HEARTLAND ALLIANCE
ENDING POVERTY

REQUEST FOR PROPOSAL (RFP)

RFP# HH-2021-05 for
Property Management Services

DEADLINE FOR SUBMITTING PROPOSAL
May 12, 2021 at 3:00 PM CST

Attn: Earl Chase
Heartland Housing

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I. INTRODUCTION

A. Introduction

Heartland Housing has worked with communities since 1988 to build a diverse portfolio of affordable housing. Our affordable and supportive housing properties are thoughtfully designed and carefully managed. We currently manage 1,280 residential housing units and 16 commercial units in 12 diverse neighborhoods in Chicago, Illinois and Madison and Milwaukee, Wisconsin. Most of these units are income-restricted, we also offer some unrestricted, market-rate units in mixed-income developments.

Our portfolio includes properties financed with 4% and 9% Low Income Housing Tax Credits, Historic Tax Credits, Renewable Energy Tax Credits, Illinois Affordable Housing Tax Credits, Federal Home Loan Bank, HUD Moderate Rehabilitation, McKinney-Vento, HOME, TIF, Illinois Affordable Housing Trust Fund, Wisconsin Affordable Housing Trust Fund and Public Housing Capital Funds, as well as conventional construction and permanent debt. Operating subsidies received at certain properties include Chicago Low-Income Housing Trust Fund, Housing Choice Vouchers, Shelter Plus Care, Chicago Housing Authority Property Rental Assistance and Annual Contributions Contract (HOPE VI).

B. Background

Heartland Housing is seeking proposals from qualified firms to provide property management services for the residential and commercial rental properties in its portfolio. The selected Property Management Firm will provide rent collection, eviction, inspection, maintenance and repair, tenant move in/out, financial services, and work cooperatively with the Heartland Housing staff and consultants to manage the properties.

Heartland Housing encourages Property Management Firms to partner to seek out partnerships with others in responding to this RFP to achieve its goals and objectives.

Heartland Housing requests that proposers consider interviewing and hiring existing property management personnel to mitigate employment impacts related to this effort. Heartland Housing is requiring proposers to respond to this request within the staffing plan.

C. Contract Term / Term of Services

The term of agreement resulting from this solicitation will be for a two-year period with an option to extend the term for three (3) additional years in one (1) year increments.

II. SCOPE OF WORK

A. Provide property management services, as outlined in Section II.B. below for the residential and commercial properties outlined in Exhibit 1. Heartland Housing will accept proposals to provide property management services for either (a) all properties across all geographies, (b) only properties located in Illinois, or (c) only properties located in Wisconsin. Please indicate in your proposal response the geographies to which you are responding, and, if applicable, the differences in costs for each geography.

B. Provide Property Management Services for all commercial and residential units outlined in Exhibit 1, including:

- Leasing & Tenant Management
    - Advertise to lease Heartland Housing properties. Screen and select tenants utilizing at a minimum the following criteria: credit application, personal and business reference checks and personal interviews.
    - Execute existing affirmative marketing plan and tenant selection procedure that ensures prospective tenants are not discriminated against due to race, religion, national origin, familial status, etc., in compliance with the Fair Housing Act and other applicable laws.
    - Execute, administer, and enforce terms of all rental agreements, in compliance with federal, state and local laws and provide copies of executed agreement to Heartland Housing.
    - Collect and manage proof of insurance on tenants and vendors as required by Heartland Housing policy.
    - Enforce building rules and regulations and present recommendations to designate Heartland Housing staff to review, and modify existing rules and regulations as deemed necessary.
    - Represent Heartland Housing interest on all matters involving the tenant regarding the lease agreement.
    - Manage and resolve conflicts between and among tenants. Document and maintain a database of communications with tenants on issues, complaints, and resolution. The form of the database will be specified by Heartland Housing.
    - Terminate tenancies and serve notices as appropriate. Recover possession of Heartland Housing premises rent and other monies due.
    - Institute legal action in the name of Heartland Housing and appear in court when necessary.
    - Conduct final inspection when property is vacated and provide a move out inspection report to designate Heartland Housing staff.

- Process move-in and move-out activities in accordance with Heartland Housing policies.

- Financial Management
  - Properly bill rent, including tenant portion and applicable subsidies, in accordance with Heartland Housing policies.
  - Collect rents, fees and late charges and collect and disburse security and other deposits in accordance with Heartland Housing policies and procedures.
  - Charge electric, gas, garbage, sewer, water and other utility billing as required.
  - Calculate and allocate common area maintenance in accordance with Heartland Housing policies and in accordance with rental agreements.
  - Work with Heartland Housing to determine appropriate mechanisms to procure goods and services to ensure compliance with applicable regulation including but not limited to Federal Acquisition Regulation.
  - Proactively seek rent increases on subsidized and unsubsidized units within the portfolio.
  - Ensure tracking with requirements of LPA, loan documents, and other regulatory agreements as applicable.
  - Interface with sponsor's Asset Management Staff or applicable personnel.
  - Provide the following reports:
    - Rent Roll with Lease Charges (Standard Yardi Report)
      - Append with any rent change letters from subsidy providers
    - Receivable Summary by Tenant Charge Type (Standard Yardi Report)
      - Explain any late subsidy payments
      - Explain uncollected tenant payments
      - Demonstrate that charges are correct
      - Demonstrate that receipts are properly applied to correct charges
      - Explain balances of greater than 10%
    - Vacancy Report (Standard Yardi Report)
      - Explain efforts to fill vacant units
      - Provide average days vacant
    - Move-Ins and Move-Outs Reporting (Standard Yardi Report)
      - Demonstrate that Move-Ins and Move-Outs have been properly completed (all compliance documentation has been completed and accepted by regulators/monitors)

- Recertifications and Lease Renewals Reporting (Standard Yardi Report)
    - Demonstrate that all documentation has been properly completed and accepted by regulators/monitors

- Deposit Accounting Report (Standard Yardi Report)
    - Demonstrate that any security deposits have been returned properly

- Wait List Activity
    - Provide activity reports on wait lists to demonstrate good faith efforts to lease up vacant units.

- Subsidy Provider Documentation (from Subsidy Provider)
    - Submit Consolidated Receipts
    - Submit any tenant payment adjustments

- Monthly and Year-to-Date Budget v. Actual Reports (Standard Yardi Report)
    - Explain any variances over 10%

- Balance Sheet (Standard Yardi Report)

- Aged Receivables Report (Standard Yardi Report)
    - Explain receivables over 30 days

- Aged Payables Report (Standard Yardi Report)
    - Explain payables over 30 days

- Property Maintenance

    - Process to field tenant work order calls, dispatch, and follow up as appropriate.

    - Log all tenant maintenance requests for future reference.

    - Provide 24-hour emergency contact for emergency repairs and report emergencies to the Heartland Housing by the end of the next business day.

    - Monitor properties on a regular basis for repairs and preventive maintenance, and after conferring with the Heartland Housing, contract with subcontractors to provide repair, maintenance, janitorial, landscaping and pest control services, as needed.

    - Coordinate and supervise minor tenant improvement work (i.e. paint, carpet, etc.).

    - Have access to skilled specialists for repair and maintenance work and have ability to address property maintenance in a timely manner and property related emergencies on a 24-hour a day basis.

- Manage and oversee any improvements or modifications made to properties. Ensure independent contractors have necessary licensing and insurance coverage.
- Communicate to Heartland Housing and tenants regarding building issues that will affect them (i.e. work being conducted to elevators, window washing, lobby floor maintenance, etc.*)*.
- Provide a monthly report/statement for each property clearly indicating the rental income received, income charged for services, what those services are, vacancies, delinquencies, turnover schedule and budget for unit/property maintenance.
- Prepare annual operating budgets and a five (5) year capital plan for each property. This includes suggested capital improvements and detailed suggestions for the improved operation of the property with a detailed narrative.
- Perform and record an annual inspection of each property in compliance with accepted national housing standards and any state or local code requirements.
- Work with Heartland Housing on any code compliance issues that may arise.

- Compliance Activities
  - Processing recertifications.
  - Compliance with applicable rules of financial documents including loan docs, LPA, and or other regulatory agreements as applicable.
  - Specify willingness and ability to assist with annual audit cycles for each property as well as the corporate level.
  - Single Audit preparation and response to audit requirements.
  - Various investor annual reporting and compliance requirements.
- Other Operations
  - Provide property and parking lot security.

- Contract Management
    - Submit monthly performance reports detailing performance metrics and stated in 3E below and make recommendations conforming with industry best practices, IREM standards, and competitive analysis.
    - Submit monthly reports detailing actual performance against established performance metrics.
    - Provide monthly invoices to Heartland Housing for services rendered; fees must be supported by financial and performance reports.
    - Meet on a weekly basis with the Heartland Housing Senior Management team to review portfolio status and other key upcoming milestones.

III. PROPOSER'S SUBMITTAL

Submittal Instructions:

Proposer must complete and submit their proposal to the designated individual listed within this solicitation no later than the date specified on the cover of the RFP. Proposal must include the following:

1. Cover/Transmittal Letter

    A. Executive Summary – Provide an overview of the Proposer's company including the range of services offered by the Proposer, years in business, and a brief history.

2. Firm Experience and Qualification Statement

    Please provide the following information for each firm, prime and subcontractors, included within the proposal.

    A. Brief history including year the respondent firm was formed and number of employees

    B. Business form of the proposer, whether a corporation, limited liability company, partnership, joint venture, or other legal entity. Respondents should also indicate any parent company(ies), if applicable.

    C. Submit a representative list of clients Proposer has served in the past three (3) years.

    D. Provide a proposed staffing plan

        a. List of key personnel, qualifications and organizational chart

            In addition to key personnel, please provide resumes for the respondent's proposed Contract Manager / Key Liaison as well as the resume(s) for the Property Manager within each geographic region/City (by State - Illinois, Wisconsin; or by City – Chicago, Milwaukee, Madison)

        b. Please provide a list of the names and qualifications of fully trained and qualified staff that will be assigned to this contract, including a detailed profile of each person's background and relevant individual experience.

            Please also provide copies of any pertinent licenses or descriptions of pertinent training required to deliver respondent's product or service. (i.e.: Business License), including but not limited to:

            i. Housing Credit Certified Professional with concentrations on the following property types:
                1. NON-Project-Based
                2. Tax Credit
                3. PRA-HCCP Designation

ii. Certified Occupancy Specialist
iii. Fair Housing Training
iv. IHDA and WHEDA Compliance Training

c. Please provide the Proposer's plan to interview and consider for hire Heartland Housing's existing property management personnel.

E. State your ability to begin work and the capacity of your firm to dedicate resources needed to provide the services requested

a. In addition, please provide a metric comparing total employees to total number of properties managed.

3. Approach to the Scope of Work

Proposers shall prepare a detailed method of approach to the scope of work which indicates the services proposed to be performed by the Proposer. This section should confirm the Proposer's understanding of the RFP.

A. Description of you firm's Approach to the Scope of Work

B. Performance data for properties under management, including average statistics for the following:

a. Occupancy
b. Economic Occupancy
c. Collection Rate
d. Average Days Vacant
e. Budget versus Actual Expenses
f. Delinquency Rate
g. Work Order Requests and Completion
h. Timely Recertification
i. Customer Services

C. Provide narrative responses to the following questions.

a. Heartland Housing has the following goals for the performance of its properties. Please describe what efforts your firm will utilize to achieve the following goals:

v. Occupancy – 95%
vi. Economic Occupancy – 90%
vii. Collection Rate – 90%
1. Subsidy Collection Rate
2. Tenant Portion Collection Rate
viii. Average Days Vacant – <30 days
ix. Budget versus Actual Expenses – Under Budget
x. Cash Flow – Positive
xi. Delinquency

b. Heartland Housing envisions the continued use of Yardi license and will provide access to the selected awardee(s). Please describe your experience utilizing this software.

   Based on your Yardi knowledge and experience describe and outline why it would (or would not) be efficient for Heartland Housing to maintain this license and the benefits of providing access to Heartland Housing staff.

   If your firm does not currently use or see the benefits in using Yardi, please explain why and what other system would provide Heartland Housing the necessary tools to assist in their property management efforts.

c. Please describe your experience working with Public Housing Authorities and programs outlined, including experience specifically with the following:

   a. Chicago Housing Authority
      i. Property Rental Assistance (PRA) Program
      ii. Moderate Rehabilitation (Mod Rehab) Program
   b. Dane County (WI) Housing Authority
   c. Housing Authority of the City of Milwaukee
   d. Community Development Affairs Department at the City of Milwaukee
   e. Milwaukee County Housing
   f. Chicago Low-Income Housing Trust Fund
   g. HUD 811 Program

   Describe and outline the manner in how your firm will work and collaborate with public housing authorities to identify qualified tenants.

d. Describe and outline your firm approach to performing maintenance activities. Do you have in-house skilled specialists for repair and maintenance work with the ability to address property maintenance? If not does your firm outsource this work and if so describe how you manage and oversee this work. Describe and outline the manner in which you ensure timely response to property related emergencies on a 24-hour a day basis.

e. Describe and outline your systems, practices, and approach to compliance with relevant laws and regulations including but not limited to re-certification, lease renewal, eviction, annual inspections, etc. Please describe how your firm aligns roles and responsibilities related to compliance with its clients.

f. Describe and outline your resident supportive services plan. How do you plan to integrate with Heartland Housing staff programs and service providers? How will you assist with the execution of and renewal of applicable service agreements? Please provide examples of your coordination of support services with existing clients.

4. Evidence of Financial Viability

    a. Please provide evidence of financial viability including:

    Financial statements for the past three (3) years. For publicly traded companies, please provide reference to U.S. Securities and Exchange Commission (SEC) 10K filings and any recent 10Q filings are adequate. For entities that are not publicly traded, please provide audited financial statements for the same period.

    If the annual financial statements are not audited, please provide reviewed financial statements, along with a signed statement by an appropriate officer of the Respondent that: “The financial statements have been prepared in accordance with Generally Accepted Accounting Principles.” Please explain any exceptions.

    If the Respondent is not subject to regulation by the Securities and Exchange Commission, please provide confirmation of the following, signed by an appropriate officer of the Respondent: “There have not been any material adverse changes to the financial condition of the company from the date of the most recent financial statements.” Please explain any exceptions.

    If the Respondent is regulated by the Securities and Exchange Commission, please provide all filings subsequent to the date of the most recent 1Q related to material adverse changes to the business.

5. Provide at least three (3) references for which the respondent has provided similar property management services. Please include for each reference the individual point of contact, email and phone number, a summary of the work performed, and the length of time the respondent provided this service.

6. Provide an explanation of all actual or potential conflicts of interest that the respondent may face in the representation of Heartland Housing.

7. Provide a description of all past, pending, or threatened litigation, including but not limited to malpractice claims, and all administrative, ethics, and disciplinary proceedings and other claims against respondent and any of the individuals proposed to provide services under this contract.

8. Provide Proposer Contact Information Sheet (Attachment A)

9. Cost Proposal (Attachment B), including narrative responses as indicated in the Cost Proposal

10. Certification of Independent Price Determination (Appendix 1)

11. Certification Regarding Debarment, Suspension, Proposed Debarment, And Other Responsibility Matters (Appendix 2)

IV. Key RFP Information

A. Introduction

Heartland Housing requires respondents to submit seven (7) hardcopies and bound submissions of Proposals submitted to the address below ***no later than 3:00 PM CST on May 12, 2021.*** One copy must be marked as the 'Original' and it is requested that an electronic version of the proposal be submitted on a USB device along with the hardcopy proposals.

208 S La Salle St
Suite 1300
Chicago, IL 60604
Attn: Heartland Housing

Proposals submitted after the designated date and time will not be accepted.

B. RFP Timeline

RFP Issued	**April 22, 2021**
Respondents Questions Due	**April 26, 2021**
Answers to Questions	**April 29, 2021**
Proposals Due	**May 12, 2021**

Proposals submitted after the designated date and time will not be accepted for any reason.

C. Communication, Interpretation and Addenda

No respondent is entitled to rely upon any oral interpretation by Heartland Housing or its representative concerning the meaning of this RFP. This RFP and any addenda will be available by contacting the designate person listed within this RFP. It is the Respondent's obligation to obtain any addenda that may be subsequently issued.

All requests for interpretation must be made in writing and submitted no later than 5pm CST on April 26, 2021 via email to **kbutler@heartlandalliance.org**.

Heartland Housing may award one or more contracts based on the evaluation criteria contained within this RFP to responsible and responsive respondents, provided their proposals are in the best interest of Heartland Housing.

V. EVALUATION CRITERIA

Heartland Housing will conduct a comprehensive evaluation of proposals received in response to this RFP. Heartland Housing will use an Evaluation Committee to review and evaluate proposals. Throughout the evaluation and selection process, Proposers may be asked to furnish additional information, make oral presentations, attend meetings as requested by Heartland Housing, and submit a Best and Final Offer (BAFO) prior to a final selection.

Proposals will be scored based on the following criteria:

Evaluation Factors	Points
Firm Experience & Staff Qualifications	30
Demonstrated Understanding & Response to the Scope of Work	30
Cost Proposal	30
References	10
Total Points	**100**

VI. DIVERSITY

Minority, Disadvantage, and Women-Owned Business Enterprises (MBE/DBE/WBEs) are encouraged to submit proposals. Heartland Housing strives to provide opportunities to MBE/WBE/DBE's companies that has a diverse workforce and can supply products and services that will meet our business needs.

VII. CONFLICT OF INTEREST AND VENDOR CODE OF CONDUCT

Respondents must disclose of any past, present, or future relationships with any parties associated with the issuance, review, or management of this solicitation and anticipated award. Failure to provide this information may result in Heartland Housing to remove respondent proposal from the selection process. It is the responsibility of the respondent to become familiar with Heartland Alliance Vendor Code of Conduct https://www.heartlandalliance.org/contracting-opportunities/.

It is also a conflict of interest when a Heartland Alliance employee, officer or agent involved in the RFP process or contract has a financial or any other interest in the respondent. If a conflict of interest exist, the respondent cannot submit a proposal. Heartland Alliance in its sole discretion reserves the right to cancel the award if determines that any interested disclosed from any source gives the appearance of a conflict of interest.

VIII. ADDITIONAL INFORMATION

1. All costs incurred in the preparation and presentation of Proposals is the responsibility of each respondent. All supporting documentation and manuals with each Proposal will become the property of Heartland Alliance unless otherwise indicated by the Respondent at the time of submission.

2. Heartland Alliance reserves the right to reject any and all Proposals, to waive any informality, and to accept any proposals which may deem to be in the best interest of the organization.

3. Heartland Alliance may award one or more contracts based on the evaluation criteria contained within this RFP to responsible and responsive respondents, provided their

proposals are in the best interest of Heartland Alliance.

4. Issuing this solicitation is not a guarantee that Heartland Alliance will award a purchase order/contract. Heartland Alliance has no contractual obligations with any vendor based upon the issuance of this solicitation.

5. Heartland Alliance may choose to award one (1) or more purchase order(s) / contract(s) for part of the services within this solicitation.

6. Heartland Alliance may request from a short-listed of respondents additional written responses to a more specific and detailed scope of work that is based upon the general scope of work in the original stated solicitation.

7. Heartland Alliance reserves the right to accept or reject any or all proposals, issue addenda, or waive any formalities that are not to be material defects requiring rejection or disqualification or where such a waiver will promote increased competition. Any respondents may be excluded from further consideration for failure to fully comply with the requirements of this solicitation.

8. Heartland Alliance has the right to rescind this sonication or rescind an award prior to the signing of a purchase order / contract due to any unforeseen changes in the direction of Heartland Alliance's client (U.S. Government), be it funding or programmatic.

IX. TERMS AND CONDITIONS

Heartland Housing anticipates that it will work with the successful respondent to identify mutually agreeable terms and conditions. Note that Heartland Alliance's Standard Terms and Conditions are included in Appendix 3.

Attachment (A)
Contact Information Form

Business Contact Information

Proposers must provide a business contact and alternate to address any RFP questions.

Name: _____

Title: _____

Phone: _____

Fax: _____

Address: _____

_____

Email: _____

Alternate Business Contact

Name: _____

Title: _____

Phone: _____

Fax: _____

Address: _____

_____

Email: _____

Attachment (B)
Cost Proposal

Respondent must submit the requested cost within their proposal.

Heartland Housing will accept proposals to provide property management services for either (a) all properties across all geographies, (b) only properties located in Illinois, or (c) only properties located in Wisconsin. Please indicate in your proposal response the geographies to which you are responding, and, if applicable, the differences in costs for each geography.

Respondents must state their proposed fees on the following basis:

- Property management _____% of gross monthly income
- Leasing _____% of first full month's rent
- Lease Renewal Fee _____% of one month's gross income due upon renewal completion

"Gross monthly income" shall be all gross billings from the operations of the property including rental receipts, late fees, application fees, pet fees, damages, lease buy-out payments, reimbursements by tenants for common area expenses, operating expenses and Taxes and similar pass-through obligations paid by tenants.

Additional Cost Proposal Considerations

In addition to the standard Cost Proposal, Heartland Housing will consider including in a contract mutually acceptable terms that reward the property manager for achieving certain operating performance goals.

These may include:

- Economic Occupancy
- Occupancy Rate
- Cost Savings Metrics

For purposes of the proposal, please describe a proposed approach to award incentive fees based on achieving the goals identified above, including goal metrics. In addition, please provide specific examples including results that have been implemented with other clients to reward achievement of goals and/or reduce operational costs.

To encourage **operating cost savings** that do not diminish the of level of property maintenance, Heartland Housing will consider including in a contract mutually acceptable terms that share in any net operating cost savings realized from recommendations made and implemented by the contractor. The cost savings are expressly contingent upon acceptance of the proposed recommendation by Heartland Housing. The contractor shall formally submit and identify the proposed cost savings including all related capital costs and a life-cycle cost analysis of the savings.

For purposes of the proposal, please describe a proposed approach to award incentive fees in the manner described above.

Attachment (C)
Example Reports

Lease Renewal Report

Lease Expires	Market Rent	Current Rent	Loss to Lease	Current Lease Term	Months At Property	Unit	Resident	MTM?	Renewal Offer	Applicable Tier	Appr Status
3/31/2021	1,155.00	1,155.00	0.00	12	49	[redacted]		No		N/A	Pending
7/31/2021	1,155.00	1,155.00	0.00	12	32			No		N/A	Pending
7/31/2021	1,155.00	1,155.00	0.00	12	81			No		N/A	Pending
6/30/2021	1,155.00	1,155.00	0.00	12	10			No		N/A	Pending
5/18/2021	945.00	945.00	0.00	12	11			No		N/A	Pending
7/31/2021	1,155.00	1,155.00	0.00	12	81			No		N/A	Pending
7/31/2021	1,155.00	1,155.00	0.00	12	81			No		N/A	Pending
7/31/2021	1,155.00	1,155.00	0.00	12	81			No		N/A	Pending
7/31/2021	1,155.00	1,155.00	0.00	12	81			No		N/A	Pending
7/31/2021	945.00	945.00	0.00	12	81			No		N/A	Pending
6/30/2021	945.00	945.00	0.00	12	58			No		N/A	Pending
7/31/2021	1,155.00	1,155.00	0.00	12	81			No		N/A	Pending
6/30/2020	8,061.59	8,303.44	-241.85	61	70			No		N/A	Pending

Receivable Summary by Tenant

Affordable Receivable Summary by Tenant-Charge

Including HUD Subsidy charges

Property=hlp AND Status=Current AND mm/yy=03/2021-03/2021

Property/Tenant	Charge Type	Balance Forward	Charge	Receipt	Ending Balance
hlp-Town Hall Apartments					
Tenant 1	-	0.00	0.00	0.00	0.00
Tenant 1	rent - Tenant Rent	0.00	190.00	190.00	0.00
Tenant 1	secdep - Security Deposit	0.00	0.00	0.00	0.00
Tenant 1	subrent - Subsidy Rent	755.00	755.00	755.00	755.00
Tenant 1	subsusp - Subsidy Suspense	-767.00	0.00	0.00	-767.00
Tenant 2	-	0.00	0.00	0.00	0.00
Tenant 2	petdep - Pet Deposit	0.00	0.00	0.00	0.00
Tenant 2	rent - Tenant Rent	0.00	250.00	250.00	0.00
Tenant 2	sdepint - Security Deposit Interest	0.00	0.00	0.00	0.00
Tenant 2	secdep - Security Deposit	0.00	0.00	0.00	0.00
Tenant 2	subrent - Subsidy Rent	0.00	905.00	905.00	0.00
Tenant 2	subsusp - Subsidy Suspense	0.00	0.00	0.00	0.00

Recertifications Report

Unit	Name	Cert Type	Due Date	50059	TaxCr	HOME	RD	Local Program
1	John	AR	8/1/2021		X			
2	Jane	AR	8/1/2021		X	X		
3	Jim	AR	8/1/2021		X	X		
4	Joe	AR	8/1/2021		X	X		

Rent Roll with Lease Charges

Affordable Rent Roll with Lease Charges

As of Date: 03/31/2021

Balance Month: 03/2021

Property	Resident Status	Unit	Unit Type	Unit Sq Ft	Unit/ Lease Status	Resident	Name	Market Rent	Charge Code	Amount	U.R. Amount	Resident Deposit	Lease From	Lease Expiration	Move In Date	Move Out Date	Balance
				610	Occupied No Notice				subrent				3/1/2018	2/28/2019	3/1/2018		
									rent								
									Total								
				610	Occupied No Notice				subrent				9/1/2017	8/31/2018	9/2/2014		
									rent								
									Total								

Vacancy Report

Unit Vacancy

123 Main Street Apartments

Unit	Unit Type	Resident	Name	Resident Rent	Unit Rent	Resident Deposit	Days Vacant	Move In	Lease Sign	Lease From	Lease To
517	hlpst60			0.00	945.00	0.00	1.00				
Total			**1 Unit**	**0.00**	**945.00**						
Total for hlp			**1 Unit**	**0.00**	**945.00**						
Grand Total Count			**1 Unit**	**0.00**	**945.00**						

EXHIBIT 1 – PROPERTIES UNDER MANAGEMENT

Property	City	ST	ZIP	Residential Units	Commercial units	Subsidies
1	Chicago	IL	60607	89	1	CHA-PRA
2	Chicago	IL	60619	72	0	CHA- PRA, CHA-Mod/Rehab
3	Chicago	IL	60640	137	3	CHA-PRA, CLIHTF
4	Chicago	IL	60639	62	1	CHA-PRA, CHA-Mod/Rehab
5	Chicago	IL	60644	39	0	CHA-Mod/Rehab
6	Chicago	IL	60623	16	0	CHA-PRA
7	Chicago	IL	60623	32	0	CHA-PRA
8	Chicago	IL	60623	18	0	HUD 811
9	Chicago	IL	60607	75	0	CHA-PRA
10	Chicago	IL	60660	197	3	CHA-PRA, CLIHTF, Market
11	Chicago	IL	60653	39	0	CHA-Public Housing
12	Chicago	IL	60614	90	3	CHA-PRA, CLIHTF, HUD 811
13	Chicago	IL	60640	71	0	CHA-PRA, CLIHTF
14	Chicago	IL	60613	79	2	CHA-PRA
15	Milwaukee	WI	53206	38	0	My Home, Shelter Plus Care
16	Milwaukee	WI	53212	39	0	My Home, Shelter Plus Care
17	Milwaukee	WI	53233	24	0	My Home, Shelter Plus Care
18	Milwaukee	WI	53233	60	3	My Home, Shelter Plus Care
19	Madison	WI	53714	60	0	City of Madison, Dane County Housing Authority
20	Madison	WI	53717	45	0	City of Madison, Dane County Housing Authority, VASH

EXHIBIT 2 - INSURANCE REQUIREMENTS FOR VENDORS

The following minimum insurance requirements apply to vendors**.** If the service or work represents an unusual or high risk, such as construction, additional insurance may be required. For more information, consult with the Enterprise Risk Management department by emailing erm@heartlandalliance.org

Certificates of Insurance and Additional Insured

All Vendors shall furnish Heartland Alliance with an original Certificate of Insurance listing "Heartland Alliance, 208 S. La Salle, Suite 1300 Chicago, IL 60604" as the certificate holder.

The Commercial General Liability and Auto Liability shall name Heartland Alliance, all subsidiaries and related entities, employees, officers, board of directors, agents and volunteers as additional insured by way of endorsement. Vendor shall require the same additional insured endorsements from Subcontractors.

Coverage and Policy Limits

All insurance policies maintained by vendor must be issued by a company or companies rated at least "A" in A.M. Bests Key rating guide.

The vendor shall provide a 30-day notice of cancellation or non-renewal of coverage to Heartland Alliance. Such insurance must be primary as to any other valid and collectible insurance.

Commercial General Liability: *(required where vendor is not considered an independent contractor):*

- Each occurrence $1,000,000
- General aggregate $2,000,000 for bodily injury, personal injury and property damage liability.
- Coverage shall include all premises and operations, products/completed operations, separation of insureds, and contractual liability.

Automobile Liability: *(required if contracting party will be utilizing vehicles to perform/provide services on Heartland premise):*

- Combined single limit $1,000,000 for bodily injury and property damage, including owned, hired and non-owned vehicle coverage.

Umbrella/Excess Liability: *(required where vendor is not considered an independent contractor):*

- Not less than $2,000,000 per occurrence and in the aggregate.

Workers' Compensation: *(as required by applicable law or regulation):*

- Statutory limits

Employers Liability: *(as required by applicable law or regulation):*

- $500,000 per each accident or illness

Other insurance that may be required

Professional Liability: *(required by independent contractors):* If vendor is engaged for professional services by a professional on staff or under a consulting agreement, vendor must secure, acquire and maintain, or require its independent consultant or Subcontractor to acquire and maintain, Professional Liability insurance in limits not less than $1,000,000 each occurrence and $2,000,000 policy aggregate covering the professional services performed in connection with the

project and continuing in force by renewal or extended reporting provision for not less than three years after completion of the Services.

Enterprise Risk Management Department
ERM@heartlandalliance.org

Appendix 1 – CERTIFICATION OF INDEPENDENT PRICE DETERMINATION

The vendor certifies that—

(a) (1) The prices in this offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other vendor, including but not limited to subsidiaries or other entities in which vendor has any ownership or other interests, or any competitor relating to (i) those prices, (ii) the intention to submit an offer, or (iii) the methods or factors used to calculate the prices offered;
(2) The prices in this offer have not been and will not be knowingly disclosed by the vendor, directly or indirectly, to any other vendor, including but not limited to subsidiaries or other entities in which vendor has any ownership or other interests, or any competitor before bid opening (in the case of a sealed bid solicitation) or contract award (in the case of a negotiated or competitive solicitation) unless otherwise required by law; and
(3) No attempt has been made or will be made by the vendor to induce any other concern or individual to submit or not to submit an offer for the purpose of restricting competition or influencing the competitive environment.

(b) Each signature on the offer is considered to be a certification by the signatory that the signatory—
(1) Is the person in the vendor's organization responsible for determining the prices being offered in this bid or proposal, and that the signatory has not participated and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above; or
(2) (i) Has been authorized, in writing, to act as agent for the principals of the vendor in certifying that those principals have not participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above;
(ii) As an authorized agent, does certify that the principals of the vendor have not participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) above; and
(iii) As an agent, has not personally participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) above.

(c) Vendor understands and agrees that –
(1) Violation of this certification will result in immediate disqualification from this solicitation without recourse and may result in disqualification from future solicitations; and
(2) Discovery of any violation after award to the vendor will result in the termination of the award for default.

CERTIFIED BY:

RFP/RFQ No. _____

Name of Vendor Organization:

_____

Date: _____

Signature Authorized Official:

_____

Title:_____
Printed Name: _____

Appendix 2 – CERTIFICATION REGARDING DEBARMENT, SUSPENSION, PROPOSED DEBARMENT, AND OTHER RESPONSIBILITY MATTERS

(a)(1) The Offeror certifies, to the best of its knowledge and belief, that—
(i) The Offeror and/or any of its Principals—

(A) Are [ ] are not [ ] presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency;

(B) Have [ ] have not [ ], within the three-year period preceding this offer, 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) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; [This language stayed indefinitely. Please use paragraph (a)(1)(i)(D) below.]

(C) Are [ ] are not [ ] presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in paragraph (a)(1)(i)(B) of this provision; and [This language stayed indefinitely. Please use paragraph (a)(1)(i)(E) below.]

(D) Have [ ] have not [ ], within a three-year period preceding this offer, 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) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and

(E) Are [ ] are not [ ] presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in subdivision (a)(1)(i)(D) of this provision.

(ii)(A) [This paragraph (a)(1)(ii) is stayed indefinitely.] The offeror, aside from the offenses enumerated in paragraphs (a)(1)(i)(A), (B), and c) of this provision, has [ ] has not [ ] within the past three years, relative to tax, labor and employment, environmental, antitrust, or consumer protection laws—

> (1) Been convicted of a Federal or State felony (or has any Federal or State felony indictments currently pending against them); or
>
> (2) Had a Federal court judgment in a civil case brought by the United States rendered against them; or
>
> (3) Had an adverse decision by a Federal administrative law judge, board, or commission indicating a willful violation of law.

(B) If the offeror has responded affirmatively, the offeror shall provide additional information if requested by the Contracting Officer; and (iii) The Offeror has [ ] has not [ ], within a three-year period preceding this offer, had one or more contracts terminated for default by any Federal agency.

(2) "Principals," for the purposes of this certification, means officers; directors; owners; partners; and, persons having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a subsidiary, division, or business segment, and

similar positions).

This Certification Concerns a Matter Within the Jurisdiction of an Agency of the United States and the Making of a False, Fictitious, or Fraudulent Certification May Render the Maker Subject to Prosecution Under Section 1001, Title 18, United States Code.

(b) The Offeror shall provide immediate written notice to the Contracting Officer if, at any time prior to contract award, the Offeror learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

(c) A certification that any of the items in paragraph (a) of this provision exists will not necessarily result in withholding of an award under this solicitation. However, the certification will be considered in connection with a determination of the Offeror's responsibility. Failure of the Offeror to furnish a certification or provide such additional information as requested by the Contracting Officer may render the Offeror nonresponsible.

(d) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (a) of this provision. The knowledge and information of an Offeror is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

(e) The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Offeror knowingly rendered an erroneous certification, in addition to other remedies available to the Government, the Contracting Officer may terminate the contract resulting from this solicitation for default.

CERTIFIED BY:

RFP/RFQ No. _____

Name of Vendor Organization:

_____

Date: _____

Signature Authorized Official:

_____

Title:_____

Printed Name: _____

Appendix 3 - HEARTLAND ALLIANCE TERMS AND CONDITIONS