



FOR IMMEDIATE RELEASE

Contact: Scott Allen

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City Accepting Proposals for Affordable Housing Fund Project

The City of Eau Claire believes that local government is a stewardship, helping citizens meet their needs and helping the community solve problems. We cannot always do this on our own; we need and value partners who can help. The City also believes in equity, creating conditions for all people to thrive. There is no more fundamental need than housing that is affordable.

The City of Eau Claire is seeking proposals for projects that develop or rehabilitate properties for new or expanded affordable housing within the City of Eau Claire and to provide said project(s) with financial assistance through the City of Eau Claire Affordable Housing Fund. Full details related to this request for proposals can be found in the attached document.

Proposals should be submitted as a PDF via email with the subject line "Affordable Housing Fund Proposal" no later than **9:00 a.m. Monday, November 15, 2021** to: Planning@eauclairewi.gov

Questions regarding this RFP may be directed to:

Scott Allen, Community Development Director; or Taylor Graybehl, Associate Planner

Phone: (715) 839-4914

Email: Planning@eauclairewi.gov

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CITY OF
**EAU
CLAIRE**

COMMUNITY DEVELOPMENT

Economic Development: (715) 839-4914

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CITY OF EAU CLAIRE, WISCONSIN

REQUEST FOR PROPOSALS

2021 Affordable Housing Fund Project

The City of Eau Claire is seeking proposals for projects that develop or rehabilitate properties for new or expanded affordable housing within the City of Eau Claire and to provide said project(s) with financial assistance through the City of Eau Claire Affordable Housing Fund.

**All proposals must be submitted by
9:00 a.m., Monday, November 15, 2021**

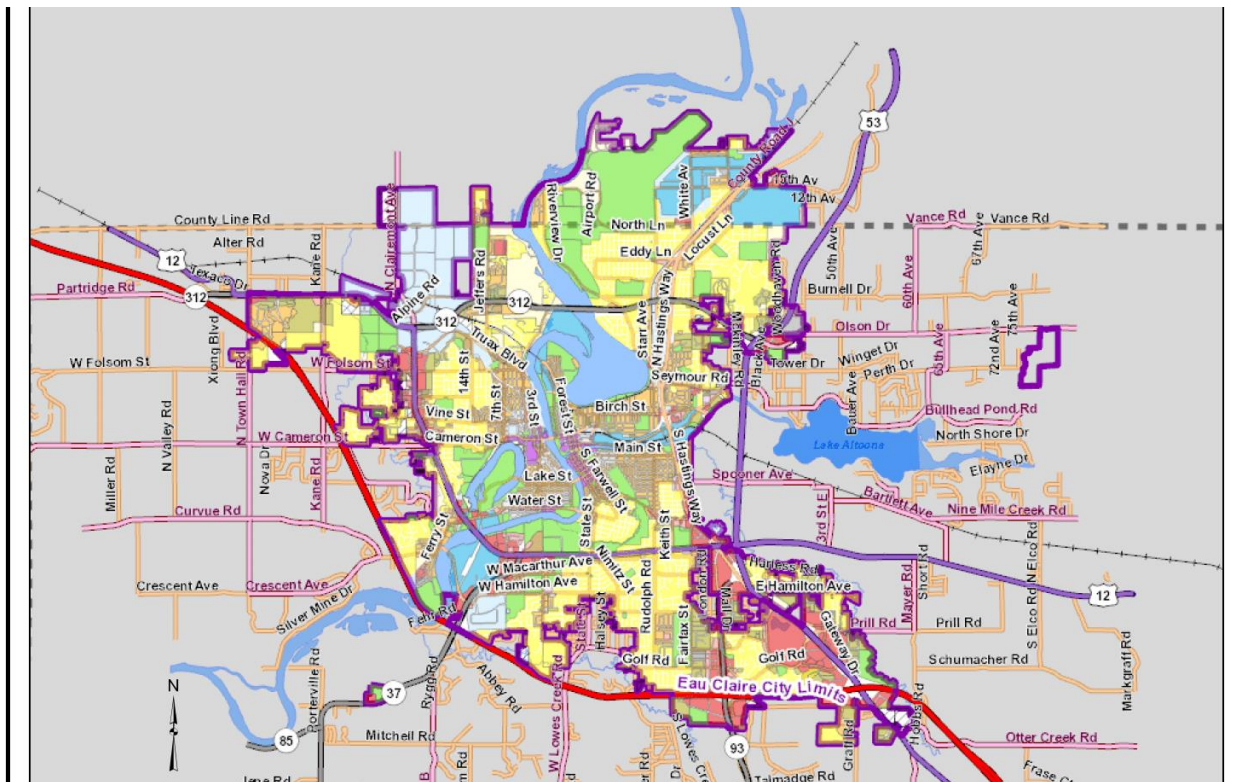
203 S. Farwell St., P.O. Box 5148, Eau Claire, WI 54702-5148
www.eauclairewi.gov

Introduction

The City of Eau Claire (“City”) invites proposals for the development of residential projects that will move the City forward in achieving a substantial increase in affordable housing units. The Eau Claire Affordable Housing Fund (AHF) was established in 2020 by the City to provide a flexible funding mechanism for affordable housing-related projects. The primary purpose of the AHF is to provide financial resources to address the affordable housing needs of individuals and families who live or work in the City by promoting, preserving and producing quality, long-term affordable housing options

Location

The AHF can be used towards capital projects wholly and exclusively within the city limits of the City of Eau Claire.



Proposal Parameters

The City seeks to competitively award funds for new construction of affordable housing by soliciting eligible proposals from qualified developers. The City’s Housing Opportunities Commission has developed an AHF Scoring Criteria matrix for the year 2021 for the City Council to evaluate proposals and award AHF dollars. Proposals will be scored using the AHF Scoring Criteria (see Exhibit A) and recommendations forwarded to the City Council for their consideration. The AHF fund balance for 2021 stands at approximately \$300,000.

Evaluation of Proposals

Proposals are expected to respond to each item within the AHF Scoring Criteria categories:

- 1. *Income Requirement***
- 2. *Location***
- 3. *Financial Leverage***
- 4. *Inclusive Design***
- 5. *Rehab/Neighborhood Stabilization***
- 6. *Energy Efficiency and Sustainability***
- 7. *Development Team***

Proposals should be formatted to clearly and easily allow City scoring of the project and should provide supporting documentation for each category. It is expected the proposal will provide a completed self-scored worksheet using Exhibit A or similar format. (Fillable PDF of Exhibit A will be made available upon request.) Proposals that do not respond to each category will be deemed non-responsive and will be disqualified.

Qualifications and Experience of Developer

1. Detail and describe the proposed development team and demonstrate a track record of successfully financing, developing, completing and managing comparable projects, locally and/or nationally, including:
 - Clearly identify roles and responsibilities of all proposed development team members.
 - Cite developer's experience successfully developing other projects of similar scale and complexity, locally and nationally, including the roles and responsibilities of developer's team members, and provide contact information for references for these projects.
 - Cite developer's experience in successfully constructing, managing and maintaining affordable housing facilities.
2. Provide clear and compelling information to demonstrate developer's financial capacity to execute and complete the proposed development successfully.
 - Describe a clear strategy to fund all proposed development costs.
 - Provide documentation from potential lenders of interest in the proposed development.
 - Cite other projects in which the developer has successfully worked with the proposed equity/financing/granting entities.
 - Provide evidence of financing for prior developments.
3. The selected proposal(s) shall be initiated and completed within a reasonable time period acceptable to the City. It is the City's desire that the proposal(s) be completed in the shortest timeframe possible. A reasonable time period will be defined in a final Development Agreement approved by the City Council.

Submission of Proposals

Proposals should be submitted as a PDF via email with the subject line "Affordable Housing Fund Proposal" no later than **9:00 a.m. Monday, November 15, 2021** to: Planning@eauclairewi.gov

Review Process

The City is not responsible for any costs associated with preparation and submission of proposals to this RFP. The City will consider several factors when making an award. The proposals will be evaluated using the AHF Scoring Criteria, with final decision to be made by the City Council. City staff will review and score all qualifying proposals. **Staff will make a presentation on the recommended proposal(s) to the HOC at a meeting date and time TBD, with a final recommendation to City Council expected on either Tuesday, November 23, 2021, at 4:00 p.m. or Tuesday, December 14, 2021, at 4:00 p.m.**

Contact Information

Questions regarding this RFP may be directed to:

**Scott Allen, Community Development Director; or
Taylor Graybehl, Associate Planner**
City of Eau Claire
203 S. Farwell Street
Eau Claire, WI 54702-5148
Phone: (715) 839-4914
Email: Planning@eauclairewi.gov

Additional Information

The City of Eau Claire reserves the right to reject any and all proposals for any reason at its sole discretion, to negotiate the terms and conditions of the eventual contract with the developer awarded the funds, and to impose additional use restrictions, if necessary. City and County records may be checked prior to final approval for delinquencies related to real estate taxes, special assessments, utility bills, or any other payments due to the City; and for violations of building codes or crimes affecting property or neighborhood stability.

The contents of this packet are for information purposes only and the representations made herein are without warranty. Development teams should rely exclusively on their own investigations and analyses.

Thank you for your interest in the City of Eau Claire!

Exhibit A

2021 Affordable Housing Fund Scoring Criteria

EAU CLAIRE AFFORDABLE HOUSING FUND SCORING

1. INCOME REQUIREMENT UP TO 97 POINTS

1.a. Serves Lowest Income Residents Up to 65 Points

Points are awarded based on a percentage of units reserved for households with incomes at 50% or less of the Eau Claire County Median Income (CMI) as follows:

Total Units for Development				
CMI Set-Aside Percentage	Number of Units @ CMI	Percentage of Total (must meet or exceed 5%)	Multiplying Factor	Points
50% to 30%		%	x 0.86	
Below 30%		%	x 1.29	
Total Points*				

*Points are rounded down.

Subsection Points Claimed:

1.b. Mixed-Income Incentive Up to 12 Points

Percentage of market-rate units (rents must be at least 5% greater than the 60% CMI gross rent limit for comparable unit sizes). Score 0.80 points for every percentage point of market-rate units in the development as a whole, up to 12 points. Points are rounded down.

Description	Amount	Formula
Number of Market Rate Units		= A
Total Units		= B
Percentage of Market Rate Units	%	= A/B * 100%
0.80 Multiplier	x 0.80	x 0.80
Points		= A/B * 100% * 0.80

Subsection Points Claimed:

1.c. Serves Large Families 5 Points

Eligible for 5 points if meets all 3 criteria below: Yes No

- Minimum of 3 bedrooms
- Minimum of 10% of units must be for families who are also 50% CMI or below or have committed project-based vouchers or other rental subsidies.
- Must also have ground floor private entrance.

Subsection Points Claimed:

EAU CLAIRE AFFORDABLE HOUSING FUND SCORING

1.d. Supportive Housing

Up to 15 Points

Provide any combination of 30% CMI Housing Tax Credit (HTC) units and rental subsidy assistance for the targeted units. If rental subsidies, applicant must submit firm commitments for the targeted number of units.

Provide a signed Appendix S Certification that the owner will cooperate with WI Department of Health Services (WIDHS) to find qualifying residents for the targeted units.

Score 0.75 points for every percentage point of targeted housing in the development as a whole, up to 15 points. Points are rounded down. Common space manager units should not be included in the total unit count.

Example: A 24-unit development with 4 units of either 30% HTC units or rental assistance would score 12.0 points. $(4/24 = 16.67\% \times 0.75 = 12.5)$.

Number of Supportive Units	Total Units	Percentage of Supportive Housing	Multiplier	Points
			x 0.75	

Subsection Points Claimed:

Section 1. Income Requirement Points Claimed:

EAU CLAIRE AFFORDABLE HOUSING FUND SCORING

2. LOCATION UP TO 47 POINTS

2.a. Amenities and Services Up to 47 Points

Up to a **maximum of 47 points** may be awarded for access to amenities and services located within **0.5 miles**, unless otherwise stated.

Amenities	Meets Criteria	Points
Full service grocery store (provides fresh produce)	<input type="checkbox"/>	8
Full service Medical Clinic or Hospital*	<input type="checkbox"/>	4
In-unit internet at no cost to residents	<input type="checkbox"/>	8
Library**	<input type="checkbox"/>	4
On-site community room	<input type="checkbox"/>	4
Public Park	<input type="checkbox"/>	4
Public School	<input type="checkbox"/>	4
Public Transit stops (within 0.25 miles)	<input type="checkbox"/>	10
Senior Center	<input type="checkbox"/>	8
Walkability score of at least 70***	<input type="checkbox"/>	10
Walkability score of at least 50-69***	<input type="checkbox"/>	5

*A specialty medical clinic (such as podiatrist or ophthalmologist), diagnostic lab, nursing home or hospice facility does not meet the definition of full-service medical clinic or hospital.

**University libraries, public/private school libraries, state kiosk, express libraries or mini/mobile libraries are not eligible for points.

***Walkability is calculated using Walk Score: <https://www.walkscore.com/cities-and-neighborhoods/>.

Subsection Points Claimed:

Services	Meets Criteria	Points
Community services facility*	<input type="checkbox"/>	8
Job-training facility, community college, or continuing education programs (must be available for tenant participation)**	<input type="checkbox"/>	4
Social Services***	<input type="checkbox"/>	8

*Includes a job/skill training center or employment counseling center (or similar facilities) on site.

**Job-Training Facility, Community College, or Continuing Education Programs - must be available to tenant base to participate.

***Social Services means the total range of services to people including, but not limited to, health care, mental illness treatment, developmental disabilities services, income maintenance, probation, extended supervision and parole services, alcohol and drug abuse services, services to children, youth and aging, family counseling, special education services, and manpower services.

Subsection Points Claimed:

Section 2. Location Points Claimed:

EAU CLAIRE AFFORDABLE HOUSING FUND SCORING

3. FINANCIAL LEVERAGE

Up To 36 Points

Applicants will be awarded points by the requested amount of funds per affordable units provided.

Description	Amount	Formula
Requested Amount		= \$
Total Number of Affordable Units*		= N
Requested Amount Per Unit		= \$ / N

Request per Unit	Meets Criteria	Points
\$ 0 – \$ 12,999.99 / unit	<input type="checkbox"/>	36
\$ 13,000 - \$ 16,999.99 / unit	<input type="checkbox"/>	24
\$ 17,000 - \$ 20,999.99 / unit	<input type="checkbox"/>	12
\$21,000 or more / unit	<input type="checkbox"/>	0

*Affordable unit(s) are those set aside for households with incomes at or below 50% CMI.

Section 3. Financial Leverage Points Claimed:

EAU CLAIRE AFFORDABLE HOUSING FUND SCORING

4. INCLUSIVE DESIGN

Up to 47 POINTS

Single, duplex, tri-plex unit projects are all eligible for BASIC feature points. If met, then the additional feature points can also be awarded.

In a multiple unit project, at least 25% of units MUST meet "Basic Feature" criteria for points and 50% or more of the units will award more points.

Type of Project	25% of Total Units		50% of Total Units	
	Meets Criteria	Points	Meets Criteria	Points
New Construction				
• Includes ALL 4 basic features	<input type="checkbox"/>	18	<input type="checkbox"/>	30
• Includes Basic Features #1, 2, 3, 4b & 4c	<input type="checkbox"/>	15	<input type="checkbox"/>	25
• Includes Basic Features #1, 2, 3, & 4c	<input type="checkbox"/>	11	<input type="checkbox"/>	19
Acquisition/Rehab &/or Adaptive Reuse Projects				
• Includes ALL 4 Basic Features	<input type="checkbox"/>	18	<input type="checkbox"/>	30
• Includes Basic Features #1, 2, 3, 4b & 4c	<input type="checkbox"/>	15	<input type="checkbox"/>	25
• Includes Basic Features #1, 2, 3, & 4c	<input type="checkbox"/>	11	<input type="checkbox"/>	19
*Acquisition/Rehab &/or Adaptive Reuse where Zero Entry is NOT achievable (must be verified)				
• Includes Basic Features #2, 3, 4a, 4b & 4c	<input type="checkbox"/>	15	<input type="checkbox"/>	25
• Includes Basic Features #2, 3, & 4c	<input type="checkbox"/>	11	<input type="checkbox"/>	19

*The purpose of this subcategory is to include rehab of existing properties where Zero Entry is NOT achievable but the Basic Access features will make housing accessible to those who are able to manage a few steps to get in and out of their home but need additional features to safely live in it. A railing is required and a ramp also may or may not be possible here.

Subsection Points Claimed:

Basic Features Definitions:

1. One Zero-Step entry with low profile threshold
2. A bedroom, living area (with kitchen) & bathroom all on one accessible floor
3. All interior and exterior doors 36" wide
4. Bathroom features:
 - a. Shower (30" X 60") & can have a 2" curb
 - b. Minimum 48" X 30" clear floor space in front of sink toilet and shower. *Note: Vanity along rear wall next to toilet can overlap the 48" clearing provided that clearance at the toilet is 33" minimum.
 - c. Blocking inside wall around shower and toilet for possible install of grab bars (rim the 3 shower walls, place blocking in the side and back walls by toilet). *Note: Can purchase shower units with wood backing already installed in the unit.

EAU CLAIRE AFFORDABLE HOUSING FUND SCORING

If 18, 15 or 11 points are awarded for including “Basic” Inclusive Design Features, up to 17 Bonus Points will be awarded for additional features as follows:

Additional Feature Bonus	Meets Criteria	Points
Lever door handles	<input type="checkbox"/>	1
Rocker switches	<input type="checkbox"/>	1
Single lever bath and kitchen faucets	<input type="checkbox"/>	1
Permanent non-skid surface in shower	<input type="checkbox"/>	2
*Closet doors have clear 30" X 48" floor space and doors more than 18" deep have 32" clear opening	<input type="checkbox"/>	2
*One window in a living and sleeping space complies with Section 309	<input type="checkbox"/>	2
*Mirror height	<input type="checkbox"/>	2
Flooring transition ¼" maximum vertical and less than ½" beveled; carpet pile maximum ½"	<input type="checkbox"/>	3
Entrance door: ADA threshold, delayed action closer & maneuverable clearances	<input type="checkbox"/>	3
Electrical outlets & cable/data outputs minimum 18" height from floor	<input type="checkbox"/>	3
In-unit laundry	<input type="checkbox"/>	3
Accessible route from parking or street level to units	<input type="checkbox"/>	3
*5-foot turn-around in bathroom	<input type="checkbox"/>	3
Roll-in shower (no curb). Need enough floor space for water management	<input type="checkbox"/>	3
*Garbage disposal switch, range hood controls and electrical receptacles in kitchen meet Sect. 309. Note: Can purchase air switch for garbage disposal inexpensively; can purchase range hood with app (i.e., Zephyr) but expensive or electrician installs a remote switch.	<input type="checkbox"/>	3
*One accessible work surface in kitchen Sect. 1103.12.3 (counter top is 34" from floor	<input type="checkbox"/>	3

*Features needed for a wheelchair user who does not stand.

Additional features bonus, unless otherwise stated, must meet the current building code for the State of Wisconsin is the 2015 ICC (International Code Council) Code and the referenced standard for accessibility is ICC/ANSI A117.1-2017. References to section numbers within Universal Design are sections numbers from ICC/ANSI A117.1-2017.

Subsection Points Claimed:

Section 4. Inclusive Design Points Claimed:

EAU CLAIRE AFFORDABLE HOUSING FUND SCORING

5. REHAB/NEIGHBORHOOD STABILIZATION

25 POINTS

Points will be awarded to applications which propose acquisition and rehab of existing single family, duplex, three-plex or four-plex housing as part of a targeted, city-supported plan to stabilize neighborhoods due to vacant properties and/or foreclosure.

Requirements:

- City support letter including: 1) description of overall neighborhood plan, 2) details of financial support and 3) support for proposed property clustering.
- Minimum of 2 units.
- Minimum \$25,000 per unit of hard cost rehab. Hard cost rehab, is defined as the Subtotal: New construction/Rehabilitation on the Project Cost and Credit Calculation page, less Construction of New Buildings.
- New Construction allowed only if building(s) will be demolished or have been demolished and is replacing like housing (no additional units). Such new construction is limited to 50% of total units. New construction must meet "basic features" standards found in 4. Inclusive Design.
- An application's aggregate occupied units shall be automatically assumed by the City of Eau Claire to have a maximum 85% applicable fraction (i.e., assumed to have 15% over-income households) unless the applicant provides rent rolls, certifications, or other information sufficient for the City of Eau Claire to determine that a higher applicable fraction will not result in the displacement of current residents. Aggregate un-occupied units may be assumed to be 100% income qualifying.
- Applications must demonstrate a year one proforma rent increase of no more than five percent (5%) for any occupied rental units. Provide current rent schedule and explanation.
- Must show property clustering no greater than one-half (1/2) mile radius. Proposed clustering must be supported by city letter.
- Must show financial support minimum 5% of total development cost by the local government and/or private institutions or foundations.
- Unit mix may include single family homes, duplexes, tri-plexes or four-plexes but not less than 50% of the total units must be single family homes.
- Application operating expenses must reflect annual replacement reserve deposit of \$400/unit minimum.

Section 5. Rehab/Neighborhood Stabilization Points Claimed:

EAU CLAIRE AFFORDABLE HOUSING FUND SCORING

6. ENERGY EFFICIENCY AND SUSTAINABILITY

20 POINTS TOTAL

Points awarded to developments which promote long term energy efficiency and sustainability through thoughtful design. **A maximum of 20 points** will be awarded if the project meets one of the below standards as follows:

Description	Points
City of Eau Claire Renewable Energy Action Plan*	20
Wisconsin Green Built Home Standard (score of 200 or more)	20
Enterprise Green Communities Certification Plus	20

*Modify the project using the City of Eau Claire Green House Gas Calculator to achieve a 30% reduction in Green House Gas emissions from baseline development.

Section 6. Energy Efficiency and Sustainability Points Claimed:

EAU CLAIRE AFFORDABLE HOUSING FUND SCORING

7. DEVELOPMENT TEAM

Up to 12 Points

Description	Meets Criteria	Points
Housing Tax Credit (HTC) Experience		
Successful completion of two or more HTC properties	<input type="checkbox"/>	3
Two or more years of HTC experience	<input type="checkbox"/>	3
Minority Developers*		
Applications that include a minority developer or minority co-developer that have at least 49% stake in all aspects of the development including but not limited to ownership, cash-flow, and voting rights.	<input type="checkbox"/>	3
Applications that include a minority developer or minority co-developer that have at least 24% stake in all aspects of the development including but not limited to ownership, cash-flow, and voting rights.	<input type="checkbox"/>	2
Local Applicants**		
Applicants that include a local co-developer that have at least 49% stake in all aspects of the development including but not limited to ownership, cash-flow, and voting rights.	<input type="checkbox"/>	6
Applicants that include a local co-developer that have at least 24% stake in all aspects of the development including but not limited to ownership, cash-flow, and voting rights.	<input type="checkbox"/>	4
Development Team Members		
A Non-profit organization acting as developer and an owner (meets non-profit set-aside).	<input type="checkbox"/>	2
Application which includes an organization acting as lead developer and an owner, that has participated in fewer than 4 HTC properties as a lead developer or owner.	<input type="checkbox"/>	2

*Applicants must meet eligibility criteria found in the Wisconsin Housing and Economic Development Authority (WHEDA) Minority Business Self Certification 2021 Housing Tax Credit Cycle:
<https://www.wheda.com/globalassets/documents/tax-credits/htc/2021/wheda-minority-business-self-certification-form.pdf>

**Applicants with an established office within Chippewa County, Dunn County, or Eau Claire County.

Section 7. Development Team Points Claimed:

EAU CLAIRE AFFORDABLE HOUSING FUND SCORING

8. TOTAL POINTS

Up to 284 Points

Please add the total points claimed per section and total.

Description	Points
Section 1. Income Requirement	
Section 2. Location	
Section 3. Financial Leverage	
Section 4. Inclusive Design	
Section 5. Rehab/Neighborhood Stabilization	
Section 6. Energy Efficiency and Sustainability	
Section 7. Development Team	
Total Points:	