheduled meetings with Sheboygan Housing Authority, project residents and the community at large. Assist in the provision of educational seminars and interactive planning sessions to engage community residents as fully as possible in the planning process.
13. Obtain equity investment in the Development using an open competition among a variety of entities to secure investment on the best terms currently available, subject to Sheboygan Housing Authority approval.
14. Take affirmative steps to ensure that disadvantaged, minority and women-owned business enterprises are utilized when appropriate.
15. Develop and maintain a detailed schedule of events, predicated on financing deadlines that include pre-development activities, construction start, project stabilization, and permanent loan closing, as well as a critical path schedule for construction, lease-up and stabilization.
16. Implement quality assurance and control measures to ensure effective performance by all parties in all aspects of the program.
17. Provide regular monthly reports to Sheboygan Housing Authority on the progress of development efforts, including work completed, associated costs, schedule and budgetary requirements.
18. Provide all required operating and financing models and assurances to the equity investor, Sheboygan Housing Authority, and other lenders.
19. Assist the Sheboygan Housing Authority with the resident relocation plan, timeframes and implementation.

All work shall be completed in strict accordance with Sheboygan Housing Authority's and HUD's procurement policies. All work is subject to, and shall comply with, all applicable federal, state and local government requirements, regulations, codes, guidelines, standards and policies.

III. BASIC QUALIFICATIONS AND REQUIRED COMPLIANCE

Only proposals meeting the following Basic Qualifications will be considered. Any proposal not meeting these criteria will be deemed non-responsive.

1. A Registered Architect licensed in the State of Wisconsin must perform all architectural services.
2. All civil, mechanical and electrical engineering services must be performed by a Professional Engineer registered in the State of Wisconsin.
3. The selected Proposer must have:
 1. At least ten (10) years of satisfactory experience in management of a renovation/rehabilitation planning and development process.
 2. Successfully developed and constructed housing developments consisting of at least one hundred
 4. (100) units.
 3. At least five (5) years of satisfactory experience in financing residential housing projects including specific experience with Public Housing, Low Income Housing Tax Credits, Tax Exempt Bonds and Federal Home Loan Bank Affordable Housing Program.
 4. Knowledge and experience in areas of economic development, as well as the real estate development and management portion of the program, and general knowledge of the operations and concerns of a public housing authority.
 5. Experience with or in governmental organizations, housing development and construction, private market financing, tax credits and affordable housing programs.

Compliance is required with the Davis-Bacon Act and other Federal Labor Standard Provisions; Title VI and other applicable provision of the Civil Rights Act of 1964; the Department of Labor Equal Opportunity Clause (41 CFR 40-1.4); Section 109 of the Housing and Community Development Act of 1974; Executive Order 11625 (Utilization of Minority Business Enterprise); Executive Order 12138 (Utilization of Female Business Enterprise) which require SHEBOYGAN HOUSING AUTHORITY to maximize minority and female business participation in all program activities; and Section 504 of the Rehabilitation Act of 1973 and the American with Disabilities Act of 1990.

Compliance is required with Section 3 of the Housing and Urban Development Act of 1968 which requires that to the greatest extent feasible opportunities for training and employment be given to lower income residents of the Development and contracts be awarded to business concerns which are located in or owned in substantial part by persons residing in the area of the Development. See Exhibit D.

Compliance is required with Title VI of the Civil Rights Act of 1964 which prohibits denial of benefits and discrimination under Federally assisted programs on the basis of race, color, or national origin; Section 109 of the Community Development Act which prohibits discrimination in programs and activities.

IV. PROPOSAL SUBMISSION PROCEDURES AND REQUIREMENTS

Submit all proposals in response to this RFP to:

Joseph Rupnik, Executive Director
611 N Water St.
Sheboygan, WI 53081

**NOTE: All envelopes should be clearly marked:
DEVELOPER PROPOSAL FOR WASSERMAN APARTMENTS**

Deadline for submissions: July 12, 2016, 4:00 p.m. CST

Sheboygan Housing Authority will accept proposals at any time up and until the above date and time. A submission received after this time will be considered non-responsive. Sheboygan Housing Authority may cancel this RFP at any time without notice.

Number of copies: **Submit (1) ORIGINAL (with signatures) labeled "Original" and 4 duplicates.**

Unnecessarily elaborate brochures or other presentation beyond those sufficient to present a complete and effective response to this RFP are not desired and may be construed as an indication of the Proposer's lack of cost consciousness. Elaborate artwork, expensive paper and bindings, and expensive visual and other presentation aids are neither necessary nor desired.

All proposal packages should be bound and tabbed by section as follows:

1. Letter of Intent - The Letter of Intent must identify all members of the Proposer's team and be signed by an Officer of the lead Proposer. The Letter of Intent should identify all interested parties and the respective relationships between all principals, owners, agents or employees of the Proposer. Additionally the Letter of Intent should address the organizational structure of the Proposer's team.
- 1.
2. Certifications - Submit the following certifications/documents:
 - a. Certification Regarding Debarment, Suspension, and other Responsibility Matters - form attached to RFP as Exhibit "A"
 - b. Certification Regarding Lobbying - form attached to RFP as Exhibit "B"
 - c. Non-Collusive Affidavit – form attached to RFP as Exhibit "C"
 - d. Section 3 Resident Hiring Requirements – form attached to RFP as Exhibit "D"
 - e. Certification Regarding Outstanding Litigation prepared on Proposer's letterhead listing ALL outstanding litigation involving the Proposer team.
- 2.
3. Qualifications - Provide a description of the qualifications of the Proposer, including resumes, and defined proposed roles and responsibilities of each member of the proposed team. The resumes should include the Proposer's roles in past projects along with its background in the type of Development described in this RFP. This should include previous examples in high quality residential low-income family developments, including items listed in Section III – Basic Qualifications and Required Compliance.

3. Statement Of Mixed Finance Planning And Development Experience Including Low Income Housing Tax Credit, Tax Exempt Bonds, Federal Home Loan Bank And Other Funding Programs -This section should describe project location, date, concept, land uses, construction cost, financing, and should indicate the current status of each project noting the project architect and a contact person for the project. Photos of related projects should be included. This section should identify the critical issues and explain what attempts were made in the areas of market research, financing, development, leasing, operations, marketing, and public relations to overcome their potential impedance to the projects.
4. Statement Of Management Experience - The Proposer should provide a list of all applicable properties, along with the number, type of units, and description of the property under management by the Proposer which was developed under various development methods; particular emphasis should be placed on locations within the State of Wisconsin.
5. Statement Of Financial Responsibility - The Proposer should demonstrate its ability to raise capital for the Development. It should clarify its financial strength and investor relationships and proposed sources of capital, which can move the Development to completion. This may include such items as financial statements showing assets and liabilities and may include a plan for financing the Development. Sheboygan Housing Authority reserves the right to request financial statements for each member of the Proposer's team for the past 3 years in a format approved by the Sheboygan HA.
6. Statement Of Commitment To Use MBE/WBE/Section 3 Concerns - This section should include information regarding whether or not the Proposer is a Small Business Concern, a Minority Business Concern, a Women Owned Business Concern, or a Section 3 Business Concern. This section must include the Proposer's plan and commitment to utilize such businesses as a percentage of the total contract for development of the Development. Must address the Sheboygan Housing Authority resident hiring requirement in accordance with Exhibit D.
7. List Of References - Provide a list of three (but not more than 6) past or current partners in projects where the Proposer's team has demonstrated its qualifications in any or all of the activities requested under this RFP; particular emphasis should be placed on locations within the State of Wisconsin. The list must include the name, title, organization, address, telephone, fax number and e-mail address of the person most familiar with the work completed.
8. Proposer's Approach To Compensation/Fee Structure - The Proposer should describe how it would propose structuring its financial relationship with SHEBOYGAN HOUSING AUTHORITY for compensation under each of the components of this RFP, taking into consideration various financing methods available for implementation.
9. Termination/Previous Default – The Proposer should indicate whether the Proposer or any member of the Proposer's team has been terminated for any instance of non-compliance or default in any public housing transaction and, if so, describe the circumstances and outcome.
10. Statement of Capacity – The Proposer shall certify that the Proposer and all team members are available to start immediately if selected. The Proposer should describe any existing time commitments of the proposed team members or their proposed staff which would impair the respondent's ability to proceed expeditiously.
11. Conflicts Certification – An officer of the Proposer shall certify on behalf of the Proposer and its key principals that there exists no actual or apparent conflict of interest with regard to SHEBOYGAN HOUSING AUTHORITY or with regard to its potential performance as a developer under the RFP, and that no actual or potential claim exists against Sheboygan Housing Authority.

12. Other Attachments – The Proposer may attach, at the end of its submission, other promotional materials or work products that would demonstrate its experience and qualifications if not otherwise elicited in this RFP.

V. EVALUATION CRITERIA AND SELECTION PROCEDURES

Each Proposal received will be evaluated by committee based upon the following criteria:

1. Proposer's Relative Experience (10 Points) Level of successful planning and development experience in low income developments, including Wisconsin Housing Economic Development Authority, Tax Exempt Bonds, Federal Home Loan Bank Affordable Housing Program and Comprehensive and/or Capital Grant Program. This category will include such activities as assemblage of financing packages (including Low Income Housing Tax Credit program funding), previously funded HUD/PHA proposals, and the quality of design of previous developments.
2. Proposer's Relative Management Experiences (10 points) Level of success in management of low-income family developments, including mixed-finance and mixed-income developments.
3. Proposal (15 Points) Plan giving as much detail as is practical explaining how the proposer will approach the project. Provide an overview to the entire redevelopment process. Include an implementation schedule with key milestones or tasks and projected target dates for market studies, stakeholder meetings, tax credit applications, closing, resident relocation, start of construction, etc.
4. Physical And Financial Status Of Current Projects And Financial Capacity Of Proposed Team (25 points)
5. References (10 points) MBE/WBE/DBE And Section 3 Goals (5 points) Furtherance of Sheboygan Housing Authority commitment to involvement of individuals or firms covered by Section 3 (in order of priority, economic opportunities should be directed to low income residents of Development area, low income residents of other surrounding areas, and to Youthbuild program participants), small businesses, minority business enterprises, and women business enterprises as indicated by:
 - a. Current status of Proposer as to individuals or firms covered by Section 3, small business, minority-owned business, and women's business enterprise as applicable.
 - b. Previous record of employing small businesses, MBE, WBE and Section 3 individuals or firms as sub consultants.
 - c. Proposed involvement of small businesses, MBE, WBE and Section 3 individuals or firms as sub consultants specific to the Development.

VI. SHEBOYGAN HOUSING AUTHORITY RIGHTS AND RESPONSIBILITIES

Any and all contracts made pursuant to this RFP are contingent upon receipt by Sheboygan Housing Authority of any county, federal or state funds.

It is understood that, in the event that Sheboygan Housing Authority and the selected Proposer are unable to negotiate a fair and reasonable price for compensation of the services described herein, SHEBOYGAN HOUSING AUTHORITY may negotiate with the next best-qualified firm. **SHEBOYGAN HOUSING AUTHORITY RESERVES THE RIGHT TO REJECT ANY AND ALL PROPOSALS AND IS UNDER NO OBLIGATION TO AWARD.** Sheboygan Housing Authority will not be responsible or liable in any manner for costs incurred by Proposers in the preparation and submission of responses to this RFP. All information, including plans, specifications and photos, submitted to Sheboygan Housing Authority by Proposers in response to this RFP becomes the property of Sheboygan Housing Authority regardless of award of the contract. Sheboygan Housing Authority will treat in a sensitive manner private financial statement information provided by Proposers. The award of a proposal is not a final commitment of funding. Sheboygan Housing Authority reserves the right to withdraw funding at any time.

Schedule:

Request for Proposals Issued	June 23, 2016
Proposals Due at 4:00 PM	July 12, 2016
Proposal Decision and Award	July 27, 2016
Site visits	By Appointment
Application for Low-income Tax Credits	January 28, 2017

EXHIBIT A

CERTIFICATION REGARDING LOBBYING

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Name of Organization: _____

Signature and Date: _____

Typed or Printed Name: _____

Title: _____

Sworn to and subscribed before me

My Commission Expires:

this _____ day of _____, 20 _____

Notary Public

EXHIBIT B

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

By the submission of this proposal, the Proposer certifies to the best of its knowledge and belief, that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or Local) with commission of any of the offenses enumerated in paragraph (1) (b) of this certification; and

(d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

Name of Organization: _____

Signature and Date: _____

Typed or Printed Name: _____

Title: _____

Sworn to and subscribed before me

My Commission Expires:

this _____ day of _____, 20 _____

Notary Public

EXHIBIT C

NON-COLLUSIVE AFFIDAVIT

State of _____)

County of _____)

_____, being first duly sworn, deposes and says:

That he/she is _____

(a partner or officer of the firm of, etc.)

the party making the foregoing Proposal, that such Proposal is genuine and not collusive or sham; that said Proposer has not colluded, conspired, connived or agreed, directly or indirectly with any Proposer or person, to put in a sham Proposal or to refrain from Proposing, and has not in any manner, directly or indirectly, sought by agreement or collusion or communication or conference, with any person, to fix the Proposal price of affiant or of any other Proposer, or to fix any overhead, profit or cost element of said Proposal price, or of that of any other Proposer, or to secure any advantage against the Sheboygan HA or any person interested in the proposed Contract; and that all statements in said Proposal are true.

Signature of:

Proposer - if Proposer is an individual

Partner - if Proposer is in a partnership

Officer - if Proposer is a corporation

Sworn to and subscribed before me

My Commission Expires:

this _____ day of _____, 20 _____

Notary Public

EXHIBIT D

BUSINESS AND ECONOMIC INITIATIVES SECTION 3 – MBE/WBE/DBE

ASSISTANCE TO SMALL AND OTHER BUSINESSES

A. REQUIRED EFFORTS

1. Consistent with Presidential Executive Order 11625, 12138, and 12432, and Section 3 of the HUD Act of 1968, the Sheboygan HA shall make efforts to ensure that small and minority-owned businesses, women's business enterprises, labor surplus area businesses, and individuals or firms located in or owned in substantial part by persons residing in the area of a Sheboygan HA project are used when possible. Such efforts shall include, but shall be limited to:
 - a. Including such firms, when qualified, on solicitation mailing lists;
 - b. Encouraging their participation through direct solicitation of bids or proposals whenever they are potential sources;
 - c. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by such firms;
 - d. Establishing delivery schedules, where the requirement permits, which encourage participation by such firms;
 - e. Using the services and assistance of the Small Business Administration, and the Minority Business Development Agency of the Department of Commerce;
 - f. Including in contracts a clause requiring contractors, to the greatest extent feasible, to provide opportunities for training and employment generated from the expenditure of section 3 covered to section 3 residents in the order of priority prescribed in 24 CFR 135.34(a), and to award section 3 covered subcontracts to section 3 business concerns in the order of priority prescribed in 24 CFR 135.36 (a). g requiring prime contractors, when subcontracting is anticipated, to take the positive steps listed in A.I.a. through A.I.f. above.
2. Goals may be established by the Sheboygan HA periodically for participation by small businesses, minority-owned businesses, women's business enterprises, labor surplus area businesses, and business concerns which are located in, or owned in substantial part by persons residing in the area of the project, in the Sheboygan HA's prime contracts and subcontracting opportunities.

B. DEFINITIONS

1. A small business is defined as a business which is: independently owned;
2. A minority-owned business is defined as a business which is at least 51% owned by one or more minority group members; or, in the case of a publicly-owned business, one in which at least 51% of its voting stock is owned by one or more minority group members, and whose management and daily business operations are controlled by one or more such individuals. Minority group members include, but are not limited to Black Americans, Hispanic Americans, Native Americans, Asian Pacific Americans, Asian Indian Americans, and Hasidic Jewish Americans.
3. A women's business enterprise is defined as a business that's at least 51% owned by a woman or women who are U.S. citizens and who also control or operate the business.
4. A labor surplus area business is defined as a business which, together with its immediate subcontractors, will incur more than 50% of the cost of performing the contract in an area of concentrated unemployment or underemployment, as defined by the U. S. Department of Labor in 20 CFR 654, Subpart A, and in lists of labor surplus areas published by the Employment and Training Administration.

C. SECTION 3

A Section 3 Business concern is defined as; (a.) That is 51% or more owned by Section 3 Residents; or (b.) Whose permanent, full-time employees include person, at least 30% of whom are currently Section 3 Residents, or within three years of the date of first employment with the business concern were Section 3 Residents; or (c.) That provides evidence of a commitment to subcontract in excess of 25% of the dollar award of all subcontracts to be awarded to business concerns that meet the qualifications set forth in paragraphs (a) or (b) in this definition of "Section 3 business concern."

SECTION 3 REQUIREMENTS

Section 3 Purpose

Section 3 of the Housing and Urban Development Act of 1968, as amended (12 U.S.C. 1701u) (Section 3) requires the Sheboygan HA to ensure that employment and other economic and business opportunities generated by the Department of Housing and Urban Development (HUD) financial assistance, to the greatest extent feasible, are directed to public housing residents and other low-income persons, particularly recipients of government housing assistance, and business concerns that provide economic opportunities to low- and very-low income persons.

Section 3 Contracting Policy and Procedure

All contractors/businesses seeking Section 3 preference must complete certifications, as appropriate, as acknowledgement of the Section 3 contracting and employment provisions required by this section. Such certifications shall be adequately supported with appropriate documentation as referenced in the form.

Resident Hiring Requirements

The Sheboygan HA has adopted the following threshold for resident hiring that is to be used on all construction contracts, service contracts and professional service contracts that contain a labor component. It is expected that an appropriate number of residents with particular qualifications or a willingness to begin unskilled labor will be able to

participate in Sheboygan HA contracted labor efforts. A prime contractor may satisfy Sheboygan HA's resident hiring requirements through its own work force, its subcontractors or any combination thereof.

TOTAL CONTRACT AMOUNT FOR CONSTRUCTION OR SERVICE CONTRACTS	RESIDENT AS A % OF TOTAL LABOR DOLLARS
\$25,000 or more	5% of the labor dollars

It is expected that an appropriate number of Sheboygan HA public housing residents and neighborhood residents with particular qualifications or willingness to begin unskilled labor will be able to participate in contracted labor efforts. A prime contractor, through its subcontractor(s), may satisfy Sheboygan HA resident hiring requirement set forth above.

1. Subcontract or joint venture with a resident owned business. The business must be 51% or more owned by Sheboygan HA public housing residents, or subcontract/joint venture with a business that employs full-time, 30% or more SHEBOYGAN HA residents, or low and very-income individuals within the City of Wausau or other qualified low income persons in the United States, or
2. Direct hiring of Sheboygan HA's public housing residents and/or low and very low-income neighborhood residents based on the Resident Hiring Scale, or
3. Contractor incurs the cost of providing skilled training for residents in an amount commensurate with 5% of the total contract amount, or
4. Contractor makes a contribution to SHEBOYGAN HA's Education Fund to provide assistance to residents to obtain training. The level of contribution would be commensurate with 5% of the total contract amount.

SHEBOYGAN HA's Section 3 - Resident Hiring Requirements

Applicable to construction or service contracts of \$25,000 or more.

Each prime contractor must complete this form and submit with their bid or proposal.

Business Name: _____

Address: _____

Contact Person: _____

Telephone: _____ Email: _____

_____ as the prime contractor for the
(Insert Contractor's Name)

_____ located at _____
(Insert Scope of Work) (Insert Site/Location)

hereby acknowledges the City of Sheboygan Housing Authority Section 3 resident hiring requirement and further certifies it will satisfy the Sheboygan HA resident hiring requirement by selecting at least one of the options listed below: (Check at least one)

- Contractor is a Section 3 Business Concern and will provide evidence of the same to the satisfaction of the Sheboygan HA, or
- Contractor shall subcontract or joint venture with a resident owned business. The business must be 51% or more owned by SHEBOYGAN HA public housing residents, or subcontract/joint venture with a business that employs full-time, 30% or more SHEBOYGAN HA residents, or low and very-income individuals within the City of Sheboygan or other qualified low income persons in the United States, or
- Contractor shall directly hire Sheboygan HA's public housing residents and/or low and very low-income neighborhood residents based on the Resident Hiring Scale, i.e.5% of total labor costs, or
- Contractor shall incur the cost of providing skilled training for residents in an amount commensurate with 5% of the total contract amount for service contracts OR 5% of total labor costs for material and labor contracts, or
- Contractor shall make a contribution to City of Sheboygan's Workforce Development efforts to provide assistance to residents to obtain training. The level of contribution would be commensurate with 5% of the total contract amount for service contracts OR 5% of the total labor costs for material and labor contracts.

Signature

Date

Title