

REGIONAL HOUSING INITIATIVE

OWNER APPLICATION

For applicants that are currently seeking Low Income Housing Tax Credits

2011-2012 Round

IMPORTANT

Applicants to the RHI program and the Illinois Housing Development Authority (IHDA) Low Income Housing Tax Credit program, seeking to qualify for the additional six (6) points for using project based vouchers, must schedule a meeting with RHI Staff to coordinate proposals.

After receipt of preliminary approval from IHDA, please contact MPC Housing Assistant Angie Leyva at (312) 863-6017 no later than November 23, 2011 to schedule a meeting.

www.regionalhousinginitiative.org

Metropolitan Planning Council

Illinois Housing Development Authority

Chicago Housing Authority

Joliet Housing Authority

Housing Authority of the County of Cook

Lake County Housing Authority

McHenry County Housing Authority

Waukegan Housing Authority

Oak Park Housing Authority

TABLE OF CONTENTS

Regional Housing Initiative

<u>Program Information</u>	<u>Page</u>
• Executive Summary	3
• Funding Availability and Facts You Should Know	5
• How the RHI Program Works What to Expect as an Owner	8
• Selection of Proposals	12
• Application Requirements and Deadlines	14
• Submission Requirements and Formats	15
 <u>Certifications:</u>	
1) Proposal Summary, Contact Information and Acknowledgement of RHI Program Requirements and Parameters	17
2) Form of certification that organizations and individuals with an interest in the proposal are not excluded from participation in Federal programs	20
3) Form for disclosure of any possible conflicts of interest by organizations and individuals with an interest in the proposal	22
4) Fair housing certification	24
 <u>Exhibits:</u>	
1) Form of Housing Assistance Payments contract (HAP) Documents # 52530-A and #52530-B (Available at www.regionalhousinginitiative.org)	26
2) Form of Agreement to enter Housing Assistance Payments contract (AHAP) Documents #52531-A and 52531-B (Available at www.regionalhousinginitiative.org)	27
3) 2010 Fair Market Rents for the Chicago Metro Area	28
4) Metropolitan Mayors Caucus Housing Endorsement Criteria	29

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:

- Chicago Housing Authority (CHA)
- Housing Authority of the County of Cook (HACC)
- Joliet Housing Authority (JHA)
- Lake County Housing Authority (LCHA)
- McHenry County Housing Authority (MCHA)
- Waukegan Housing Authority (WHA)
- Illinois Housing Development Authority (IHDA)
- Metropolitan Planning Council (MPC)

Proposed developments must be located in Cook, Lake and McHenry Counties or the cities of Chicago, Joliet and Waukegan.

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 345 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 Housing Assistance Payment (HAP) contract with one or more PHAs, including the PHA in whose jurisdiction the development is located, the Lead PHA (Lead PHA). Funding may for RHI units may also come from one of the PHA that is a member of RHI (Participating PHAs). 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. Property owners may refer potential residents to the Lead PHA waiting list. However, the Lead PHA may not be accepting additional individuals to its waiting list. Property owners should check with the Lead PHA.

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, 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.

Applicants for the RHI program also seeking Low Income Housing Tax Credits (LIHTC) from IHDA are eligible for six (6) additional points in the current LIHTC competition, according to IHDA's Qualified Allocation Plan. Due to similar goals of housing near jobs and transit, RHI proposals may score additional points in IHDA's 2010 LIHTC round. Information on the LIHTC program, including the Qualified Allocation Plan and full tax credit applications, is available at www.idha.org. In order to attain the six points, applicants must schedule a meeting with RHI Staff to coordinate proposals, after receipt of preliminary approval from IHDA.

Please contact MPC Housing Assistant Angie Leyva at (312) 863-6017 no later than November 23, 2011 to schedule a meeting.

Please submit your RHI Applications to:

Robin Snyderman
Metropolitan Planning Council
140 S. Dearborn, Suite 1400
Chicago, IL 60603
Email: rsnyderman@metroplanning.org

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 that 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. Property owners may refer potential residents to the Lead PHA waiting list. However, the Lead PHA may not be accepting additional individuals to its waiting list. Property owners should check with 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 15 years. Extensions are at the discretion of the PHAs.

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.

Rents in high cost areas:

- Rents up to 120% of FMRs may be requested in high cost areas. 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 affect 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.

For more detailed information on the use of Project Based Vouchers, the regulations can be found at www.regionalhousinginitiative.org .

THE REMAINDER OF THIS PAGE LEFT BLANK INTENTIONALLY

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 development is located, will be responsible for administering the RHI vouchers through *Housing Assistance Payments* (HAP) contract with the owner. In some cases, there may be two HAP contracts, one with the Lead PHA and one with a Participating PHA. The Lead PHA will manage the HAP contracts, performing inspections and other required activities. When a second HAP contract from a Participating PHA is required, the two contracts will be coterminous. The Lead PHA will be the point of contact for the owner with respect to RHI vouchers once they are awarded. Owners need not worry about contacting other participating PHAs. The Lead PHA will coordinate this.

Owners of new construction or substantial rehabilitation developments must execute an *Agreement to enter a Housing Assistance Payment* (AHAP) contract with the Lead PHA and in some cases with a Participating PHA. The AHAP(s) 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 HAP contract. The Lead PHA will have responsibility for coordinating the AHAP process in the event there is an AHAP with a Participating PHA. Prior to executing the AHAP, HUD or its designee must perform a subsidy layering review and an environmental 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 and in some cases a Participating 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 15 years, with further extensions to be determined by the PHAs. 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 and Participating 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.

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 Chicago Metro Region that includes all RHI 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. The Lead PHA will refer prospective tenants for RHI units to the property owner/manager. 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. Owners/ Managers should provide the Lead PHA with marketing materials in a timely manner to assist with the referral process.

Property owners may refer potential residents to the Lead PHA waiting list. However, the Lead PHA may not be accepting additional individuals to its waiting list. Property owners should check with the Lead PHA.

The Lead PHA will inform all other participating PHAs of the deadline, the total number of referrals requested and marketing materials. 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.

THE REMAINDER OF THIS PAGE LEFT BLANK INTENTIONALLY

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 IHDA, and convened by MPC. 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
Site	Up to 15 points
<ul style="list-style-type: none"> Location within existing cities and towns, as well as new conservation developments. 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). 	
Design	Up to 10 points
<ul style="list-style-type: none"> 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. Promotes pedestrian access, addresses transit use/access, and, where appropriate, potential for mixed use. 	
Attainability/mix of incomes	Up to 25 points
<ul style="list-style-type: none"> 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. 	
<ul style="list-style-type: none"> Helps to balance affordability levels within communities, while assuring consistent quality and design. 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. 	
Management	Up to 20 points
<ul style="list-style-type: none"> 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. 	
<ul style="list-style-type: none"> 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. Quality of plan for management, maintenance and, as necessary, supportive services coordination. 	
Feasibility	Up to 30 points
<ul style="list-style-type: none"> Degree of firmness of commitments for all proposed financing sources. 	
<ul style="list-style-type: none"> Evidence of site control and zoning approvals, or likelihood of zoning approvals, and the likelihood that obtaining such approvals will not delay the proposal. Specificity of plans for any needed relocation, firmness of funding sources, and previous experience of organization(s) playing roles in the process. 	
TOTAL POTENTIAL POINTS	100

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.

Recommendations to approve RHI awards to specific proposals by the selection panel are not final. The award of RHI vouchers is final when the allocation of vouchers is approved by the Lead PHA and in some cases a Participating PHA.

Communications during the selection process:

With the exception of arranging coordination meeting regarding LIHTCs, as described above, and any subsequent follow up to that meeting, all communications related to the RHI owner application process must be directed to MPC, as follows:

Ms. Angie Leyva
Metropolitan Planning Council
140 S. Dearborn, Suite 1400
Chicago, IL 60603

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.

THE REMAINDER OF THIS PAGE LEFT BLANK INTENTIONALLY

APPLICATION REQUIREMENTS AND DEADLINES

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

Applicants to the RHI program and the IHDA Low Income Housing Tax Credit program that are seeking to qualify for the four (4) points for using project based vouchers must schedule a meeting with RHI Staff to coordinate proposals.

Please contact MPC Housing Assistant Angie Leyva at (312) 863-6017 no later than November 23, 2011 to schedule a meeting.

Following this meeting, RHI applicants will be required to submit:

One printed copy of the IDHA LIHTC application and LIHTC preliminary application attaching the additional RHI submission requirements (see next section). Please use a ring binder

AND

EITHER an electronic version of both the LIHTC application and the additional 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 both the LIHTC application and the additional RHI submission requirements.

The deadline for submission of these materials is the same as the LIHTC application deadline: **December 19, 2011.**

Please submit **binder(s) and printed copies OR electronic versions** to:

Robin Snyderman
Metropolitan Planning Council
140 S. Dearborn, Suite #1400
Chicago, IL 60603
rsnyderman@metroplanning.org

SUBMISSION REQUIREMENTS AND FORMATS

RHI applicants also seeking Low Income Housing Tax Credits (LIHTC) from IHDA must include a full copy of their IHDA's standard **LIHTC application and preliminary application**. However, to demonstrate that their proposal complies with the Metropolitan Mayors Caucus Housing Endorsement Criteria (see Exhibit 4), the following information must also be provided.

RHI SUBMISSION REQUIREMENTS

1. **Proposal Summary, Principal and Contact Information and Acknowledgement of RHI Program Requirements and Parameters:**

Use Certification 1 (enclosed)

2. **Relation of proposal with Housing Endorsement Criteria:**

Recognizing the severe mismatch in Chicagoland between the current stock of affordable housing and the location of jobs and transportation, the Metropolitan Mayors Caucus adopted a common set of Housing Endorsement Criteria (see Exhibit 4) as the centerpiece of a Housing Action Agenda geared to create and preserve a range of well-managed and well-designed housing near jobs and transportation.

Describe how your proposal will meet the Housing Endorsement Criteria:

a. **Location, Land Use and Design:**

Please describe and illustrate the location, surrounding land uses, and design of your proposal, and include:

- A master plan of the development showing placement of building(s); location of assisted and other types of housing units; location of non-residential structures (community areas, commercial space, others); pedestrian and transit improvements; access to outside transit and other amenities, etc. WITHIN the development
- A map of the neighborhood showing relationships, distances and connections to job centers, transportation, schools, parks, and other public amenities and services in the SURROUNDING neighborhood

b. **Attainability:**

Please describe how your proposal promotes a mix of incomes WITHIN the proposed property and/or between the property and the SURROUNDING community.

c. **Management:**

Please describe:

- Your organization's experience to date as a property manager of similar properties, including how you promote the community stability and self-sufficiency of the residents served.
- Your management and, as appropriate, social service plan for the proposed property

FEDERAL REQUIREMENTS

3. **Certification that parties are not excluded from Federal programs:**
Use Certification 2 (enclosed)

4. **Disclosure of any possible conflicts of interest by any parties that would be a violation of the HAP:**
Use Certification 3 (enclosed)

5. **Fair housing certification:**
Use Certification 4 (enclosed)

6. **Proposed term of HAP contract (up to 10 years) and requested extension periods:**
State briefly

7. **Relocation plan, if necessary:**
Describe your relocation plan, including:
 - Number of persons occupying property as of application
 - Number of persons to be temporarily or permanently displaced
 - Estimated costs of relocation activities
 - Funding sources for proposed relocation activities
 - Organization that will carry out relocation activities
 - Discussion of how relocation/re-occupancy plans comply with referral and occupancy criteria for RHI-assisted units (see section on program requirements and parameters).

THE REMAINDER OF THIS PAGE LEFT BLANK INTENTIONALLY

Certification 1:

**Proposal Summary, Principal and 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 Information 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 tot eh 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 # 52530a and 52530b

New Construction or Rehabilitation HUD-52530-A, PBV Housing Assistance Payments (HAP) Contract

Part I & Part 2

<http://www.hud.gov/utilities/intercept.cfm?/offices/adm/hudclips/forms/files/52530a-1.pdf>

<http://www.hud.gov/utilities/intercept.cfm?/offices/adm/hudclips/forms/files/52530a-2.pdf>

Exiting Housing HUD-52530-B, PBV HAP Contract

Part 1 & Part 2

<http://www.hud.gov/offices/adm/hudclips/forms/files/52530b-1.pdf>

<http://www.hud.gov/utilities/intercept.cfm?/offices/adm/hudclips/forms/files/52530b-2.pdf>

EXHIBIT 2:

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

Documents #52531-A and 52531-B

PBV Agreement to Enter into HAP (AHAP) Contract,

New Construction or Rehabilitation, Part 1

[HUD-52531-A,](#)

www.hud.gov/offices/adm/hudclips/forms/files/52531a.pdf

PBV Agreement to Enter into HAP (AHAP) Contract,

New Construction or Rehabilitation, Part 2

[HUD-52531-B,](#)

www.hud.gov/offices/adm/hudclips/forms/files/52531b.pdf

EXHIBIT 3:

**Table of 2012 maximum rents for assisted units in the region
(Fair Market Rents and Maximum Exception Rents)**

2012 Fair Market Rents					
	0 Br	1 Br	2Br	3Br	4Br
Standard	\$ 745	\$ 853	\$ 958	\$ 1,171	\$ 1,323
+110% Allowable (*)	\$820	\$ 938	\$ 1054	\$ 1288	\$ 1455

(*) Estimated

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; or Beth Dever, housing director, Metropolitan Mayors Caucus, at 312-201-4507 or Beth.Dever@mayorscaucus.org.