



Request For Applications Multi-Family Housing Incentives Program

Deadline

Applications are due at **5 p.m. on Friday, February 26, 2010** at Village of Oak Park, Housing Programs Division's Office, Room 214, 123 Madison Street, Oak Park, Illinois 60302. The Application is attached as Exhibit 1.

Eligible Buildings

Multi-family rental buildings located in the Village of Oak Park containing four or more apartments.

Types Of Assistance

Grant - Grants will be the lesser of \$10,000 or \$1,000 per unit. Grants must be matched 2:1 by the owner of the building. Funds from the owner must be expended first, with Village funds to be paid last. Grant funds may be expended on common area improvements, security improvements or individual unit improvements. An owner has six (6) months from the date of approval of a grant for common area or security improvements to expend the grant proceeds. Grants for individual unit improvements must be expended within three (3) years. Funded buildings are eligible to apply for a grant once every five (5) years.

The Owner will be required to enter into a five (5) year Marketing Services Agreement (MSA) to affirmatively market their rental units with the cooperation and assistance of the Village of Oak Park and its designated Marketing Agent. The Owners will remain responsible for credit checks, security deposit procedures, and the final determination of renting to all tenants. If a building is withdrawn from the program or sold prior to the end of the five (5) year period, the grant is repayable in full with interest to the Village subject to appeal to the Board of Trustees. The Village's interest shall be secured by a note and mortgage which shall be recorded against the property that shall be released upon satisfactory completion of the five (5) year period. Applicants must have a minimum of 15% equity in the property, including the indebtedness to the Village.

Rental Reimbursement – New Marketing Services Agreements with Rental Reimbursement are not available for 2010.

Marketing Services Agreement Only - Building owners may apply to enter into one (1) year agreement to make a good faith effort to affirmatively market the units in their building with the cooperation and assistance of the Village of Oak Park and its designated Marketing Agent. For buildings with a Marketing Service Agreement, the Village's Marketing Agent will waive all fees to the building owner for their marketing services. The Owner will remain responsible for credit checks, security deposit procedures, and the final determination of renting to all tenants.

Evaluation

The Housing Programs Advisory Committee shall consider the following criteria when evaluating all applications regardless of type of assistance and making recommendations to the Board:

1. Past cooperation with the Village's Marketing Agent to improve the diversity of the building or willingness to partner with the Village's Marketing Agent to improve diversity; and
2. History of marketing difficulties due to geographic location of building or other impediment; and
3. Vacancy rates.

Applications for grant funds will be evaluated using the following additional criteria:

1. Grant funds will be used to correct building code violations,
2. Grant funds will be used to improve security of building with a history of criminal activity,
3. Grant funds will be used to improve marketability of individual units or the building,
4. Grant funds will be used to repair or improve major building systems that affect livability of the building.
5. Grant funds will be used to improve the energy efficiency of the building and/or individual units.

Processing Of Applications

Completed applications will be presented to the Housing Programs Advisory Committee (HPAC) during their meeting in March, 2010. HPAC, using the above stated criteria, will evaluate the applications and decide which applications to recommend for approval to the Board of Trustees. HPAC shall not exceed the amount budgeted when recommending approval to the Board of Trustees. The HPAC recommended applications shall be submitted to the Board of Trustees for approval at their next meeting. Applicants who are denied will be notified and may present a request for reconsideration to the Board of Trustees at the same meeting.



**Application
Multi-Family Housing Incentives Program**

Application # 2010-B_____

Date: _____

BUILDING:

Building Address: _____

Owner: _____

Individual Partnership Other

Building Number: _____

No. of Dwelling Units: _____

REQUEST FOR:

Grant \$ _____

Marketing Service Agreement Only

Date Acquired: _____

HAS THIS BUILDING PARTICIPATED IN THE PROGRAM IN THE PAST?

Yes, date last participated _____ No

APPLICANT:

Name: _____

Address: _____

Phone: _____

Mobile: _____

Fax: _____

Email: _____

APPLICANT IS:

Owner Purchaser Beneficiary of Trust

Trustee: _____

Trust No.: _____

Date of Trust: _____

TAXPAYER ID No.:

SSN: _____

FEIN: _____

PROPERTY INDEBTEDNESS:

Lender #1: _____

Balance: _____

Monthly Payment: _____

Instrument: _____

Maturity Date: _____

Other Indebtedness: _____

GRANT REQUEST – REHABILITATION WORK:

Narrative description of scope of work to be performed: (Please also describe any operating savings that will result from the work such as increased energy efficiencies beyond code compliance. Please also indicate whether the property will be receiving any energy conservation incentives including the ComEd Small Business Incentives.)

ATTACHMENTS (REQUIRED FOR GRANT APPLICATIONS)

Please provide the following attachments with your completed application:

- Sales Agreement
- Partnership Agreement
- Current Rent Schedule showing apartment number and type; occupied or vacant; monthly rent and lease expiration date
- Statement of Management Agreement/Plan
- Property Insurance
- Mortgage Confirmation
- Construction Specification by Unit Breakdown
- Schedule E, prior 2 years
- Title Search Release

The undersigned applies for the grant indicated in this application, for the purposes listed, in connection with the property described herein, and represents that the property will not be used for any illegal or restricted purposes, and that all statements made in this application are true and are made for the purpose of obtaining the grant. Verification may be obtained from any source named in this application.

The undersigned owner(s) of the property referred to in this application hereby requests that the Department of Building and Property Standards of the Village of Oak Park will perform an Annual Multi-Family Building Inspection on the subject property if such an inspection has not occurred in the past six months, and that copies of the reports be sent to the undersigned Applicant for this grant, and the Housing Programs Coordinator of the Village of Oak Park. The applicant agrees promptly to correct any violations of municipal ordinance which are disclosed during the requested inspections, whether or not a grant is awarded under this application. Applicant agrees to obtain all required building permits. Building permit fees will be waived for work related to this grant application.

The undersigned Applicant for a rehabilitation loan and/or grant hereby authorizes the Village of Oak Park and its employees at any time to make progress inspections of the work undertaken in connection with any grant granted for the property, for the purposes of approving or denying approval to any request for disbursement of loan and/or grant funds.

The undersigned applicant hereby authorizes the Village of Oak Park to seek information about the applicant, including credit information.

I/we fully understand that it is a federal crime punishable by fine or imprisonment, or both, knowingly to make any false statements concerning any of the above facts

Property Address: _____

Applicant Signature: _____

Applicant Social Security Number: _____

Date: _____

The undersigned owner of property at _____ fully understands his/her/their obligation to cooperate and/or comply with all applicable Village requirements, including the following:

The owner(s) will cooperate with the Department of Building and Property Standards in the conduct of its annual multiple-family building inspection. Code violations will be corrected as requested and construction permits, including but not limited to building, electrical, plumbing, heating, and mechanical, will be obtained whenever so required by the codes of the Village of Oak Park.

The owner(s) will submit the annual building license or renewal as provided in Chapter 12 of the Village Code.

The owner(s) will comply with all provisions of Chapter 13 of the Village Code including attendance at housing practices seminars, the submission of rental reports (Section 13-2-1-N) and the recommended non-use of certain real estate signs (Section 13-2-3).

The owner(s) understands that participation in the Multi-Family Housing Incentives Program wherein financial assistance is provided requires that all tenant leases are to include the Model Lease Addendum provided by the Village of Oak Park whenever requested by the tenant.

The owner(s) understands that it is the goal of the Village of Oak Park to encourage the participation of minority- and women-owned business enterprises in the Village of Oak Park. If accepted into the Multi-Family Housing Incentives Program, the owner(s) will make a good faith effort to satisfy this goal whenever public funds are involved in the rehabilitation of the building.

The Village of Oak Park is required to issue a 1099 for rental reimbursement, which is in accordance with IRS regulations.

The owner(s) understands that if his/her/their/its building is located in a historic district, the proposed rehabilitation project must be reviewed and approved by the Historic Preservation Commission.

Signature: _____

Date: _____



Title Search Release
Multi-Family Housing Incentives Program

I (we), _____ hereby

authorize the Village of Oak Park Housing Programs Division or its designated agents to obtain and receive a title search for the multi-family rental building at _____. I (we) agree to have no claim for defamation, violation of privacy, or otherwise against any person, firm or corporation by reason of any statement or information released by them to the Village of Oak Park Housing Programs Division for purpose of the program. The term of this authorization shall commence on the date of signature and be in force for a period of six (6) months.

I (we) further agree that if Village of Oak Park Code Administration officials make an inspection of this building as part of my grant application, I (we) agree to correct any violations whether or not the grant is approved.

Subscribed and Sworn to before me
this ____ day of _____,
2010.

Signature _____

Signature _____

Address _____



2010 Application Timeline
Multi-Family Housing Incentives Program

Request for Applications Issued:	January 4, 2010
Applications Due:	February 26, 2010
Housing Program Advisory Committee will review applications by:	March 31, 2010
Recommended applications forwarded to Village Board of Trustees for final determination by:	First Available Meeting
Award notifications sent within:	10 days after approval