



## REQUEST FOR PROPOSALS (RFP)

Department of Administration  
County of Dane, Wisconsin

**COUNTY AGENCY**

Office of Economic and Workforce Development

**RFP NUMBER**

**#118054**

**RFP TITLE**

**Affordable Rental Housing  
Affordable Housing Development Fund**

**PURPOSE**

The purpose of this document is to provide interested parties with information to enable them to prepare and submit a proposal to allocate funding available in the Dane County Affordable Housing Development Fund.

**DEADLINE FOR  
RFP SUBMISSIONS**

2:00 P.M. Central Time

**June 6, 2018**

LATE, FAXED, ELECTRONIC MAIL OR UNSIGNED PROPOSALS WILL BE REJECTED

**SUBMIT RFP TO  
THIS ADDRESS**

DANE COUNTY PURCHASING DIVISION  
ROOM 425 CITY- COUNTY BUILDING  
210 MARTIN LUTHER KING JR BLVD  
MADISON, WI 53703-3345

**SPECIAL  
INSTRUCTIONS**

- Label the lower left corner of your sealed submittal package with the RFP number**
- Place the Signature Affidavit as the first page of your proposal**
- Submit one original and ( 5 ) copies of your technical proposal**
- Submit one complete electronic copy in Microsoft Word or PDF format burned to a CD, DVD or flash drive**

**DIRECT ALL INQUIRES  
TO**

<b>NAME</b>	Carolyn A. Clow
<b>TITLE</b>	Purchasing Agent
<b>PHONE #</b>	608-266-4966
<b>FAX #</b>	608/266-4425
<b>EMAIL</b>	Clow.carolyn@countyofdane.com
<b>WEB SITE</b>	<a href="http://www.danepurchasing.com">www.danepurchasing.com</a>

**DATE RFP ISSUED: April 11, 2018**

RFP BLANK REVISED 03/18

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## 1.0 GENERAL INFORMATION

### 1.1 Introduction

The purpose of this document is to provide interested parties with information to enable them to prepare and submit a proposal for the development of affordable rental housing using funding assistance from Dane County's Affordable Housing Development Fund (AHDF).

The County intends to use the results of this process to award funding to assist in the development of affordable housing projects in Dane County

The funding award resulting from this RFP will be administered by Dane County, Office of Economic and Workforce Development.

The contract administrator will be Dave Phillips, Director, Office of Economic & Workforce Development.

This Request for Proposal (RFP) is issued on behalf of Dane County by the Purchasing Division, which is the sole point of contact for the County during the procurement process.

### 1.2 Scope of the Project

#### **Summary**

The 2018 County Capital Budget included \$3 million in the Affordable Housing Development Fund. In addition, additional funding of \$599,865 from previous budget allocations is available in 2018 for a total of \$3,599,865. Of this amount, the 2018 budget provided that up to \$1 million be targeted for project proposals submitted by the Dane County Housing Authority.

#### **Housing First**

The RFP is designed to forward the goal of Housing First. Housing First is an approach that centers on providing homeless people with housing quickly and then providing services as needed. What differentiates a Housing First approach from other strategies is that there is an immediate and primary focus on helping individuals and families quickly access and sustain permanent housing. This approach has the benefit of being consistent with what most people experiencing homelessness want and seek help to achieve. Housing First programs share critical elements:

- A. There is a focus on helping individuals and families access and sustain rental housing *as quickly as possible and the housing is not time-limited*; A variety of services are delivered primarily following a housing placement to promote housing stability and individual well-being;
- B. Such services are time-limited or long-term depending upon individual need;

- C. Housing is not contingent on compliance with services – instead, participants must comply with a standard lease agreement and are provided with the services and supports that are necessary to help them do so successfully.

### **Targeted Populations**

The RFP process is targeted to specific populations:

- A. Projects designed to serve the chronically homeless population, meaning those who are either: 1) an unaccompanied homeless individual with a disabling condition who has been continuously homeless for a year or more, or 2) an unaccompanied individual with a disabling condition who has had at least four episodes of homelessness in the past three years. Disabling conditions include mental illness and alcohol and drug addictions.
- B. Projects designed to serve the homeless veteran population.
- C. Very low income families.
- D. Persons with arrest and conviction records.
- E. The elderly.
- F. Individuals with disabilities.

### **Types of Projects**

This RFP is specifically dedicated to expanding the availability of housing units to serve the above populations through construction of new rental units. Below are other conditions/preferences the county seeks in RFP responses:

- A. Projects that meet the income, occupancy and rent restrictions of low income housing tax credits (LIHTC).
- B. Projects will have a long-term affordability requirement.
- C. Projects that include housing for households with income at or below 30% of County Median Income (CMI)
- D. Projects that are geographically located to maximize access to jobs, transit, schools and other key amenities.
- E. Projects that integrate supportive services in partnership with non-profit service providers.
- F. Projects that improve access to rental housing through generous tenant screening criteria.
- G. Projects that include 3+ bedroom units.

## **Form of Funding and Support**

The funds available through the AHDF are in the County's Capital Budget. State statutes limit, to some extent, the use and flexibility of these capital funds. For projects that are within the jurisdiction of the Dane County Housing Authority (DCHA), areas of the County outside the Cities of Madison and Stoughton and the Village of DeForest, the County can use its capital funds to make a grant to the DCHA which will then make a grant to the project developer for capital costs, such as land acquisition and construction.

In areas outside the jurisdiction of the DCHA, the AHDF must be used by the County to purchase capital assets, such as land or a portion of a building, which can then be leased back to the project developer for project purposes.

### 1.3 Clarification of the specifications

All inquiries concerning this RFP must be directed to the **person indicated on the cover page** of the RFP Document. (electronic mail is the preferred method)

Any questions concerning this RFP must be submitted in writing by mail, fax or e-mail on or before the stated date on the **Calendar of Events** (see Section 1.6)

Respondents are expected to raise any questions, exceptions, or additions they have concerning the RFP document at this point in the RFP process. If a proposer discovers any significant ambiguity, error, conflict, discrepancy, omission, or other deficiency in this RFP, the proposer should immediately notify the contact person of such error and request modification or clarification of the RFP document.

#### **Mailing Address:**

**Dane County Purchasing Division  
Room 425 City-County Bldg.  
210 Martin Luther King Jr. Blvd  
Madison, WI 53703-3345**

Respondents are prohibited from communicating directly with any employee of Dane County, except as described herein. No County employee or representative other than those individuals listed as County contacts in this RFP is authorized to provide any information or respond to any question or inquiry concerning this RFP.

### 1.4 Addendums and/or Revisions

In the event that it becomes necessary to provide additional clarifying data or information, or to revise any part of this RFP, revisions/amendments and/or supplements will be posted on the Purchasing Division web site at [www.danepurchasing.com](http://www.danepurchasing.com)

It shall be the responsibility of the proposers to regularly monitor the Purchasing

Division web site for any such postings. Proposers must acknowledge the receipt / review of any addendum(s) at the bottom of the RFP Cover Page /Signature Affidavit.

Each proposal shall stipulate that it is predicated upon the terms and conditions of this RFP and any supplements or revisions thereof.

1.5 Reasonable Accommodations

The County will provide reasonable accommodations, including the provision of informational material in an alternative format, for qualified individuals with disabilities upon request. If you need accommodations at a proposal opening/vendor conference, contact the Purchasing Division at (608) 266-4131 (voice) or Wisconsin Relay (711).

1.6 Calendar of Events

Listed below are specific and estimated dates and times of actions related to this RFP. The actions with specific dates must be completed as indicated unless otherwise changed by the County. In the event that the County finds it necessary to change any of the specific dates and times in the calendar of events listed below, it will do so by issuing a supplement to this RFP and posting such supplement on the Dane County web site at [www.danepurchasing.com](http://www.danepurchasing.com) . There may or may not be a formal notification issued for changes in the estimated dates and times.

<b>DATE</b>	<b>EVENT</b>
April 11, 2018	Date of issue of the RFP
May 21, 2018	Last day for submitting written inquiries (2:00 p.m. Central Time)
May 24, 2018	First round supplements or revisions to the RFP posted on the Purchasing Division web site at <a href="http://www.danepurchasing.com">www.danepurchasing.com</a>
June 6, 2018	Proposals due from vendors

2.0 PREPARING AND SUBMITTING A PROPOSAL

2.1 General Instructions

The evaluation and selection of this RFP will be based on the information submitted in the proposal plus references and any required on-site visits or oral interview presentations. Failure to respond to each of the requirements in the RFP may be the basis for rejecting a response.

Elaborate proposals (e.g. expensive artwork) beyond that sufficient to present a complete and effective proposal, are not necessary or desired.

2.2 Proprietary Information

All restrictions on the use of data contained within a proposal and all confidential information must be clearly stated on the attached "Designation of Confidential and Proprietary Information" form. Proprietary information

submitted in a proposal, or in response to the RFP, will be handled in accordance with the applicable Wisconsin State Statute(s).

To the extent permitted by law, it is the intention of Dane County to withhold the contents of the proposal from public view until such times as competitive or bargaining reasons no longer require non-disclosure, in the opinion of Dane County. At that time, all proposals will be available for review in accordance with the Wisconsin Open Records Law.

### 2.3 Incurring Costs

Dane County is not liable for any cost incurred by proposers in replying to this RFP.

### 2.4 Vendor Registration

**All proposers wishing to submit a proposal must be a paid registered vendor with Dane County.** Prior to the RFP opening, you can complete a registration form online by visiting our web site at [www.danepurchasing.com](http://www.danepurchasing.com), or you can obtain a Vendor Registration Form by calling 608.266.4131. Your completed Vendor Registration Form and Registration Fee must be received for your bid to be considered for an award.

### 2.5 Submittal Instructions

Proposals must be received in by the County Purchasing Division by the specified time stated on the cover page. All proposals must be time-stamped in by the Purchasing Division by the stated time. Proposals not so stamped will not be accepted. Proposals received in response to this solicitation will not be returned to the proposers.

All proposals must be packaged, sealed and show the following information on the outside of the package:

- Proposer's name and address
- Request for proposal title
- Request for proposal number
- Proposal due date

### 2.6 Required Copies

Proposers must submit **an original and the required number of copies** of all materials required for acceptance as instructed on the cover page of the RFP (Special Instructions).

All hard copies of the proposal must be on 8.5"x11" individually securely bound. **In addition, proposers must submit one complete electronic copy in Microsoft Word or PDF format burned to a CD, DVD or flash drive.**

## 2.7 Proposal Organization and Format

Proposals should be organized and presented in the order and by the number assigned in the RFP. Proposals must be organized with the following headings and subheadings. Each heading and subheading should be separated by tabs or otherwise clearly marked. The RFP sections which should be submitted or responded to are:

- Introduction (See Section 4 of this RFP)
- Response to general requirements (See Section 4 of this RFP)
- Required forms (See Section 5 of this RFP)
  - Attachment A      Signature Affidavit
  - Attachment B      Vendor Registration Certification
  - Attachment C      Reference Data Sheet
  - Attachment D      Designation of Confidential and Proprietary Information
  - Attachment E      Tenant Screening Worksheet

## 2.8 Multiple Responses

Multiple responses from a vendor will be permissible, however each response must conform fully to the requirements for response submission. Each such response must be separately submitted and labeled as Response #1, Response #2, etc.

## 2.9 Oral Presentations and Site Visits

Top ranked selected proposers may be required to make oral interview presentations and/or site visits to supplement their responses, if requested by the County. The County will make every reasonable attempt to schedule each presentation at a time and location that is agreeable to the proposer. Failure of a proposer to conduct a presentation to the County on the date scheduled may result in rejection of the vendor's response.

## 2.10 Release of Submitted Proposals

All proposals submitted by vendors will be made public shortly after the closing date for this RFP.

## 3.0 PROPOSAL SELECTION AND AWARD PROCESS

### 3.1 Response Scoring

Accepted responses will be reviewed by the AHDF staff team and scored against the stated criteria. This scoring will determine the ranking of project teams based upon their written responses. The staff team may request oral presentations from each team to gather additional information in order to score the responses and allocate funding under the AHDF.



The recommendations of the staff team will be presented to the Personnel and Finance Committee. A resolution will then be introduced to allow the County Board to affirm the staff team recommendation.

### 3.2 Right to Reject Proposals and Negotiate Contract Terms

The County reserves the right to reject any and all responses and to negotiate the terms of the contract, including the award amount, with the selected development team.

### 3.3 Evaluation Criteria

The proposals will be scored using the following criteria:

<u>Evaluation Criteria</u>	<u>Percent</u>
Development Team Capabilities (Section 4.2)	10
Project Description (Section 4.3)	15
Housing First (Section 4.4)	15
Targeted Population (Section 4.5)	15
Supportive Services Plan (Section 4.6)	10
Tenant Screening Policies (Section 4.7 & Attachment E)	15
Project Funding Leverage (Section 4.8)	20
	<hr/>
TOTAL	100

### 3.4 Award

Responses to this RFP will be evaluated by the AHDF staff team. The staff team may request respondents to make presentations of their projects. The highest scoring projects will be recommended to receive a funding allocation. Once a funding allocation has been awarded, the county can provide evidence of a funding commitment for the respondent's use in securing other financing such as tax credits, grants or other sources.

## 4.0 GENERAL RESPONSE REQUIREMENTS

### 4.1 Introduction

Provide a brief overview of the project team and the proposed development.

#### **4.2 Development and Service Team Background**

Provide a description of the organization including key staff who will be involved in the project, past projects the team has completed, and projects currently in process. Items that should be addressed include:

Development and Service Team Experience in:

1. Obtaining and utilizing Section 42 tax credits
2. Participating in public/private joint ventures
3. Developing multifamily housing for low-income households
4. Developing permanent supportive housing if applying for such project
5. Property management
6. Provision of support services if the project entails permanent supportive housing

#### **4.3 Project Description**

Provide a detailed description of the project proposed for county support. The description should indicate the planned location, number of and size of units, development costs, a pro forma showing projected operating costs and revenues, and the minimum amount of county funding necessary to complete the project.

If the project will have a mix of affordable and market rate units, the response should indicate how many of each size unit will be affordable and how many will be market rate. Responses should also indicate how the county funds will be applied to the project. Responses should also include details on how the balance of the project will be funded. Responses should indicate if, and the amount of, county funds that will be used to fund any gap in the financing necessary to complete the project or will be used to increase the number of affordable units.

Projects that include three bedroom units will receive higher consideration. Projects that include a longer affordability term will also receive higher consideration.

#### **4.4 Housing First**

Provide a detailed description of how the project will further the county's goal of Housing First, including outreach to the chronically homeless population, tenant screening policies, and potential services to support the target population.

#### **4.5 Targeted Population**

Provide a detailed description of how the project will serve the targeted populations listed above. In identifying persons in the targeted population, applicants are encouraged to utilize the 'by name list' of homeless persons prioritized for housing maintained by the Dane County Homeless Services Consortium.

The Dane County Homeless Services Consortium (HSC) is comprised of a number of agencies and organizations working to end homelessness in Dane County. A number of agencies take client/tenant referrals for their housing programs from a community by-name list at bi-weekly housing placement meetings.

At the HSC placement meetings, vacancies in these agencies' programs, as well as vacancies with landlords who partner with the HSC, are discussed. Individuals from the by-name list are then selected for placement in these vacancies by the providers. Individuals on the by-name list may have access to case management and some form of rental subsidy once enrolled in these programs.

Respondents should indicate their willingness to partner with the HSC and its housing placement system to end homelessness for individuals and/or families on the community by-name housing list. Respondents must indicate how many units would be targeted in the proposed development for by-name list tenants.

#### **4.6 Supportive Services Plan**

Provide a detailed description of how supportive services will be secured for the tenants of any property developed as part of this project. The description should detail the types of services that will be provided, any project partners who will be involved in providing those services and how the services will be funded. Responses should be specific in describing the partnership arrangements for any supportive services.

#### **4.7 Tenant Screening Policies**

Provide a detailed description of the tenant screening policies that will be used in evaluating potential tenants and how the proposed policies will enhance access for persons with issues such as credit problems, past homelessness, evictions and other traditional barriers to housing. Proposers should complete the Tenant Selection Worksheet (Attachment E) and submit the worksheet as part of their proposals. Points will be awarded based on the number of screening criteria each Respondents agrees to include.

#### **4.8 Funding Leverage**

Responses should clearly indicate the amount of county funding requested compared to the total project costs, and describe the other sources of funds that will support the project. Responses should discuss how the county's contribution will enhance affordability of housing units. Responses will be evaluated such that the response with the lowest county cost per affordable unit bedroom will receive the highest points. The county will consider projects that apply 4% or 9% tax credits or other sources of funding to support the project.

## 5.0 REQUIRED FORMS

The following forms must be completed and submitted with the response in accordance with the instructions given in Section 2.0. Blank forms are attached.

Attachment A	Signature Affidavit
Attachment B	Vendor Registration Certification
Attachment C	Reference Data Sheet
Attachment D	Designation of Confidential and Proprietary Information
Attachment E	Tenant Screening Worksheet

<b>RFP COVER PAGE SIGNATURE AFFIDAVIT</b>	
<b>NAME OF FIRM:</b>	
<b>STREET ADDRESS:</b>	
<b>CITY, STATE, ZIP</b>	
<b>CONTACT PERSON:</b>	
<b>PHONE #:</b>	
<b>FAX #:</b>	
<b>EMAIL:</b>	

In signing this proposal, we also certify that we have not, either directly or indirectly, entered into any agreement or participated in any collusion or otherwise taken any action in restraint of free competition; that no attempt has been made to induce any other person or firm to submit or not to submit a proposal; that this proposal has been independently arrived at without collusion with any other proposer, competitor or potential competitor; that this proposal has not been knowingly disclosed prior to the opening of proposals to any other proposer or competitor; that the above statement is accurate under penalty of perjury.

The undersigned, submitting this proposal hereby agrees with all the terms, conditions, and specifications required by the County in this Request for Proposal, and declares that the attached proposal and pricing are in conformity therewith.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Name (type or print**

\_\_\_\_\_  
**Date**

**Addendums** -This firm hereby acknowledges receipt / review of the following addendum(s) (If any)

Addendum # \_\_\_\_\_ Addendum # \_\_\_\_\_ Addendum # \_\_\_\_\_ Addendum # \_\_\_\_\_

**VENDOR REGISTRATION CERTIFICATION**

Per Dane County Ordinance, Section 62.15, "Any person desiring to bid on any county contract must register with the purchasing manager and pay an annual registration fee of \$20."

Your completed Vendor Registration Form and Registration Fee must be received for your bid to be considered for an award. Your bid/response may not be evaluated for failure to comply with this provision.

Complete a registration form online by visiting our web site at [www.danepurchasing.com](http://www.danepurchasing.com). You will be prompted to create a username and a password and you will receive a confirmation message, then log back in and complete the registration. Once your registration is complete you will receive a second confirmation. Retain your user name and password for ease of re-registration in future years.

Payment may be made via credit card on-line or by check in the mail or in person at the Purchasing Division office. If paying by check make check payable to Dane County Treasurer and indicate your federal identification number (FIN) on the subject line.

**CERTIFICATION**

The undersigned, for and on behalf of the **PROPOSER, BIDDER OR APPLICANT** named herein, certifies as follows:

- This firm is a paid, registered vendor with Dane County in accordance with the bid terms and conditions.

Vendor Number # \_\_\_\_\_

Paid until \_\_\_\_\_

Date Signed: \_\_\_\_\_

\_\_\_\_\_  
Officer or Authorized Agent

\_\_\_\_\_  
Business Name

<b>REFERENCE DATA SHEET</b>	
Provide company name, address, contact person, telephone number, and appropriate information on the product(s) and/or service(s) used for three (3) or more installations/services with requirements similar to those included in this solicitation document	
<b>NAME OF FIRM:</b>	
<b>STREET ADDRESS:</b>	
<b>CITY, STATE, ZIP</b>	
<b>CONTACT PERSON:</b>	<b>EMAIL:</b>
<b>PHONE #:</b>	<b>FAX #:</b>
<b>Product(s) and/or Service(s) Used:</b>	
<b>NAME OF FIRM:</b>	
<b>STREET ADDRESS:</b>	
<b>CITY, STATE, ZIP</b>	
<b>CONTACT PERSON:</b>	<b>EMAIL:</b>
<b>PHONE #:</b>	<b>FAX #:</b>
<b>Product(s) and/or Service(s) Used:</b>	
<b>NAME OF FIRM:</b>	
<b>STREET ADDRESS:</b>	
<b>CITY, STATE, ZIP</b>	
<b>CONTACT PERSON:</b>	<b>EMAIL:</b>
<b>PHONE #:</b>	<b>FAX #:</b>
<b>Product(s) and/or Service(s) Used:</b>	

<b>Designation of Confidential and Proprietary Information</b>														
<p>The attached material submitted in response to this Response includes proprietary and confidential information which qualifies as a trade secret, as provided in Sect 19.36(5), Wisconsin State Statutes, or is otherwise material that can be kept confidential under the Wisconsin Open Records law. As such, we ask that certain pages, as indicated below, of this response be treated as confidential material and not be released without our written approval. Attach additional sheets if needed.</p>														
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%; padding: 5px;">Section</th> <th style="width: 20%; padding: 5px;">Page Number</th> <th style="width: 60%; padding: 5px;">Topic</th> </tr> </thead> <tbody> <tr> <td style="height: 20px;"></td> <td></td> <td></td> </tr> <tr> <td style="height: 20px;"></td> <td></td> <td></td> </tr> <tr> <td style="height: 20px;"></td> <td></td> <td></td> </tr> </tbody> </table>			Section	Page Number	Topic									
Section	Page Number	Topic												

Check mark : \_\_\_\_\_ This firm is not designating any information as proprietary and confidential which qualifies as trade secret.

**Prices always become public information when responses are opened, and therefore cannot be designated as confidential.**

Other information cannot be kept confidential unless it is a trade secret. Trade secret is defined in Sect. 134(80)(1)(c) Wis. State Statutes, as follows: "Trade secret" means information, including a formula, pattern, compilation, program, device, method technique or process to which all of the following apply:

1. The information derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by other persons who can obtain economic value from its disclosure or use.
2. The information is the subject of efforts to maintain its secrecy that are reasonable under the circumstances.

**In the event the Designation of Confidentiality of this information is challenged, the undersigned hereby agrees to provide legal counsel or other necessary assistance to defend the Designation of Confidentiality.**

Failure to include this form in the response may mean that all information provided as part of the response will be open to examination or copying. The County considers other markings of confidential in the response document to be insufficient. The undersigned agree to hold the County harmless for any damages arising out of the release of any material unless they are specifically identified above.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Name (type or print)**

\_\_\_\_\_  
**Date**



## **Tenant Screening Worksheet**

**Check the criteria below that you can agree to include in your formal tenant screening process.**

The property manager for the project will not deny an applicant based solely on:

- 1) A lack of housing history
- 2) A credit score of less than 550 provided the applicant has a cosigner or is enrolled in a credit repair program.
- 3) Information on a credit report that is or has been formally disputed, in repayment, or unrelated to a past housing or housing utility obligation.
- 4) The applicant owes money to a prior landlord for rent or damages or to a utility company provided the applicant has entered into a payment arrangement with the debtor and is current on the repayment arrangement.
- 5) The applicant has a criminal conviction other than for a violent criminal action or other activity that would threaten the health, safety or right to peaceful enjoyment of others.