



Date: July 11, 2014

ADDENDUM 1

Request for Proposal (RFP) Project # 1875

Project Based Voucher Program Questions & Answers & Timeline Clarification

Proposal Due: July 25, 2014 at 4:30 PM CST

THIS ADDENDUM MUST BE ACKNOWLEDGED ON THE SOLICITATION **ATTACHMENT: RFP ADDENDUM(S) ACKNOWLEDGEMENT**, WHICH WAS INCLUDED IN THE ORIGINAL PROJECT DETAILS. PLEASE READ ENTIRE ADDENDUM TO DETERMINE DETAILS THAT MAY AFFECT YOUR PROPOSAL.

Questions & Answers:

1. Question: Eligible Housing, Page 3 of RFP: If an existing tenant qualifies for PBV assistance but is already receiving assistance through tenant-based vouchers, can that unit be designated under the contract?

Answer: No, a unit which is occupied by a tenant who already has a tenant-based voucher cannot be designated under the PBV Contract. Page 9 of the RFP, Application Contact, clarifies that residents who already have a tenant-based Voucher cannot be required to give up their Voucher in order to project base a unit. However, an owner is not prohibited from discussing the matter with the resident and providing them with the options of retaining their tenant-based voucher or converting to a project-based voucher. In such cases the tenant should be made fully aware of the options and should be free to make their choice without being coerced to give up their tenant-based voucher. The BCHA recommends such discussions be had with affected tenants before the application is submitted so that the owner can indicate on the application if a tenant has expressed willingness to relinquish his or her tenant-based voucher.

Owners are reminded that they may choose to have floating projected based units. Floating units means that specific units are not permanently designated, but rather may change based upon tenant turnover. Therefore if a tenant elects to retain his or her tenant-based voucher but at a later date vacates the unit, that unit could then be projected based and leased to a qualifying family. However, owners are cautioned that the BCHA may choose not approve an application in which the owner is requesting to project based more units than those which would be available for occupancy under the project based program.

2. Question: Eligible Housing, Page 3 of RFP: If an existing tenant does not qualify for PBV assistance, is it correct that their unit cannot be designated for PBV assistance?

Answer: Correct. As Page 3, Eligible Housing and Page 9, Application Contact state, existing tenants who do not qualify for PBV assistance cannot be displaced in order for their unit to be project based; instead their unit will not be included in the HAP contract. Again, owners are reminded that they may choose to have floating project-based units, especially in situations in which they anticipate unit turnover or eligibility of previously ineligible tenants. Such situations should be explained in the application and substantiated with factual information whenever possible.

Additional timeline clarification designed in red below:

Project Timeline:

RFP Posting Date: 7/13/2014

RFP Vendor Question Deadline: 7/9/2014 by 4:30 PM Local CST via email to robynha@greenbaywi.gov

RFP Answers to Questions Published as addendum: 7/11/14 by 4:30PM Local CST

RFP Proposal Due: 7/25/2014 by 4:30PM Local CST

RFP Proposal Opening: 7/28/2014 at 10:00 AM Room 608 City Hall

Scoring Team to review proposals: 7/28/2014 – 8/8/2014

Brown County Housing Authority Board of Commissioner's to confirm contract award(s): 8/18/2014

Thank you and Intent to Award Letters sent out: 8/22/2014