

**NOTICE OF INTEREST  
REGIONAL HOUSING INITIATIVE OWNER APPLICATION**

The purpose of this Notice is to request additional information on the Regional Housing Initiative program 2008 competition. Individuals and organizations that submit a Notice of Interest will receive relevant information such as deadline changes, questions and answers documents, and other important communications. Submitting this Notice does not bind the one submitting it to respond to the Regional Housing Initiative owner application.

Please submit the following information to the attention of:

Angie Leyva  
Metropolitan Planning Council  
25 East Washington, Suite 1600  
Chicago, IL 60602  
e-mail: aleyva@metroplanning.org  
Telephone: (312) 922-5616 Facsimile: (312) 922-5619

Please see the MPC website ([www.metroplanning.org](http://www.metroplanning.org) and [www.regionalhousinginitiative.org](http://www.regionalhousinginitiative.org)) for further information about RHI and related programs.

**Your information:**

Authorized Representative of Applicant (receives all communications related to RHI program competition):

\_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

City, State, and Zip code: \_\_\_\_\_

Telephone: \_\_\_\_\_

Facsimile: \_\_\_\_\_

E-mail: \_\_\_\_\_

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**Please send:** Owner Application (also available on MPC website): \_\_\_\_\_

Additional information referenced by the application (please specify):

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# **REGIONAL HOUSING INITIATIVE**

## **OWNER APPLICATION**

**For applicants that are NOT currently seeking  
Low Income Housing Tax Credits\***

**2008 Round  
Rolling Application Deadline  
but no later than  
December 31, 2008 at 12:00 PM**

**[www.regionalhousinginitiative.org](http://www.regionalhousinginitiative.org)**

**Metropolitan Planning Council**

**Illinois Housing Development Authority**

**Housing Authority of the County of Cook**

**Chicago Housing Authority**

**Lake County Housing Authority**

**Joliet Housing Authority**

**McHenry County Housing Authority**

\* Applicants also applying to the Illinois Housing Development Authority for Low Income Housing Tax Credits should complete the RHI application specifically designed for applicants to both programs available at [www.regionalhousinginitiative.org](http://www.regionalhousinginitiative.org)

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## **EXECUTIVE SUMMARY**

The Regional Housing Initiative (RHI) is designed to encourage the development, rehabilitation and preservation of quality rental housing throughout the Chicago metropolitan region. Managed by the Metropolitan Planning Council, RHI is a national model of regional cooperation attempting to serve the housing needs of the Chicago region. The initiative aims to redress the mismatch between the location of affordable housing and jobs, so prevalent in this region. Housing developments selected to participate in RHI should also include apartments available for families of diverse economic backgrounds, unless they are designed strictly for special needs populations. Housing should meet additional Housing Endorsement Criteria of the Metropolitan Mayors Caucus, included in the back of this application.

RHI is a collaboration of the following agencies and organizations:

- Illinois Housing Development Authority
- Housing Authority of the County of Cook
- Chicago Housing Authority
- Lake County Housing Authority
- McHenry County Housing Authority
- Joliet Housing Authority
- Metropolitan Planning Council

**Proposed developments should be located in Cook, Lake and/or McHenry counties and or the cities of Chicago and Joliet.**

Recent studies have shown that the supply of rental housing for all income groups in the Chicago region is not sufficient to meet demand. In addition, there is an acute mismatch between housing at reasonable price points and jobs in areas high growth. This lack of conveniently located housing, available for entry-level workers, renders the region's job centers less attractive for new business location and the expansion of existing businesses. It also contributes to excessive commutes, congestion and inefficient land use around the region.

For these reasons, the public housing authorities (PHAs) listed above are participating in the Regional Housing Initiative and have agreed to make project based subsidies (RHI vouchers) available for up to 343 rental housing units in developments throughout the metropolitan region.

RHI vouchers fund the difference between reasonable market rents for an apartment and the tenant's rent payment, which is based upon 30% of his or her gross monthly income, plus a utility allowance. Funding for RHI units will be governed through a contract with the participating PHA in whose jurisdiction the development is located (the Lead PHA). Each participating PHA will refer potential residents to the Lead PHA. The Lead PHA will refer all potential residents to the property owner. Only residents referred by the Lead PHA may lease RHI units.

As RHI is designed to bring housing opportunities closer to employment opportunities, all of the PHAs will establish a preference for tenants who are working, or in training for work, within a 12-mile radius of the apartments, to be referred for RHI units.

Proposals may include existing buildings (proposals investing less than \$1,000 per unit in rehabilitation), existing buildings needing substantial rehabilitation, or new construction. Up to 25% of the total units in multifamily proposals may receive RHI voucher assistance. For developments limited to disabled residents, up to 100% of units may receive RHI voucher assistance. Proposals for elderly-only housing will not be considered for assistance, although households headed by elderly persons may be considered for RHI units.

RHI vouchers may be awarded only to proposals made as a result of this application.

**Applications will be accepted throughout the year. However, the year-end deadline is December 31, 2007 at 12:00 pm.**

**Please submit applications to:  
Robin Snyderman  
Metropolitan Planning Council  
25 East Washington Street, Suite #1600  
Chicago, IL, 60602.**

## **FUNDING AVAILABILITY AND ELIGIBLE PROPOSALS**

### **Funding availability:**

The participating PHAs will make rental voucher subsidies available based on the amount of RHI vouchers available at the time the RHI proposal is submitted. The RHI selection panel may elect, at its sole discretion, to award a lesser number of vouchers than the total available.

### **Facts You Should Know Before You Apply**

- RHI encourages mixed income developments. No more than 25% of total rental apartments in a single development may Receive RHI vouchers. This 25% cap also applies on a building-by-building basis in developments that comprise multiple buildings.
- Disabled-only developments may receive RHI vouchers for up to 100% of the apartments. Please note that, to the extent the proposal includes provision of special services available for disabled tenants, the RHI program does not provide funding for such services.
- RHI applications must request a minimum of five (5) RHI Vouchers.
- Developments located in low poverty census tracts are encouraged. Applications for developments in areas of high poverty concentrations may need to receive a waiver from HUD or the Lead PHA. This may delay award of RHI vouchers.
- For developments that are new construction or substantial rehabilitation, Davis Bacon wage rates apply.
- If RHI vouchers are requested for developments that require residents to be relocated, those residents must be relocated in accordance with the Uniform Relocation Act at the owners or the development's expense.
- For development proposals that require families to be relocated, HUD regulations require that all eligible families be given “absolute” priority to return to the development. If the family qualifies for voucher assistance, it is up to the discretion of each individual PHA as to whether it can prioritize relocatees on its waiting list. Please contact the PHA in the jurisdiction of your proposal.
- RHI vouchers can only be applied to vacant units.
- Owners of properties with RHI units will select tenants from a list provided by the Lead PHA which will include tenants referred by all the participating PHAs. The Lead PHA will refer at least three times as many potential tenants as there are units available, providing the owners with choice in resident selection.

- Owners are responsible for screening prospective tenants for occupancy of RHI units.
- All RHI units must be occupied by residents referred by the Lead PHA
- All of the PHAs will establish a preference for tenants who are working, or in training for work, within a 12-mile radius of the apartments.
- Owners must comply with all applicable non-discrimination laws and regulations in screening and making offers of housing for assisted and non-assisted apartments.
- RHI vouchers may be requested for a term, of up to 10 years.

### **How will rents be determined?**

#### ***Initial Rents:***

- Proposed initial gross rents (rent + owner paid utilities) may not exceed 110% of the HUD approved Fair Market Rent (FMR) See Exhibit 3 for current FMRs.
- HUD may grant exceptions of up to 120% of the FMR in high cost areas.
- In addition to these limits, all proposed initial rents must be determined to be reasonable in relation to the private unassisted rental market as determined by the Lead PHA.
- RHI rents should be consistent with the rents charged for non-RHI units in the same development.

#### ***Rents in LIHTC Developments:***

- The proposed initial rents for RHI units may not exceed rents for comparable apartments in the development that are subsidized with Low Income Tax Credits.

#### ***Rents in high cost areas:***

- Rents up to 120% of FMRs may be requested in high cost area. The RHI selection panel may recommend, and the Lead PHA may determine, whether to request “exception rents” approval from HUD. If exception rents are requested, the PHA can make no guarantee as to HUD approval or the timing of such approval. If HUD approvals are not received prior to IHDA’s submission deadlines for the Low Income Housing Tax Credit applications, this delay may negatively affected IHDA’s application review.

**Ineligible proposals:**

Proposals that do not meet the following requirements will not be scored and ranked, or recommended for assistance, under RHI:

- Proposals applying for assistance for less than 5 units
- Proposals with occupancy restricted to seniors only
- Proposals that include apartments that have been subsidized using public housing funds and other forms project based assistance.
- Proposals that do not anticipate, respond to, and work within the program parameters and requirements will not be considered for assistance under RHI.

**For more detailed information on the use of Project Based Vouchers, the regulations can be found at [www.regionalhousinginitiative.org](http://www.regionalhousinginitiative.org)**

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## **How the RHI Program Works and What to Expect as an Owner**

### **How the subsidy works:**

The Lead PHA, which has jurisdiction over the area in which the proposal is located, will be responsible for administering the RHI vouchers including, negotiating the Housing Assistance Payments (HAP) contract with the owner, performing inspections and other required activities. The Lead PHA will be the single point of contact for the owner with respect to RHI vouchers once they are awarded. Owners need not worry about contacting other participating PHAs.

Once project-based vouchers are awarded, the owner must execute an *Agreement to enter a Housing Assistance Payment (AHAP)* contract with the Lead PHA. The AHAP must be executed prior to new construction or substantial rehabilitation proposals commencing construction. The AHAP requires the owner to construct or rehabilitate the housing in accordance with PHA-approved construction drawings and specifications or work write-ups. It also establishes initial contract rents for the RHI apartments that will be included in the *Housing Assistance Payments (HAP)* contract. Prior to the Lead PHA executing the AHAP, HUD must perform a subsidy layering review of the proposal.

Once the construction work is complete and the apartments are ready for occupancy, the owner enters into the HAP contract with the Lead PHA. The HAP contract governs the flow of subsidy to the development for the assisted apartments, explains the roles and responsibilities of the agency and owner, term, penalties and other matters. The HAP contract may have a term of up to 10 years, with further extensions to be determined by the Lead PHA. All subsidy payments are subject to annual appropriations of voucher funds by Congress throughout the HAP contract term.

It is highly recommended that owners interested in the program review both the AHAP and the HAP contracts prior to submitting their applications. It is in the interest of all parties that owners be fully aware of program requirements and the roles of all parties prior to becoming involved with RHI. Respondents should be aware that HUD dictates the language and form of the AHAP and HAP contracts, and that Lead PHAs have no flexibility to negotiate them.

### **Initial and subsequent rents for RHI apartments:**

The AHAP and HAP contracts set out the rent for the RHI assisted apartments. The rents for assisted apartments may not be more than the lesser of:

- 1) Reasonable rents for comparable properties, as determined by the Lead PHA,
- 2) The HUD approved FMR limit; or
- 3) Rents charged for comparable unassisted apartments in the same development.
- 4) For RHI assisted apartments that are financed with Low Income Housing Tax Credits, rents may not exceed the maximum tax credit rents.

Gross rents (rent to owner plus the PHA allowance for tenant-paid utilities) are generally capped at 110% of the Fair Market Rent (FMR) for the area. These rent limits are set by the U.S. Department of Housing and Urban Development (HUD). With HUD approval, PHAs may be able to establish rent levels of up to 120% of the FMR based on current market conditions. Rents for assisted apartments may be adjusted annually, subject to a determination of rent reasonableness.

Current FMRs, 110% FMR levels, and approved exception rents for the Cook County, Lake County, McHenry County and Chicago jurisdictions are attached as Exhibit 3. To the extent that FMRs and/or exception rents are updated during the course of the selection process covered by this Application, updates will be made available upon request. Respondent submissions using assumptions based on either the Exhibit 3 information or updated information will be accepted.

**Tenant payments in RHI apartments:**

When using project based RHI vouchers, tenants are obligated to pay 30% of their adjusted monthly income for rent, plus utilities that are not included in the rent by the owner. Utilities included in the rent are covered under the HAP between the owner and the Lead PHA.

**Tenant referrals using RHI:**

Please note that the federal regulations have been revised and all RHI units **must** be leased to families referred by the Lead PHA. Prospective tenants for RHI units will be referred by the Lead PHA. When forming a waiting list for RHI units, and in refilling the list as apartments become vacant and are re-leased, owners must notify the Lead PHA of a reasonable deadline by which such referrals must be made in order to support timely leasing of the assisted apartments.

The Lead PHA will inform all other participating PHAs of the deadline and the total number of referrals requested. Generally, it is expected that owners will request and receive at least 3 times the number of referrals as there are RHI apartments expected to be available.

The owner must randomize the order of prospective tenants referred by the Lead PHA for the RHI apartments. In other words, prospective tenants referred by all of the Lead PHA will be mixed, and the order for screening established among the prospective tenants by a lottery or similar method for assigning a random order to them.

**Tenant screening and preferences:**

From the waiting list created as described above, owners are responsible for screening prospective tenants for occupancy of assisted apartments. Owners must comply with all applicable non-discrimination laws and regulations in screening and making offers of housing for assisted and non-assisted apartments (more information on applicable laws and regulations is available from the participating PHAs).

In addition, under RHI participating PHAs must establish a priority for prospective tenants who work within a 12-mile radius of the apartments, or are unemployed for reasons of age or disability. For the purposes of the RHI program, “work” is defined as being: (i) employed by a local employer for at least the past three months and working at least 30 hours a week or (ii) enrolled in a training program certified or endorsed by the local Workforce Development Board that will likely end with employment within a 12 mile radius. The 12-mile radius may be extended in rural jurisdictions.

**Tenant right to move:**

After the end of the first lease term and at the end of successive lease terms thereafter, subsidized tenants have the right to move from RHI apartments and receive tenant-based vouchers, if the Lead PHA has tenant-based vouchers available. However, the RHI project based subsidy will remain with the unit. In the event that tenant leaves the RHI unit, the owner must screen and draw new tenants from the referral list for the RHI apartments it created as described above.

**Housing quality standards:**

Pursuant to the HAP contract, owners must construct (if applicable) and maintain apartments in compliance with Federal Housing Quality Standards. Lead PHAs will be responsible for initial and periodic inspections of the apartments and common areas to verify continued compliance under the terms of the HAP contract. Information on Housing Quality Standards and each participating PHA's inspection procedures is available upon request.

**Relocation:**

For proposals involving rehabilitation of occupied structures, relocation requirements for federally assisted projects apply. Applicants with such proposals are required to submit relocation plans as part of their initial submissions for RHI. Please note that the RHI program offers no resources for relocation.

Please note that recent changes in the regulations that govern the project based voucher program require owners to offer the right to return to all eligible tenants. However, the Lead PHA must agree to place eligible relocated families on its waiting list and give "absolute" preference to those families when referring tenants to the development. PHAs may be unable to accommodate such a preference, in which case, the project could not receive RHI vouchers.

Please check with the PHA in which the project is located to determine whether the PHA can accommodate this priority.

Further information on Federal relocation requirements is available upon request.

**Lead based paint requirements:**

For proposals involving rehabilitation of structures built prior to 1978, federal requirements respecting the treatment or removal of lead based paint apply. Further information on these requirements is available upon request.

**Accessibility:**

For all proposals assisted under RHI, federal requirements of the Fair Housing Act and Amendments and Section 504, for accessible and adaptable apartments and the owner's obligation to make reasonable accommodations for disabled residents, apply. Further information on accessibility requirements is available upon request.

**Davis-Bacon requirements for construction and rehabilitation:**

Employment and wage requirements for new construction proposals or proposals requiring more than \$1,000 per unit in rehabilitation must adhere to the Davis Bacon wage requirements. These requirements are set forth in Part B of the AHAP.

**Site and neighborhood standards:**

In making project based assistance available, participating PHAs are required to meet site and neighborhood standards for rehabilitation and new construction that promote quality living situations and seek to lessen concentrations of minorities and disadvantaged people.

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## SELECTION OF PROPOSALS TO RECEIVE RHI FUNDING

Selection Panel: Proposals will be reviewed by a Selection Panel including representatives from each of the participating PHAs and MPC, and convened by IHDA. The participating PHA representatives will score and rank proposals. The rankings of any proposals receiving even scores from the participating PHAs will be scored by MPC to determine their final ranking.

SELECTION FACTOR	POINTS
<b>Site</b>	
<ul style="list-style-type: none"> <li>• Location within existing cities and towns, as well as new conservation developments.</li> </ul>	Up to 15 points
<ul style="list-style-type: none"> <li>• Location within one mile of major transit service, a job hub or town center, or two miles of a rail station if provisions are made to provide ongoing shuttle service to residents (including fixed rail stations funded but not yet built).</li> </ul>	
<b>Design</b>	
<ul style="list-style-type: none"> <li>• Clusters housing in an efficient manner, in context with the surrounding community, and preserves natural resources and open spaces. Establishes higher densities and/or mixes of uses near Metra and CTA stations.</li> </ul>	Up to 10 points
<ul style="list-style-type: none"> <li>• Promotes pedestrian access, addresses transit use/access, and, where appropriate, potential for mixed use.</li> </ul>	
<b>Attainability/mix of incomes</b>	
<ul style="list-style-type: none"> <li>• Includes units accessible to low income, moderate income and unrestricted income families in the same financing or complex. Particular consideration will be given to proposals that include low and moderate income units with unrestricted rental units, unless low and moderate income housing is documented as being sufficiently scarce in the surrounding community, in the RHI selection panel's opinion, for the addition of a property containing predominantly low and moderate income units to create a mix of incomes in the neighborhood.</li> </ul>	Up to 25 points
<ul style="list-style-type: none"> <li>• Helps to balance affordability levels within communities, while assuring consistent quality and design.</li> </ul>	
<ul style="list-style-type: none"> <li>• If the proposal is located in an area with high concentrations of poverty or minority populations, specific measures must be articulated that, in the opinion of the RHI selection panel, will successfully connect residents of assisted units to jobs in reasonable proximity to the development.</li> </ul>	
<b>Management</b>	
<ul style="list-style-type: none"> <li>• Previous experience of the developer/owner and/or management agent in developing, leasing and managing properties such as the property proposed, including track record in project based or tenant based Section 8, and low income housing tax credit programs.</li> </ul>	Up to 20 points
<ul style="list-style-type: none"> <li>• In cases for which assisted rental units are proposed in conjunction with for-sale units, previous experience in selling and managing housing in similar contexts will also be considered. Developer/owners setting aside for-sale homes for purchasers assisted by vouchers will receive particular consideration.</li> </ul>	
<ul style="list-style-type: none"> <li>• Quality of plan for management, maintenance and, as necessary, supportive services coordination.</li> </ul>	
<b>Feasibility</b>	
<ul style="list-style-type: none"> <li>• Degree of firmness of commitments for all proposed financing sources.</li> </ul>	Up to 30 points
<ul style="list-style-type: none"> <li>• Evidence of site control and zoning approvals, or likelihood of zoning approvals, and the likelihood that obtaining such approvals will not delay the proposal.</li> </ul>	
<ul style="list-style-type: none"> <li>• Specificity of plans for any needed relocation, firmness of funding sources, and previous experience of organization(s) playing roles in the process.</li> </ul>	
<b>TOTAL POTENTIAL POINTS</b>	<b>100</b>

Regardless of the scoring system set forth above, the Selection Panel reserves the right not to recommend, and lead PHAs reserve the right not to approve, any proposal that is not, in their sole discretion, likely to meet the requirements of the laws and regulations covering the project based voucher program.

Communications during the selection process: All communications related to the RHI owner application process must be directed to MPC, as follows:

Angie Leyva  
Metropolitan Planning Council  
25 East Washington, Suite 1600  
Chicago, IL 60602

All contacts or questions directed to participating PHAs or IHDA will be referred to MPC, to ensure that consistent information is provided to potential applicants.

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## APPLICATION REQUIREMENTS AND DEADLINES

**Applications will be accepted throughout the year. However, the year-end deadline is December 31, 2007 at 12:00 pm.**

Owners and/or developers of RHI proposals (“Owners”) must read and understand the proposal parameters and selection criteria set forth in this Application.

RHI applicants will be required to submit:

- **One original** of the RHI submission requirements (see next section). Please use a ring binder

### **AND**

- **EITHER an electronic version** of the RHI submission requirements in CD-ROM or ZIP disk or as an e-mail attachment (if necessary, use ZipCentral to compress electronic files).
- **OR six (6) printed copies** of the RHI submission requirements.

Please submit **binder(s) and/or electronic versions** to:

Robin Snyderman  
Metropolitan Planning Council  
25 E. Washington Street, Suite #1600,  
Chicago, IL 60602  
[rsnyderman@metroplanning.org](mailto:rsnyderman@metroplanning.org)

## **SUBMISSION REQUIREMENTS AND FORMATS**

Applicants should include information in the order listed below.

### **1. Proposal summary, contact information and acknowledgment of RHI program parameters and requirements (Certification 1)**

#### **2. Proposal description:**

- Number of units by size (SF)
- Bedroom and bathroom count
- Sketches of proposed housing or photos of existing property
- Unit plans, if available
- Listing of amenities and services
- For new construction and rehabilitation, estimated completion date
- For existing properties, number of occupied units

#### **3. Site and neighborhood characteristics:**

- a) For new construction: description of proposed site, site plan, and neighborhood.
- b) For rehabilitation: as is description of existing development, rehabilitation plan, and neighborhood
- c) For existing properties not being rehabbed: as is description of the existing property and neighborhood

#### **4. Evidence of site control, including copies of deeds or option agreements**

#### **5. Zoning:**

For new construction and substantial rehabilitation: evidence of zoning or that rezoning is likely/will not delay proposal

#### **6. Proposed contract rent per unit:**

- Which utilities, services and equipment are included in rent
- Estimates of average monthly cost of utilities not included for each unit type in first year of occupancy

#### **7. Relocation plan, if applicable:**

- Number of households to be temporarily or permanently displaced
- Estimated costs of relocation activities
- Funding sources for proposed relocation activities
- Organization that will carry out relocation activities
- Acknowledgement from Lead PHA that it will give priority to relocatees

**8. Principal information:**

- Identity of owner and other proposal principals
- Names of individuals and organizations serving as officers and principal members, shareholders, investors and other parties having substantial interest
- Information on qualifications and experience of the principals
- Certification that parties are not excluded from Federal programs (Certification 2)
- Disclosure of any possible conflicts of interest by any parties that would be a violation of the HAP (Certification 3)
- Fair housing certification (Certification 4)
- List of rental properties owned, including addresses

**9. Management and maintenance:**

- Name, address and phone number of property manager
- Address of properties managed
- Qualification of property manager
- Management plan for the property

**10. Financing:**

- a) For new construction or substantial rehabilitation:
  - Evidence of financing or lender/equity investor interest, and proposed terms.
  - Sources and uses of funds
  - Operating pro forma
- b) For existing properties not being substantially rehabilitated:
  - Copy of mortgage
  - Property's balance sheet
  - Property's income and expense statement.

**11. Proposed term of the HAP contract (up to 10 years) and requested extension periods (for details see Program Requirements and Parameters)**

**12. Neighborhood map identifying relationship, distances and connections between the property and the following, with particular attention to features that respond to the selection factors listed under site and design criteria:**

- Employment centers
- Transportation, i.e. CTA, Metra and Pace lines and highway access
- Schools, including names
- Parks
- Other public amenities or services

**13. Relation of property to RHI selection factors listed under site and design criteria, including, if applicable:**

- Placement of buildings, locations of assisted and other types of housing units
- Any community, commercial, or other non-residential structures
- Pedestrian and transit improvements within the development
- Access to outside transit and other amenities
- Any other factors that respond to RHI selection factors listed under site and design criteria

**14. Brief discussion of income mix:**

- Within the proposed development
- Between rental and home ownership (if any) components of the property
- Between the property and the surrounding community
- For properties located in areas with high concentrations of poverty or minority residents, articulate what measures will be taken to connect residents of assisted units with jobs in the area where the development is located
- Other factors

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## **Certification 1:**

**Proposal Summary, Contact Information and Acknowledgement of RHI Program  
Parameters and Requirements**

## RHI PROPOSAL INFORMATION

Proposal sponsor: \_\_\_\_\_

Proposal name: \_\_\_\_\_

Address of development: \_\_\_\_\_

Census tract #: \_\_\_\_\_

Total number of units in the development: \_\_\_\_

Number of RHI subsidies requested: \_\_\_\_

Is this proposal applying for Low Income Housing Tax Credits? Yes  No

Type of housing (check all that apply):

New Construction  Rehabilitation

Existing property (less than \$1000 per unit rehabilitation required)

Is this a multi-family housing development? Yes  No

Does the development include a supportive housing element? Yes  No

Is the development currently occupied? Yes  No

If yes, are there existing Project Based Vouchers or Housing Choice Voucher holders? Yes   
No  If yes, how many? \_\_\_\_

Does the property receive any other form of subsidy? Yes  No

If yes, please describe.

Brief narrative of the proposal with particular attention paid to nearby employment opportunities:

## **PRINCIPAL INFORMATION**

Identity of owner and other proposal principals and names of individuals and/or organizations serving as officers and principal members, shareholders, investors and other parties having substantial interest.

If the proposal is for an existing building, please provide the name and address of the property manager.

Please indicate if the owner or manager has experience with the Section 8 program. If so, provide the addresses of the properties.

## **CONTACT INFORMATION**

Organization(s)/Firm(s): \_\_\_\_\_

Contact person: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

## **RHI PROGRAM PARAMETERS AND REQUIREMENTS**

I have read and understand the RHI Program Parameters and Requirements section of this application.

\_\_\_\_\_  
Name Title

## **Certification 2:**

**Form of certification that organizations and individuals with an interest  
In the proposal are not excluded from participation in Federal programs**

## CERTIFICATION REGARDING EXCLUSIONS FROM FEDERAL PROGRAMS

By submission of this Affidavit, the Respondent hereby certifies that, to the best of its knowledge and belief, no organization or individual listed in the Respondent's submission pursuant to the requirements relating to Proposal Principal Information are on the U.S. General Services Administration list of parties excluded from Federal procurement and nonprocurement programs.

Under penalty of perjury, I certify that I am authorized to execute this Affidavit on behalf of the Respondent set forth below, that I have personal knowledge of all the certifications made herein and that the same are true.

Signature:

Name and title:

Telephone number:

Notary:

State of: \_\_\_\_\_)

County of: \_\_\_\_\_)

Signed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_ by

\_\_\_\_\_ (Name) as \_\_\_\_\_ (Title)

of \_\_\_\_\_ (Respondent).

### **Certification 3:**

**Form for disclosure of any possible conflicts of interest by organizations  
And individuals with an interest in the proposal**

## **DISCLOSURE OF ANY POSSIBLE CONFLICT OF INTEREST**

Respondents must disclose any potential conflicts of interest for organizations and individuals listed in its submissions listed under the heading Proposal Principal Information in the RHI Owner Application, and to the extent not listed there for the owner, developer, builder, architect, management agent (and other participants, officers and principal members, shareholders, investors and other parties who will have a substantial interest in the AHAP or HAP contract.

Conflict of interest means that no present or former member or officer of the PHA (except tenant-commissioners), no employee of the PHA who formulates policy or influences decisions with respect to the Section 8 Program, and no public official or member of a governing body or State or local legislator who exercises functions or responsibilities with respect to the Section 8 Program, shall have any direct or indirect interest, during his or her tenure or for one year thereafter, in the AHAP or HAP contract. This provision may be waived by HUD for good cause.

Party:

Potential conflict of interest:

Party:

Potential conflict of interest:

Party:

Potential conflict of interest:

Party:

Potential conflict of interest:

## **Certification 4:**

**Fair housing certification**

## CERTIFICATION REGARDING FAIR HOUSING

By submission of this Affidavit, the Respondent hereby certifies that it will, if its proposal is selected for assistance, comply with Federal prohibitions against discrimination and fair housing requirements with respect to the marketing and leasing of both assisted and non-assisted units in the proposal.

Prohibitions against discrimination include that the owner may not refuse to lease units to, or otherwise discriminate against any person or family in leasing of a unit, because of race, color, creed, religion, sex, national origin, disability or familial status (i.e. because the family includes children). Also, the owner may not refuse to lease contract units to, or otherwise discriminate against any person or family in leasing a unit, because members of the family are unwed parents, pregnant women, children born out of wedlock, or recipients of public assistance. The owner must also comply with Federal requirements as set forth in the HAP contract.

Under penalty of perjury, I certify that I am authorized to execute this Affidavit on behalf of the Respondent set forth below, that I have personal knowledge of all the certifications made herein and that the same are true.

Signature:

Name and title:

Telephone number:

Notary:

State of: \_\_\_\_\_)

County of: \_\_\_\_\_)

Signed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_ by

\_\_\_\_\_ (Name) as \_\_\_\_\_ (Title)

of \_\_\_\_\_ (Respondent).

## **Exhibit 1:**

### **Form of Housing Assistance Payments contract (HAP)**

Documents # 52530-A and #52530-B

Available at

<http://www.metroplanning.org/cmadoocs/52530aRoundV.pdf>

<http://www.metroplanning.org/cmadoocs/52530bRoundV.pdf>

## **Exhibit 2**

### **Form of Agreement to enter Housing Assistance Payments contract (AHAP)**

Documents #52531-A and 52531-B

Available at

[http://www.hudclips.org/sub\\_nonhud/html/pdfforms/52531a.pdf](http://www.hudclips.org/sub_nonhud/html/pdfforms/52531a.pdf)

[http://www.hudclips.org/sub\\_nonhud/html/pdfforms/52531b.pdf](http://www.hudclips.org/sub_nonhud/html/pdfforms/52531b.pdf)

### **EXHIBIT 3:**

**Table of 2008 maximum rents for assisted units in the region  
(Fair Market Rents and Maximum Exception Rents)**

<b>2007 Fair Market Rents</b>					
	<b>0 Br</b>	<b>1 Br</b>	<b>2Br</b>	<b>3Br</b>	<b>4Br</b>
<b>Standard</b>	\$ 734	\$ 840	\$ 944	\$ 1,154	\$ 1,304
<b>+110% Allowable (*)</b>	\$ 804	\$ 924	\$ 1,038	\$ 1,269	\$ 1,434

(\*) Estimated and subject to variations

**Exhibit 4:**  
**Housing Endorsement Criteria**  
**Approved by the Metropolitan Mayor Caucus**



## Northeastern Illinois **HOUSING ENDORSEMENT CRITERIA**

A variety of recent housing studies document that the median home price in most job growth corridors places homeownership out of reach for many working families. Furthermore, during the 1990s, the six-county Chicago region grew by 11 percent in population and 16 percent in jobs, but lost more than 28,000 apartments. Private sector interest in housing investment is becoming stronger. For our region to remain competitive, we must expand the supply of housing options to meet growing demands. By securing broad-based support for these Housing Endorsement Criteria, municipal leaders, neighbors, employers and community-based organizations can more effectively attract, identify and promote proposals for quality developments.

To promote housing and mixed-use developments that meet community needs while also addressing broader regional sensible growth goals, new housing should meet most of the principles and criteria below:

### **GENERAL PRINCIPLES**

#### **Promote Economic Development and Sustainability**

Housing, when appropriately located, encourages the expansion of existing and the location of new businesses and industries within the region. The mismatch between where the jobs are and where workers can afford to live has significant costs. Increasingly, employers recognize that local housing for all levels of their workforce promotes stability and productivity for the workers as well as the individual company.

#### **Encourage an Array of Quality Housing Options throughout the Region**

Developments with units at price points accessible to a wide range of income levels are needed to provide the local workforce and residents with a housing supply that is critically needed and currently lacking. By the year 2020, northeastern Illinois is expected to increase 25 percent in population, or 1.5 million people, and the housing market must be expanded at all price points to accommodate this dramatic growth.

#### **Support Innovative Community Development and Design**

Quality residential and mixed-use developments maintain, enhance, or create livable streets, neighborhoods, and public spaces oriented to the pedestrian. A variety of housing types provides a healthy mix of residents from different age groups, racial and cultural backgrounds, income levels, and household types. New developments foster a sense of community, while promoting people's choice of housing, privacy, and convenient access to nearby amenities.

#### **Provide for Mixed Uses Within a Neighborhood**

In order to enhance community livability and decrease auto dependency, a mix of land uses within a neighborhood combine residential with retail, restaurants, schools, and other amenities in close proximity. The location of schools, entertainment districts, parks, businesses, institutions, and recreational facilities will be consciously integrated with new and existing residential developments to encourage ease of pedestrian access.

#### **Minimize Cost of Municipal Services**

Clustering housing near existing infrastructure minimizes the per capita costs of municipal services by allowing for more efficiency and economies of scale.

### **Promote the Use of Public Transit**

Housing, together with commercial space and public amenities, should be planned for, and built first, within walking distance of existing or planned transit service in order to strengthen transit ridership and decrease traffic congestion.

### **Support Sensible Growth**

There are ample opportunities within existing service areas of our older cities and suburbs to provide for a portion of projected housing needs over the next 20 years. Infill development and redevelopment within existing municipal areas and conservation developments are of tremendous value. Adhering to development policies that encourage compact, mixed-use development will promote an array of housing types and expand individual choice. This will advance other regional and community needs, such as the protection of open space and the growth of the local tax base.

## **SPECIFIC CRITERIA**

### **Location**

Infill development and redevelopment within existing cities and towns, as well as new conservation developments, will receive preference. In order to maximize compatibility with public transit and minimize auto use, housing within one mile of major transit service, a job hub or town center, provides a future market for transit. The project may be within two miles of a rail transit station if provisions are made to provide ongoing shuttle service to the future residents. Major transit service is defined as a bus or rail stop with peak period wait times of no more than 30 minutes. Major transit service also includes funded, but not yet built, fixed rail stations.

### **Land-Use**

New developments that aim to cluster housing in an efficient manner, in context with the surrounding community, to preserve natural resources and open space will be given priority attention. Higher densities and mixed uses are particularly appropriate near Metra and CTA stations to reduce the growth of traffic congestion on local and regional roads.

### **Attainability**

Mixed-income housing developments, which include units accessible to moderate-income working families and to households with lower incomes, along with market rate units in the same complex, will be given preference. Developments that help balance affordability levels within communities, while assuring consistent quality and design, will receive strong support.

### **Design**

New developments that stress quality design and construction to help ensure its long-term contribution to the improvement of the neighborhood will be given preference. The proposed buildings will fit their setting, complementing and enhancing the existing neighborhood, and promoting a sense of community, pedestrian friendly design and the other principles of good village design. Proposals will address transit use and access and, where appropriate, the potential for mixed use.

### **Management**

The management and maintenance of developments are as critical as the initial design and construction to meeting the goals of enhancing communities. Therefore, the capacity of the development team to successfully address long-term needs, as evidenced by its track record in selling, leasing and managing development properties, and its history with neighborhood and/or tenant relations, will also be considered.



The Housing Endorsement Criteria is a joint initiative of the Metropolitan Planning Council and the Metropolitan Mayors Caucus Housing Task Force lead by Mayor Zenovia Evans of Riverdale and Mayor Rita Mullins of Palatine. For more information, contact Robin Snyderman, housing director, Metropolitan Planning Council, at 312-863-6007 or [rsnyderman@metroplanning.org](mailto:rsnyderman@metroplanning.org); or Beth Dever, housing director, Metropolitan Mayors Caucus, at 312-201-4507 or [Beth.Dever@mayorscaucus.org](mailto:Beth.Dever@mayorscaucus.org).