



2013 Lake County Consortium Application

HOME Investment Partnership Program



Lake County Consortium

PY2013 Instructions

Before You Begin...

This packet contains information necessary to apply for affordable housing funding under the Lake County Consortium's PY 2013 HOME Investment Partnerships (HOME) Program. The document that follows is the master HOME Application document. Please note that all applicants seeking funding for the development of real property under Homebuyer or Rental Development Programming are required to complete the additional Lake County Housing Production Application document applicable to the specific application. The additional application document is available only in an electronic format as found on the County website. Should you not be able to complete the form, the Consortium will provide you accommodations to complete the form at the Lake County Community Development Division office. Before completing this Application, you should become familiar with the Lake County Consortium's 2013 HOME Program Guidelines and appropriate federal regulations.

Note: In 2012, all participating jurisdictions were required to implement the Consolidated and Further Continuing Appropriations Act of 2012 (P.L. 112-55) that included changes to regulations and requirements of the HOME Investment Partnerships Program. The Appropriations Act requirements are maintained for the 2013 Program Year. Further, the United States Department of Housing and Urban Development (HUD) anticipates issuance of the new governing HOME Investment Partnerships Program Final Rule. Upon release of the Final Rule, the Consortium may need to require additional information of applications during and after the application process. Further, the Consortium reserves the right to require revisions to a proposed program or project in order to comply with federal regulations. Please contact the Lake County Community Development Division at 847.377.2475 if you have any questions regarding this application process or the pending HOME Final Rule.

Letter of Intent

A Letter of Intent is REQUIRED for HOME applications. The Letter of Intent form is available on the Lake County website at:<insert web address here> The Letter of Intent is due by 4:00 p.m. on Friday, To Be Determined, 2013

Submission Requirements

This HOME Application Document and Housing Production Application Document (as applicable) must be submitted by 4:00 p.m. on Friday, To Be Determined, 2013 to the Lake County Community Development Division, 500 W. Winchester, Unit 101, Libertyville, IL 60048.

Each applicant is required to submit the **original and five copies** of the application. Applications must be three-hole punched and should not be bound. File tabs or secure "sticker" tabs (no temporary post-it materials) must be used to separate the Application document, Housing Production Application document (as applicable) and required application attachments. **An electronic version of all application documents must also be submitted to** communitydevelopment@lakecountyil.gov.

Please do not submit additional information that has not been requested as all applications will be sanitized of these elements to ensure fair review.

Programs and Projects

Eligible activities for this application are divided into two major categories: programs and projects, and the subsequent four categories of HOME Program Activities:

- Homeowner Rehabilitation
- Homebuyer Activities
- Rental Housing Development Activities
- Tenant-Based Rental Assistance

A program is a set of activities designed to provide assistance to income-eligible families where the beneficiaries determine the location of the activities. Examples of programs include homeowner occupied rehabilitation, homebuyer assistance, and tenant-based rental assistance.

A project is site-specific and typically involves the acquisition, rehabilitation and/or new construction of housing. Projects are further subdivided between homebuyer and rental projects.

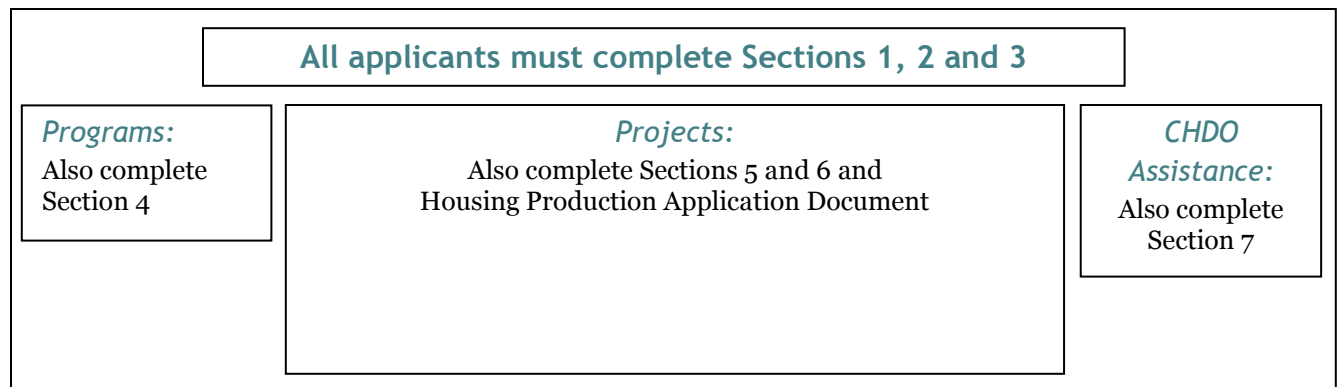
An additional application category exists for certain qualified nonprofit entities, Community Housing Development Organizations (CHDO's). A portion of the Consortium's HOME funds are specifically reserved for CHDOs and CHDO-sponsored programs/projects. Certified CHDO organizations may apply for operating funds and pre-development loan funds.

NOTE: The 2013 CHDO Certification Application will run concurrently with the HOME PY 2013 Application cycle. All organizations requesting specific CHDO funding and/or the ability to be allocated funds from the CHDO Reserve are required to complete the CHDO Certification Application. Please consult the CHDO Certification Application for more information.

Which Sections Do You Need to Complete?

The master HOME Application document contains 7 sections, and only certain sections need to be completed depending on the type of application being submitted. All applicants must complete Sections 1, 2 and 3. Additionally, all development projects are required to complete the Housing Production Application document, which contains separate instructions. Throughout the application documents, required attachments are identified. These attachments should be completed per the application document instructions, and labeled and submitted according to the outline below.

The following diagram illustrates which sections are required for each type of application.



Section Overviews

Section 1 - Application Summary

Please provide general information about the applicant, the type of project or program, and the overall funding requested. Attach the additional material requested in the Sponsor/Developer Information Checklist.

Section 2 - Certification

All applications must include this document signed by the Chief Executive Officer of your organization. This document states that the information in the application is true and correct and the project will comply with all current HOME regulations.

Section 3 - Project/Program Narrative

Use this space to describe the project you wish to undertake. Be as complete as possible and include additional sheets as necessary. Your answers to these questions can give the Consortium a better understanding of your proposal and how it addresses Lake County's identified needs for affordable housing.

Section 4 - Program Information

If you are proposing a program designed to provide assistance to income-eligible families where the beneficiaries determine the location of the activities, please use this section.

Section 5 - Development - Project Sponsor/Developer and Development Team

Use this space to list all project sponsors and participants in the development, construction and management.

Section 6 - Site Information

More detailed site information will be required in the Housing Production Application Form. All projects must comply with environmental review and labor regulations. Lake County is required to enforce State of Illinois Prevailing Wage for all projects requiring construction. For projects of twelve (12) units or more, Federal Davis-Bacon regulations will apply; Davis-Bacon will supersede the State Prevailing Wage. No project work may be initiated nor will any funds be disbursed until all environmental requirements are met as indicated by a Notice to Proceed. Please see the Lake County Consortium's 2013 HOME Program Guidelines for additional guidance. Answer all of these questions using the sources listed as necessary. Provide thorough descriptions as requested and include requested documentation. You will be required to certify the accuracy of this information.

Section 7 - Community Housing Development Organizations (CHDOs)

Part A – Operating Funds

Part B – Pre-development Loan

Housing Production Application

Homebuyer and Rental Development Activities

Two separate Microsoft Excel application documents contain questions related to the development of homebuyer and rental housing units. Applicants should complete the application for the respective project. After review of the initial instructions tab, please navigate the additional tabs to enter information into cells as required. The document serves to satisfy the HUD requires for underwriting and subsidy layering, and also generates a comprehensive review of the proposed

development project. The application will also generate preliminary compliance information regarding minimum HOME units, HOME subsidy limits, and other regulatory requirements. Please note that this is only an initial review and not a guarantee of minimum requirements for the proposed project. Pending the developer's proposed use of HOME funds, stage of draws, and unit types, the net minimum requirements are subject to change. Community Development staff will make such assessments as part of the application review process, and, if funds are allocated, the contracting process.

Required Attachments

Submit Attachments as applicable

Each Applicant should provide a cover letter with the final application submission.

Attachments: Each document should be labeled with the Attachment Letter/Number and Title as indicated in Bold below. Please consult the application for specific required documentation per each attachment.

NOTE: It is not expected that the final tabs will be in alphabetical/numerical order as not all applicants are required to complete each attachment.

- **Attachment A – SAM Registration** - Required of all applicants
- **Attachment A – Application Authority** – Required of all applicants
- **Attachment C – Articles and Bylaws** - Required of all applicants as applicable (for profit entities may not have articles and bylaws)
- **Attachment D – Financial Documentation** - Required of all applicants (audit and/or certified financial statement)
- **Attachment E – Government Declaration**
- **Attachment F – Public Agency Declaration**
- **Attachment G – Public Housing Authority Declaration**
- **Attachment H – CHDO Declaration**
- **Attachment I – Nonprofit Declaration**
- **Attachment J – For-Profit Declaration**
- **Attachment K – For-Profit Ownership**
- **Attachment L – Program Narrative**
- **Attachment M – References**
- **Attachment N – Program Staff**
- **Attachment O – Current Program Funding**
- **Attachment P – Program Budget Information**
- **Attachment Q – Programs Part E**
- **Attachment R – Counseling Agency**
- **Attachment S – Project Management**
- **Attachment T – Site Control**
- **Attachment U – Zoning**
- **Attachment V – Environmental Review**
- **Attachment W – CHDO Operating**
- **Attachment X – CHDO Pre-Development**

NOTE: Attachments required of the Housing Production Application are detailed in the specific application document. Please label those attachments according to the instructions in the document and combine Housing Production Application attachments with the final Housing Production Application document for the final submission.

The final application submittal should be composed in the following order:

1. Cover letter
2. HOME Application document
3. Housing Production Application document (if applicable) with required attachments (per application document)
4. Remaining attachments from the Attachment list A-X (previous page)

The Lake County Consortium reserves the right to request additional information regarding any application submitted for HOME funding.

Section 1 - Application Summary

Program/Project Name: _____

Location: (mark with an "X") North Chicago Waukegan Remainder of Lake County

Address (if available) _____

Sponsor/Developer Name: _____

Sponsor/Developer Address: _____

City: _____ State: _____ ZIP _____

Contact Name: _____

Phone: _____ Email: _____

DUNS #: _____

Total Proposal Cost: _____

Sponsor/Developer Match*: _____ % of Proposal _____

Funding Request: _____ % of Proposal _____

*Note: Applicants should be prepared to demonstrate a minimum of 25% matching funds as eligible per HOME regulations. A match gap does not preclude an application from receiving consideration or allocation. Please consult the HOME Program Guidelines document for information regarding eligible match sources and the 25% matching requirement for the Consortium.

Total Number of Units	_____
Total Number of Beneficiaries	_____
Number of Very Low Income Units/Households (≤50% AMI)	_____
% of Very Low Income Units/Households (≤50% AMI)	_____
Number of Low Income Units/Households (≤80% AMI)	_____
% of Low-Income Units/Households (≤80% AMI)	_____
Total Estimated Cost Per Unit	_____

CHDO Requests

CHDO Operating Request
Grant Request: _____

CHDO Pre-Development Loan
Loan Request: _____

Project Type

Please mark the applicable selection(s) below:

Homeowner Rehabilitation

Owner Occupied Rehabilitation

Homebuyer Activities

- Homebuyer Assistance
- Acquisition, Rehabilitation, Resale
- Acquisition, New Construction, Resale
- Rehabilitation, Resale
- New Construction, Sale
- Lease-Purchase Development

Rental Housing Development Activities

- Acquisition, Rehabilitation, Rental
- Acquisition, New Construction, Rental
- Rehabilitation, Rental
- New Construction, Rental

Tenant-Based Rental Assistance

- TBRA Security Deposits
- Other

CHDO Assistance

- CHDO Operating Funds
- Pre-Development Loan

Sponsor/Developer Information Checklist

Only one original copy/signed original copy of the documents below is required of each applicant. These documents should be filed with the original submission.

All applicants **must provide proof of System of Award Management (SAM) Registration (replaces Central Contractor Registration)** with their application submittal **Attachment A – SAMS Registration**. Please visit the System for Award Management website for more information: <https://www.sam.gov/portal/public/SAM/>

All applicants **must provide evidence of authorization to submit an application and request funds** under the HOME Investment Partnerships Program (i.e. Resolution from the Board of Directors). The document must state the authority to submit an application and request funds under the HOME Investment Partnerships Program to the Lake County Consortium and confirm the ability and desire to comply with all applicable HOME regulations, terms of affordability, and monitoring. **Attachment B – Application Authority**

Please mark one and include all listed information when you submit the application. All applicants are required to complete the Board of Directors Questionnaire and Roster in this application (no separate attachment required).

- Unit of Local Government
 - Statement of local government authority **Attachment E – Government Declaration**
 - Articles of Incorporation and by-laws **Attachment C – Articles and Bylaws**
 - Most recent audited financial statement – certified by Chief Financial Officer of entity **Attachment D – Financial Documentation**
- Public Agency
 - Statement of entity authority **Attachment F – Public Agency Declaration**
 - Articles of Incorporation and by-laws **Attachment C – Articles and Bylaws**
 - Most recent audited financial statement – certified by Chief Financial Officer of entity; Most recent Single Audit as required **Attachment D – Financial Documentation**
- Public Housing Authority
 - Statement of organization structure **Attachment G – Public Housing Authority Declaration**
 - Articles of Incorporation and by-laws **Attachment C – Articles and Bylaws**
 - Most recent audited financial statement – certified by Chief Financial Officer of entity and most recent Single Audit **Attachment D – Financial Documentation**
- Community Housing Development Organization
 - Statement of organization structure; statement verifying intent and or previous submission of 2013 CHDO Certification application and relevant 501 status documentation **Attachment H – CHDO Declaration**
 - Articles of Incorporation and by-laws **Attachment C – Articles and Bylaws**
 - Most recent audited financial statement – certified by Chief Financial Officer of entity and most recent Single Audit **Attachment D – Financial Documentation**
- Other Nonprofit Organization
 - Statement of organization structure and relevant 501 status documentation **Attachment I – Nonprofit Declaration**
 - Articles of Incorporation and by-laws **Attachment C – Articles and Bylaws**
 - Most recent audited financial statement – certified by Chief Financial Officer of entity and most recent Single Audit **Attachment D – Financial Documentation**
- Private For-Profit Organizations
 - Statement of organization structure and relevant status documentation - if a corporation, Articles of Incorporation and by-laws; if a partnership, Partnership Agreement and, if applicable, Certificate of Limited Partnership **Attachment J – For-Profit Declaration**
 - Statement of ownership entity and nature (partnership – evidence of current ownership percentage of partners, sole proprietorship, or corporation) **Attachment K – For-Profit Ownership**
 - Most recent audited financial statement – certified by Chief Financial Officer of entity **Attachment D – Financial Documentation**

Board of Directors

Questionnaire

<i>A. How often does your Board of Directors meet?</i>	
<i>B. What are the standing Board Committees? (add more lines as necessary)</i>	
<i>Committee Name</i>	
1	
2	
3	
4	
5	
6	
7	
8	
<i>C. Board President:</i>	
<i>Name</i>	
<i>Mailing Address</i>	
<i>Start Date</i>	
<i>Term Expiration Date</i>	
<i>D. Identify any unique characteristics of Board Members as they relate to the Agency's mission (i.e.: persons with disabilities, persons who were prior agency clients, formerly homeless persons, etc.)</i>	
<i>E. Explain any recent changes to the composition of the Board, such as turnover, a new President, etc.</i>	

Section 2 - Certifications - Application Submission

The undersigned, as an essential part of the Application for funds under the U.S. Department of Housing and Urban Development's HOME Investment Partnerships Program (HOME hereby certifies that the information contained herein is true to the best of the undersigned's knowledge and belief. Falsification of information supplied in this Application and related Application Documents may disqualify the proposed Program or Project for HOME funds. The information given by the Applicant may be subject to verification by the Lake County Consortium and its members, the Lake County Community Development Commission, or the Lake County Community Development Division of the Planning, Building & Development Department serving in its capacity as administrator of the Lake County Consortium HOME Program. Submission of this Application shall be deemed an authorization to the Consortium to undertake such investigations as it deems necessary to determine the accuracy of this Application and the appropriateness of providing HOME. If any information changes after submission of this Application the undersigned agrees to notify the Consortium immediately. In addition, any change in scope of proposal, use of funds, and/or costs must be reported to the Consortium immediately.

The undersigned also agrees that any commitment by the Consortium to provide HOME funding that may be forthcoming from this Application is conditioned by the Lake County Consortium PY2013 HOME Program Guidelines, the HOME Investment Partnerships Program Final Rule, pending Final rule, and the Consolidated and Further Continuing Appropriations Act of 2012 (P.L. 112-55), and the Applicant's continued compliance with those guidelines and any HUD regulations governing the HOME program.

The undersigned also hereby certifies that the governing body of the Applicant has formally authorized the undersigned to execute the documents necessary to make this Application.

Legal Name of Applicant:

Signature:

Name: *(please type)*

Title:

Date:

Section 2 - Certifications - Conflict of Interest

The applicant organization/entity agrees to abide by the provisions of 24 CFR part 92.356 and any referenced CFR provisions, or that of State and Local provisions with respect to conflicts of interest, and covenants that it currently has no existing conflicts that warrant remedy under said regulations. Specifically, under the development, ownership, sponsorship, and execution of projects or programs, no organization or its officers, employees, agents, elected or appointed officials, or consultants may occupy a HOME-assisted affordable housing unit. Additionally, the applicant organization/entity and its officers, employees, agents, elected or appointed officials, or consultants has no financial interest and shall not acquire financial interest or such benefit that would conflict in any manner or degree with the performances of services required per this application or receipt of HOME-financed agreements. Further, said persons shall not have an interest in any contracts, subcontractors, or agreements as a result of this application for themselves or those with whom they have family or business ties. Finally, no person outlined herein may acquire a financial interest or any such benefit due to family or business ties to a known member, employee, agent, consultant, officer, or elected or appointed official of the participating jurisdiction Lake County, or Consortium members the City of North Chicago, and City of Waukegan, and all of the state of Illinois.

Certification of Conflict of Interest:

This certification applies to the applicant organization/entity, and all its employees and members of the Board of Directors, and any and all persons subscribed as having an interest in the organization/entity.

The undersigned of _____ (name of organization/entity) certifies to the best of real knowledge that all employees and members of the governing Board of Directors is in compliance with Conflict of Interest regulations as per 24 CFR Part 92.356, and as specifically described herein.

Legal Name of Applicant: _____

Signature: _____

Name: *(please type)* _____

Title: _____

Date: _____

In the event the applicant organization/entity cannot certify compliance with 24 CFR part 92.356 as per above, proceed to the following certification page.

Section 2 - Certifications - Conflict of Interest-Potential Conflict

The applicant organization/entity has determined it cannot certify compliance with 24 CFR Part 92.356 and as outlined herein the application requirements. This does not preclude the applicant from submitting an application; however a formal conflict of interest consultation process is required. Please complete the information below, and submit this page and a request to begin consultation to the Community Development Division via e-mail at communitydevelopment@lakecountyil.gov immediately (prior to submission of an application). A Division staff member will contact you at the information provided below to outline the process and required action.

The undersigned of _____ (name of organization/entity) cannot certify compliance with Conflict of Interest regulations as per 24 CFR Part 92.356, and has identified the following potential conflicts (describe conflicts in narrative form below):

In submitting this form, the applicant will seek assistance in completing a required Conflict of Interest consultation, and agrees that in submitting an application, the organization/entity will comply with all requirements and requests for information as part of the consultation process. In the event that the Consortium will be required to complete a conflict of interest waiver per the requirements of 24 CFR Part 92.356, the applicant agrees to disclose any related and required information as relevant to making a final determination regarding the conflict. Should the applicant not be willing to meet the requirements of the Conflict of Interest consultation and subsequent processes, the Consortium will not accept an application for funds.

Legal Name of Applicant: _____

Signature: _____

Name: *(please type)* _____

Title: _____

Date: _____

Contact information for consultation:

Name: _____

Phone: _____

E-mail: _____

Section 3 - Project/Program Narrative

Should additional documentation be required to answer the questions in Section 3, provide all documents as **Attachment L – Program Narrative**

1. Describe the program/project and the target population to be served.
 - General overview of proposed program/project
 - Target population to be served (e.g. elderly, disabled, homeless, large families, etc.)
 - Process for selecting beneficiaries, including any special eligibility criteria
 - Supportive housing services to be provided, if any (e.g. first-time homebuyer counseling, job training, etc.)

2. Explain how this program/project is consistent with the local priorities established in the PY 2010-2014 Consolidated Plan for Lake County, Waukegan or North Chicago, and other pertinent policy documents (e.g. the Lake County Continuum of Care Strategy for homeless services).

Funding preference will be given for projects/programs that:

- Are located in close proximity to public transit - i.e. allowing easier access to available jobs
- Incorporates environmental sustainability practices through energy efficiency improvements that will reduce long-term operating costs
- Provides housing for larger families, as indicated by number of bedrooms (specify how many 3 or 4 bedroom units)
- Provides an adequate amount of affordable units, as indicated by total amount of affordable units in project (not exclusively HOME units)
- Encourages and supports the provision of education and counseling that helps ensure long-term housing stability

3. Document the need for the proposed housing.
 - Include evidence of need obtained from market studies, rent surveys, vacancy information, etc.

4. Describe the community support for this proposal.
 - Include the names of local government officials, neighborhood groups, public agencies and/or private individuals who are familiar and supportive of this proposal
 - Include letters of support

5. Describe the program/project sponsor/developer's experience with the specific type of program/project as applied for. Also describe the relevant experience of the other key participants in this program/project.
 - *NEW APPLICANTS*: Include 3 reference contacts (who have knowledge of your performance with projects similar in size and scope) **Attachment M - References**

6. Provide a time schedule for the program/project. Note: Applicants completing the Housing Production Application document may provide a summarized timeline below; a detailed timeline is required of the Housing Production Application document.

Section 4 - Program Information

Please carefully read the HOME Program guidelines for definitions of programs and projects. If the applicant is seeking funding to assist with a **program**, please complete Section 4. If the applicant is seeking funding to assist with a **project**, please proceed to Section 5.

All applicants:

The following attachments are required:

Attachment N – Program Staff – Submit job descriptions of key program staff including a description of duties, and if applicable, an organization chart outlining the relationship of responsibilities. If specific staff persons are identified for a specific role in the program, please include a written statement detailing relevant experience.

Attachment O – Current Program Funding – If the proposed program is currently funded by Lake County under the HOME Program, Community Development Block Grant Program, or Lake County Affordable Housing Program and there is a current financial balance, please outline the specific grant program, grant program year, total funds awarded, total funds expended, and plan for expenditure of the funds.

Part A - Program Specifications

Program Selection

Indicate the applicable program (s) (mark all that apply with an “X”):

<input type="checkbox"/>	Homebuyer Assistance
<input type="checkbox"/>	Owner Occupied Rehabilitation
<input type="checkbox"/>	Tenant-Based Rental Assistance

Part B - Program Budget

	Total Cost	Total HOME Cost
<i>Direct benefit costs(as applicable)</i>		
Estimated Direct Assistance to Homebuyer/Homeowner/Tenant		
<i>Program delivery costs(as applicable)</i>		
Verification of beneficiary eligibility		
Loan document preparation and underwriting		
Rehab Specification/Bidding/Oversight		
Unit Inspections		
Other (Please specify)		
Subtotal		
Program Total		

*Note: If applying for project delivery fees, you must submit an attachment that details background basis for each fee so that an assessment of cost-reasonableness can be completed. This can include an estimate of charges incurred for such work and estimates of direct staff time. If applying for multiple programs under this application, include a separate budget for each program. If additional budget line items required, please submit accordingly.

All documentation - **Attachment P – Program Budget Information**

Based on the Budget above, the total costs per estimated beneficiary household is:\$ _____

Part C- Program Match

Matching Funds are leveraged non-Federal funds as defined in 24 CFR §92.218 through §92.222. Each HOME assisted project must provide a 25% match to their HOME award.

Eligible forms of match include: cash contributions from non-federal sources (must be a permanent contribution), forbearance of state or local taxes and fees in a manner that achieves affordability, donated real property (not acquired with federal resources), reasonable value of donated site-preparation, construction materials, the value of donated or voluntary labor or professional services, value of sweat equity.

Anticipated Source of Matching Funds:

Part D - Program Partners

If the program will involve other entities (financial institutions, social service providers, etc.), please list them and provide a brief description of their roles in the program. Use additional sheets if necessary.

Name: _____

Role: _____

Contact Person: _____

Address: _____

Phone: _____ Email: _____

Name: _____

Role: _____

Contact Person: _____

Address: _____

Phone: _____ Email: _____

Name: _____
Role: _____
Contact Person: _____
Address: _____
Phone: _____ **Email:** _____

Part E- Specific Programming Details

Complete the sections below as required per the Program for which the applicant is seeking funds. Should any additional information need to be provided not required that was not asked of the applicant per a specific question, include such responses and documents as **Attachment Q – Programs Part E**

Homebuyer Programs:

Please provide a written statement providing specific detail of experience providing housing counseling services as related to homebuyer programming. Include a description of the marketing of such services and basis for eligibility and schedule of fees if applicable. If the applicant is a HUD Certified Counseling agency, please also provide evidence of HUD certification. All documents - **Attachment R – Counseling Agency**

Identify in the space below the desired types of direct homebuyer assistance to be provided to households:

In the space below, describe current underwriting standards for homebuyer assistance including target ratios and loan terms. Include a description of other relevant funding sources and related requirements:

Please describe program marketing, accessibility of the program to Lake County residents, and beneficiary selection policies and procedures.

Homeowner Rehabilitation Programs:

Identify in the space below the proposed owner occupied rehabilitation program; include an outline of targeted households, general policies and procedures, and the terms of financial assistance provided to the homeowner (i.e. loan terms, grant terms).

Please describe program marketing, accessibility of the program to Lake County Residents (or a specific community if applicable), and beneficiary selection policies and procedures.

Please describe the procurement processes of the program for selecting contractors and contracted-testing organizations (lead). Include information pertinent to MBE/WBE and Section 3 contracting requirements.

Tenant-Based rental Assistance Programs:

Identify in the space below the proposed scope of the Tenant-Based Rental Assistance program; include an outline of targeted households, general policies and procedures, and the terms of financial assistance provided to the tenant.

Below, please describe the means of inspecting housing units for tenant occupancy.

Please describe program marketing, accessibility of the program to Lake County Residents (or a specific community if applicable), and beneficiary selection policies and procedures.

Section 5 - Development - Project Sponsor/Developer and Development Team

Complete the following information for each proposed development:

1. Sponsor Organization: _____
 Contact: _____
 Address: _____
 Phone: _____ Email: _____

If this project is a co-venture and/or if this project will be syndicated, please list the co-partner and/or the owner organization. Please indicate if they are a Minority Business Enterprise (MBE) and/or a Women Business Enterprise (WBE).

- 1a. Co-Partner _____
 Contact: _____
 Address: _____
 Phone: _____ Email: _____
 MBE/WBE? "X" if yes Certification #: _____

- 1b. Owner _____
 Contact: _____
 Address: _____
 Phone: _____ Email: _____
 MBE/WBE? "X" if yes Certification #: _____

2. Attorney: _____
 Contact: _____
 Address: _____
 Phone: _____ Email: _____
 MBE/WBE? "X" if yes Certification #: _____

3. Contractor: _____
 Contact: _____
 Address: _____
 Phone: _____ Email: _____
 MBE/WBE? "X" if yes Certification #: _____

4. Architect: _____
 Contact: _____
 Address: _____
 Phone: _____ Email: _____
 MBE/WBE? "X" if yes Certification #: _____

5. Management Agent: _____
 Contact: _____
 Address: _____
 Phone: _____ Email: _____
 MBE/WBE? "X" if yes Certification #: _____

Attach this information for other key entities involved in the project. If an entity other than the applicant will serve as the primary project manager, please include a separate attachment outlining the parties responsible for project management, description of duties, and relationship to the applicant – **Attachment S – Project Management** (only required if applicant is not primary project manager)

Section 6 - Site Information

Provide the following information for each proposed development. Make multiple copies of these pages if you plan more than one development.

Part A - General Site Information

Has a site been determined for this project? (Mark with an "X") Yes No

If "no", please answer the following question and proceed to Section 7 or 8 as appropriate.

What are the plans for identifying and obtaining a site?

If "yes", additional information will be required in the Housing Production Application.

Part B - Site Control and Zoning

The applicant will complete specific site control and zoning information in the Housing Production Application Document. The following attachments are required:

- **Attachment T – Site Control** (include relevant site-control evidence documentation including copies of title, contract, etc. as applicable)
- **Attachment U – Zoning** (include documentation identifying zoning compliance for the proposed use or a statement describing the status of a zoning variance and/or rezoning application and zoning requirements per the jurisdiction of the location of the project)

Part C - Environmental Review

In order to assist the County in determining the effects on the environment of your proposal, please submit with your application a site map indicating the location of your project in relation to any existing or proposed buildings, infrastructure and facilities, roadways, airports, at-grade or elevated transit lines or railroads, any significant noise sources (e.g. industrial/manufacturing facilities, power generating stations), rivers, streams, wetlands and industrial facility storage or processing tanks.

Please answer the following questions regarding your proposal and attach additional sheets of description and documentation as necessary. **All attachments for this part – Attachment V – Environmental Review**

1. Does the project area and environs contain any properties listed on the National Register of Historic places? Yes No
If yes, please list addresses:

2. Is the property on which you will build/rehabilitate your project located a designated wetland area? (The Army Corps of Engineers or the County can assist you with this determination.) Yes No
If yes, please describe:

Include a copy of the Army Corps of Engineers (ACE) permit, proof that the EPA has not overruled the ACE and plans showing the provision of "substitute" wetlands and the plans for the maintenance of these substitute wetlands for the required period of time.

3. Has your prime lender for this project or your lender at the time you acquired the property required, or is requiring, the submission of at least a Phase I Environmental Audit for due diligence purposes under the Comprehensive Environmental Response, Compensation and Liability Act of 1980, as amended? Yes No
If yes, a copy must be submitted with this Application.

4. Have you been required to conduct a Phase II Audit in relation to the property? Yes No
If yes, a copy of the Phase II Audit must be submitted with this Application.

If the answer is no to either of the above two questions, please explain why.

5. Is the project located in the vicinity of a monitoring station where air quality violations have been registered? (Contact the Illinois EPA) Yes No
If yes, please describe:

6. Will the existing or planned solid waste disposal system adequately service the proposed development? Yes No
If no, please describe your solution:

7. Will the project be located on or directly adjacent to land that is categorized as prime, unique, or of State or local importance? (Contact U.S. Dept. of Agriculture, Soil Conservation Service) Yes No
If yes, please describe:

8. Is your property located on a floodplain? (The County has floodplain maps from the Federal Emergency Management Agency (FEMA).) Yes No
If yes, please describe:

Underground Storage Tank Questionnaire

Does the property have any underground storage tanks (UST's) as defined in the Illinois Responsible Property Transfer Act (at least 10% underground including piping)?

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
--------------------------	-----	--------------------------	----

If the property has any UST's, as defined, are the UST's:

a. a residential tank of 1,000 gallons or less capacity used for storage or motor fuel oil for noncommercial purposes?

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
--------------------------	-----	--------------------------	----

b. a heating oil storage tank for on premises consumptive use?

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
--------------------------	-----	--------------------------	----

c. a septic tank?

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
--------------------------	-----	--------------------------	----

d. a pipelines facility regulated under the Act set out as exempt?

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
--------------------------	-----	--------------------------	----

e. a surface improvement, pit, pond or lagoon?

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
--------------------------	-----	--------------------------	----

f. a storm water or waste water collection system?

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
--------------------------	-----	--------------------------	----

g. a flow through process tank?

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
--------------------------	-----	--------------------------	----

h. liquid traps or associated gathering lines directly related to oil or gas production and gathering?

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
--------------------------	-----	--------------------------	----

i. a storage tank situated in an underground area (such as a basement, cellar, mineworking drift, shaft, or tunnel) where the storage tank is situated upon or above the surface of the floor?

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
--------------------------	-----	--------------------------	----

j. Other?

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
--------------------------	-----	--------------------------	----

Please describe tank:

Please note that, after review of the Application, the County may require you to submit a disclosure form under the Illinois Responsible Property Transfer Act

[Please Proceed to the Housing Production Application Document relevant to your application.](#)

Section 7 - Community Housing Development Organizations

To be eligible for funding as a Community Housing Development Organization (CHDO) an organization must complete the 2013 CHDO Certification Application.

Part A - Operating Funds

Up to 5% of the Lake County Consortium's HOME allocation will be available for the operating expenses of CHDOs. These funds may not be used to pay operating costs incurred by a CHDO acting as a subrecipient or contractor under the HOME Program.

In order to receive funding for operating expenses a certified CHDO must submit:

- A written proposal identifying how operating funds will be used in relationship to a current or proposed HOME funded project.
- A detailed operating budget identifying all sources and uses of funds.
- Year-to-date financial statement
- Certified audit for the preceding year
- If applying for operating funds to be used for costs other than salaries, a cost-allocation plan is required.

All documents – **Attachment W – CHDO Operating**

A CHDO may not receive HOME funding for any fiscal year in an amount that provides more than 50% of its operating budget or \$50,000, whichever is greater.

Part B - Pre-development Loans

Up to 10% of the Lake County Consortium's HOME CHDO Reserve allocation may be available for CHDO pre-development loans to use for pre-development assistance including up-front soft costs (fees and studies) or seed money loans. Please reference specific pre-development eligible activities in the HOME Program Guidelines.

In order to apply for pre-development loan funds, the CHDO must evidence that the costs are related to a specific project, which, if deemed feasible would receive HOME funds for the development. In a separate attachment, **Attachment X – CHDO Pre-Development**, please describe below the nature of the project to which the CHDO intends to use a pre-development loan, including targeted beneficiary information and relevant development specifics (i.e. location, type of housing, breakdown of unit sizes and household incomes, potential cash sources and uses) and preliminary evidence of market need if available.. If the pre-development loan is for a project related to this application, please indicate this in the attachment.

Additionally, in the attachment, provide a budget that includes line-item specifics for the uses of the loan funds. Note that pre-development loans are capped at \$14,106.00 for the 2013 Program Year, subject to change based on the final HOME grant allocation and CHDO Reservation total.

END OF APPLICATION