



**PY2020**

**Lake County Consortium**

**Affordable Housing**

**Application Instructions**

## Before You Begin

This packet contains information necessary to apply for **affordable housing funding** under the Lake County Consortium’s Program Year (PY) 2020 Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME) Program, and Lake County Affordable Housing Program (LCAHP). **Before completing this Application, you should become familiar with the Lake County Consortium’s PY2020 Affordable Housing Project Guidelines and any appropriate federal regulations.** The guidelines provide information regarding the Consortium’s expectations of housing applicants and can be found on the Lake County website at the following URL:  
<https://www.lakecountyil.gov/1907/Applicants>.

The Affordable Housing Application Attachment Checklist below details what attachments are required for the type of project or program funding you are applying for. All affordable housing applicants are invited to an application workshop on Monday, November 15, 2019. Please check the Lake County Community Development website for the workshop time and location.

## Who Can Apply?

Local governments, public agencies, public housing authorities, community housing development organizations (CHDOs), nonprofit, and for-profit entities. Any housing project included in a 2020 Affordable Housing application cannot also be included in any 2020 Public Improvements application. This exclusion does not apply to mixed-use buildings for which the commercial part is subject of a 2020 Public Improvements application and the housing part is subject of a 2020 Affordable Housing application. CHDOs must submit a separate CHDO Application to be certified as a CHDO.

## Application Timeline

Affordable Housing	
Workshop	11/15/2019
Applications Available	November 2019
Applications Due	12/16/2019

## Application Submission Requirements

All application documents are available on the Lake County website at:  
<http://www.lakecountyil.gov/1907/Applicants>

NO LATER THAN 4:00PM on December 16, 2019, each applicant is required to submit three (3) application packets, the original and two copies (including all attachments), as detailed in the Affordable Housing Application Attachment Checklist. Applications must be three-hole punched, should not be bound, and are to be held together by a binder clip. Binder tabs must be used to separate each attachment. Appendices do not need to be separated by individual binder tabs, and should be together behind one binder tab with a table of contents that lists all appendices. An electronic version of all application documents must also be submitted to [communitydevelopment@lakecountyil.gov](mailto:communitydevelopment@lakecountyil.gov) in .pdf form or on an electronic storage device such as a USB. The Housing Production Application Workbook must be submitted in an editable .xls or .xlsx form.

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

Applications will be accepted until December 16, 2019. At the time of submittal, Community Development staff will review applications for completeness of required content only. **Any applications turned in on Monday, December 16, 2019 deemed INCOMPLETE will not be processed for further review during the application round.** Applicants are encouraged to contact staff prior to the application due date to ask any questions they may have regarding application requirements.

## Approval Timeline

<b>Advisory &amp; Recommendation Committee (Open to Public)</b>	2/14/2020 @ 9:00 AM Permit Center 500 W Winchester Libertyville
<b>Housing &amp; Community Development Commission (Open to Public)</b>	March 18 2020 @ 3:30 PM 18 N County St 10 <sup>th</sup> Fl Waukegan
<b>Housing &amp; Community Development Commission (Open to Public)</b>	April 15, 2020 @ 3:30PM Permit Center 500 W Winchester Libertyville
<b>Lake County Board (Open to Public)</b>	June 2020 @ 9AM Date TBD 18 N County St 10 <sup>th</sup> Fl Waukegan

The Lake County Consortium is under no obligation to award all of the funds available in this Application.

## Which Documents Do You Need to Submit?

Applications submitted by non-CHDO applicants should contain 6 attachments. Applications submitted by CHDO applicants should contain 7 attachments. Please refer to the checklist below to ensure you have submitted all materials necessary for your application. If attachments require additional supporting documents, please attach them as appendices.

### Affordable Housing Application Attachment Checklist

Attachment	Non-CHDO Project applicants	CHDO Project applicants
Affordable Housing Application Form	X	X
Attachment 1: Application Authority and Submission Certification	X	X
Attachment 2: Conflict of Interest Certification (EITHER No Conflict OR Potential Conflict)	X	X
Attachment 3: Board of Directors Questionnaire and Roster	X	X
Attachment 4: Certified Audit	X	X

Attachment 5: Project Information: Narrative Responses to project questions 1-21	X	X
Attachment 6: Housing Production Application Workbook (EITHER rental OR homebuyer)	X	X
Attachment 7: CHDO Tier 2 Set-Aside Requirements Application Form and supporting documentation		X
Appendices (including all additional attachments)	X	X

## Attachment Overviews

**Affordable Housing Application Form** - The Application Form serves as your application’s cover sheet and provides general information about the applicant, the type of project or program, and the overall funding requested.

- **Submission Requirement:** Please include a completed Affordable Housing Application form. A fillable PDF, “Affordable Housing Application Form,” is available at <http://www.lakecountyil.gov/1907/Applicants>.

**Attachment 1** - The Application Authority and Submission Certification provides evidence that the signing party is authorized to submit an application on behalf of the organization and that all information contained in the application is true.

- **Submission Requirement:** Please include a completed Attachment 1 form. A fillable PDF, “Attachment 1 Application Authority Certification,” is available at <http://www.lakecountyil.gov/1907/Applicants>. **Please also include a signed Resolution from the organization’s Board of Directors.**

**Attachment 2** - The Conflict of Interest Certification discloses any potential conflicts of interest or certifies that the applicant is free of any potential conflict of interest.

- **Submission Requirement:** Please include one completed Attachment 2 form. If there is no conflict of interest, submit the “No Conflict” version of the form; if there may be a conflict of interest, submit the “Potential Conflict” version of the form. A fillable PDF, “Attachment 2 Conflict of Interest Certification,” includes both versions and is available at <http://www.lakecountyil.gov/1907/Applicants>.

**Attachment 3 (EXCEPT CHDOS)**- The Board of Directors Questionnaire and Roster contains detailed information about the organization’s board of directors.

- **Submission Requirement:** Please include a completed Attachment 3 form. A fillable word document, “Attachment 3 Board Questionnaire and Roster,” is available at <http://www.lakecountyil.gov/1907/Applicants>.
- **CHDOs who have submitted their CHDO application in conjunction with the affordable housing application round DO NOT need to submit the Board of Directors Questionnaire and Roster with their housing application.**

**Attachment 4** - Certified Audit

- **Submission Requirement:** Please include the organization’s most recent certified audit. If the organization has no certified audit, please instead submit a narrative explanation of why there is no recent certified audit.

**Attachment 5** - The narrative response section contains all the details about the project. Your answers to these questions give the Consortium a better understanding of your proposal and how it addresses Lake County’s identified needs for affordable housing. Please submit answers to the Project Information Narrative Questions.

- **Submission Requirement:** Please include a narrative document in PDF (.pdf) or word (.doc) format that includes answers to all questions. The questions are available in a word document, “Attachment 5 Narrative Questions,” at <http://www.lakecountyil.gov/1907/Applicants>. Title the document “Attachment 5 Narrative Responses.” Please single space your document and answer each question separately. Include section titles in your narrative submission.

**Attachment 6** - The Housing Production Application Workbook provides additional information about development projects that involve acquisition, rehabilitation, or new construction. The document serves to satisfy the HUD requirements for underwriting and subsidy layering. The application will also generate preliminary compliance information regarding minimum HOME units, per-unit subsidy limits, sales price, rent 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. All applicants must include in their pro forma a \$1,000-\$1,500 fee for environmental review and construction inspections by Lake County.

- **Submission Requirement:** Please submit the Housing Production Application Workbook if your project involves acquisition, rehabilitation, or new construction. If your project involves rental housing, fill out the “Housing Production - Rental” workbook. If your project involves homebuyer housing, fill out the “Housing Production - Homebuyer” workbook. Both versions of the workbook are in excel document format and available on the website at <http://www.lakecountyil.gov/1907/Applicants> and must be submitted in an editable excel format (.xlsx)

NOTE: More detailed site information will be required in the Housing Production Application Workbook. 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 or rehabilitation.** Federal Davis-Bacon regulations will apply to projects awarded funds from the HOME Program and/or CDBG program. 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. Answer all of the questions in this workbook 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.

**Attachment 7** - The CHDO Tier 2 Set-Aside Requirements Application must be submitted by all CHDOs. Non-CHDO applicants DO NOT need to submit attachment 7.

- **Submission Requirement:** Please see the PY2020 CHDO Certification Application for instructions regarding the form and supporting documents that must be submitted as

Attachment 7. A fillable PDF of the form, "Attachment 7 CHDO Tier 2 Application Form," is available at <http://www.lakecountyil.gov/1907/Applicants>.

**Appendices** - The appendices provide support documentation to items discussed in the Narrative Responses (attachment 5). Please attach the following appendices as applicable. Clearly title each appendix and include a table of contents.

- Letters of support
- HUD Certified Counseling Agency certification
- Affirmative Marketing Policy
- Beneficiary Selection Policy and Procedures
- Schedule of Fees
- Sample Written Agreement
- Evidence of Site Control and Zoning Compliance
- Sample Homebuyer Agreement or Sample Lease
- Phase 1 ESA
- Evidence of Secured Financing

**The final PROJECT application submittals should be composed in the following order:**

1. Attachments 1-6 (or 1-7 IF a CHDO)
2. Appendices (as applicable)

### **Additional Information**

Please see the Lake County Consortium's PY2019 Affordable Housing Project Guidelines for scoring guidelines, a description of the 5-year Consolidated Plan goals, and additional information relevant to affordable housing applications. The guidelines provide information regarding the Consortium's expectations of housing applicants and can be found on the Lake County website at the following URL: <https://www.lakecountyil.gov/1907/Applicants>.

**END OF INSTRUCTIONS**