



Request for Applications

The Village of Oak Park
Housing Programs Division
123 Madison Street
Oak Park, Illinois 60302-4272

708.358.5410
Fax 708.358.5114
www.oak-park.us
housing@oak-park.us

Multi-Family Housing Incentives Program

DEADLINE

Applications are due at **5:00 p.m. on Friday, February 10, 2012** at the Village of Oak Park, Housing Programs Division's Office, Room 214, 123 Madison, Oak Park, Illinois 60302. The Application is attached as Exhibit 1.

ELIGIBLE BUILDINGS

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

TYPES OF ASSISTANCE

Two types of grants are available. A building may apply for a Building Improvement Grant or a Unit Improvement Grant.

Building Improvement Grant - Building Improvement 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 energy conservation improvements. An owner has one year from the date of grant approval for common area or security improvements to expend the grant proceeds. Funded buildings are eligible to apply for a grant once every three (3) years.

Unit Improvement Grant - Unit Improvement Grants will be provided for upgrades to improve the marketability of specific units. Grants will be the lesser of \$10,000 or \$2,000 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. Eligible improvements include kitchen and bath upgrades. Routine maintenance items (including painting) are not eligible. At the time of application the owner will request funding for up to five units. As units become available for improvements, Village staff must certify that the proposed upgrades will improve the marketability of the unit. Work on a specific unit must be completed within six months. The total Unit Improvement Grant must be expended within three (3) years. Funded buildings are eligible to apply for a grant once every three (3) years.

Buildings receiving either grant may also apply for Rental Reimbursement.

The Owner will be required to enter into a three (3) 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 Oak Park Regional Housing Center. 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 three (3) 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 - Building owners may apply for a one year contract to receive rental reimbursement payments from the Village for vacant units within a building enrolled in this option of the program. Rental reimbursement payments shall begin on the 31st day of vacancy and shall continue through the 90th day of vacancy. Rental reimbursement is capped at 80% of the rent last paid for that particular unit. The owner will be required to enter into a one (1) 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 Owner will remain responsible for credit checks, security deposit procedures, and the final determination of renting to all tenants. If the owner fails to cooperate with the Village or its designated Marketing Agent, the Village may terminate the agreement immediately and shall provide notice to the owner and the designated Marketing Agent.

The rental reimbursement on the unit(s) will be approved only after the following procedures have taken place:

- a) Inspection of the unit(s) by the Housing Programs Division and the Village's Marketing Agent's staff to ensure unit is in marketable condition; and
- b) Consultation with the Village's Marketing Agent to determine owner's cooperation in marketing the unit.

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 April, 2012. 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.



2012 Application Timeline

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Critical Dates for 2012 Applications

Request for Applications Issued:	January 3, 2012
Applications Due:	February 10, 2012
Housing Programs Advisory Committee will review applications by:	April 18, 2012
Recommended Applications forwarded to the Village Board of Trustees for final determination:	First Available Meeting
Award notifications sent within:	10 days after approval



Application

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Multi-Family Housing Incentives Program

Date

Application for:

- Building Improvement Grant
- Unit Improvement Grant
- Rental Reimbursement
- Marketing Services Agreement only

Building Information

Building Address

Owner

Individual Partnership Other

Building Number

No. of Dwelling Units

Date Acquired

Has this building previously participated in the MFI Program?

- Yes, date last participated _____
 No

Applicant Information

Name

Phone

Address

Mobile

City, State, Zip

Fax

Email

Applicant Is Owner Purchaser Beneficiary of Trust

Trustee

Trust No.

Date of Trust

Taxpayer ID No.

SSN

FEIN

Property Indebtedness

Lender #1

Monthly Payment

Balance

Maturity Date

Instrument

Fax

Grant Request – Rehabilitation Work

Please give a narrative description of the scope of work to be performed. Please also describe any operating savings that would result from the work, such as increased energy efficiencies beyond code compliance.

Please attach detailed Specifications, Bids, and Estimates for proposed rehab work. For unit upgrades, please break out costs per unit.

Marketing Issues

Please describe any difficulties you face in affirmatively marketing your building.

If you currently have a Marketing Services Agreement, please describe what the impact would be if your MSA were not renewed.

Attachments

Please provide the following attachments with your completed application, where applicable:

- Current Rent Schedule showing apartment number and type, occupied or vacant, monthly rent and lease expiration date
 - Proof of Property Insurance
 - Mortgage Confirmation
 - Construction Specifications (with unit breakdown)
 - Schedule E, prior 2 years
 - Sales Agreement, if recently purchased
 - Partnership Agreement, if applicable
 - Statement of Management Agreement/Plan, if applicable
-

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 (ABI) 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 and inspections. Building permit fees will be waived for work related to this grant application.

The undersigned Applicant for a rehabilitation 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.

The undersigned 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 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 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 this building is located in a historic district, the proposed rehabilitation project must be reviewed and approved by the Historic Preservation Commission.

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.

Signature: _____

Date: _____
