



City of Aurora

**FY2019 HOME Investment Partnerships
Program**

Master Application

FY2019 Instructions

Before You Begin...

This packet contains information necessary to apply for affordable housing funding under the City of Aurora FY 2019 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 are required to complete the additional City of Aurora Rental Housing Production or Homeownership Production Application document. The additional application document is available only in an electronic format as provided by City staff. Should you not be able to complete the form, the City will provide you accommodations to complete the form at the City of Aurora Community Development Division's Office. Before completing this Application, you should become familiar with the City of Aurora's HOME Program Standard Operating Policies and Procedures and appropriate federal regulations, which is available by request from the Community Development Division office

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 2019 Fiscal Year. Further, the United States Department of Housing and Urban Development (HUD) published a Final Rule in the *Federal Register* on July 24, 2013 to amend the HOME Investment Partnerships (HOME) Program regulations. As a result of the Final Rule, the City may need to require additional information of applications during and after the application process. Further, the City reserves the right to require revisions to a proposed program or project in order to comply with federal regulations.

Please contact the City of Aurora Community Development Division at 630-256-3320 if you have any questions regarding this application process or the HOME Final Rule.

Funding Availability

HOME Investment Partnerships Program (HOME)

Approximately **\$2 million** in HOME funding is available for rental development project funding.

Approximately **\$300,000** of this amount is reserved for agencies that can qualify as a Community Housing Development Organization (CHDO).

In addition to HOME funding, the City of Aurora also has **\$3 million** in Section 108 funds for economic development and conversion/rehabilitation of affordable housing.

Estimated total available: \$5.3 million

If your agency is interested in applying for Community Housing Development Organization (CHDO) funds, a separate application is available and must be submitted for CHDO funds. Please be advised that different project eligibility requirements may apply. Please contact Community Development Division staff at 630-256-3320.

Submission Requirements

The City accepts HOME applications on a rolling basis. FY 2019 HOME Application Documents should be submitted to the City of Aurora Community Development Division, 44 E. Downer Place, Aurora, IL 60505. Each applicant is required to submit the original and three copies of the application. Applications must be single-sided and should not be bound. File tabs or secure "sticker" tabs (no temporary post-it materials) must be used to separate the Master Application Document, Rental Housing Production or Homeownership Production Application document (as applicable) and required application attachments. **An electronic version of all application documents must also be submitted to cragona@aurora-il.org.** The Rental Housing Production or Homeownership Production Application document must be submitted electronically in its Microsoft Excel format. Please do not submit additional information that has not been requested.

Project Eligibility

Eligible activities for this application are limited to **Rental Housing Development Activities** or **Homeownership Production**. Although the City has prioritized Rental Housing Development Activities in the past, the City will also review Homeownership activities on a case-by-case basis.

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 provide the City with a better understanding of your proposal and how it addresses City of Aurora’s identified needs for affordable housing.

- **Section 4 – Development - Project Sponsor/Developer and Development Team**

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

- **Section 5 – 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. For projects of twelve (12) HOME-assisted 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 City of Aurora's 2019 HOME Program Standard Operating Policies and Procedures 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.

Rental Housing Production Application

A separate Microsoft Excel application document contains questions related to the development of rental housing units. Applicants must complete the application for their 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 requirements 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

Each document should be labeled with the Attachment Letter and Title as indicated in Bold below. Please note, there are two sections to the HOME application:

1. This application document; and
2. The underwriting document.

Each document requires supporting documentation in the form of attachments to your submittal. A list of required documents is included in each document.

- **Attachment A – SAM Registration** - All applicants must provide proof of System of Award Management (SAM) Registration (replaces Central Contractor Registration) with their application.
- **Attachment B – Application Authority:** 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 City of Aurora and confirm the ability and desire to comply with all applicable HOME regulations, terms of affordability, and monitoring.
- **Attachment C – Articles and Bylaws:** Articles of Incorporation and By-laws (for profit entities may not have articles and bylaws)
- **Attachment D – For-Profit Declaration:** 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 E – For-Profit Ownership:** Statement of ownership entity and nature (partnership – evidence of current ownership percentage of partners, sole proprietorship, or corporation) if applicable
- **Attachment F – References:** Include 3 reference contacts (who have knowledge of your performance with projects similar in size and scope).
- **Attachment G – Project Management:** 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

NOTE: Attachments required of the Rental Housing Production Application are detailed in that document. Please label those attachments according to the instructions in the document for the final submission.

The final FY 2019 HOME application submittal should be composed in the following order:

1. Cover letter
2. Master Application document
3. Master Application Document ATTACHMENTS (**Lettered**)
4. Rental Housing Production Application document
5. Rental Housing Production Application document ATTACHMENTS (**Numbered**)

The City of Aurora reserves the right to request additional information regarding any application submitted for funding.

Section 1 – Application Summary

Program/Project Name: _____

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 _____

HOME 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 City of Aurora.

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 (≤60% AMI)	_____
% of Low-Income Units/Households (≤60% AMI)	_____
Total Estimated Cost Per Unit	_____

Project Type

Please mark the applicable selection(s) below:

- Rental Housing Development Activities
- Acquisition, Rehabilitation, Rental
- Rehabilitation, Rental
- New Construction, Rental
- New Construction, Homeownership
- Acquisition, Rehabilitation, Resale

Board of Directors

How often does your Board of Directors meet?

What are the standing Board Committees? (add more lines as necessary)

<i>Committee Name</i>
<i>1</i>
<i>2</i>
<i>3</i>
<i>4</i>
<i>5</i>
<i>6</i>
<i>7</i>
<i>8</i>

Board President:

Name

Mailing Address

Start Date

Term Expiration Date

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.)

Explain any recent changes to the composition of the Board, such as turnover, a new President, etc

Board Roster

Name	Sex		Race/Ethnicity							Town of Residence	# of Years on Board	# Meetings attended in past year	From the numbers in "B," what committees are they on?	
	Male	Female	Caucasian/ Non-Hispanic	Black/Non-Hispanic	Asian/Pacific Islander	Hispanic/Caucasian	Hispanic/Black	American Indian/ Alaskan Native	Other					

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 City of Aurora, or the City of Aurora Community Development Division serving in its capacity as administrator of the City of Aurora HOME Program. Submission of this Application shall be deemed an authorization to the City to undertake such investigations as it deems necessary to determine the accuracy of this Application and the appropriateness of providing funding. If any information changes after submission of this Application the undersigned agrees to notify the City immediately. In addition, any change in scope of proposal, use of funds, and/or costs must be reported to the City immediately.

The undersigned also agrees that any commitment by the City to provide HOME funding that may be forthcoming from this Application is conditioned by the City of Aurora FY2019 HOME Program Guidelines, the HOME Investment Partnerships Program 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:

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, City of Aurora, 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.

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 cragona@aurora-il.org 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 City 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 City 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 Narrative

Should additional documentation be required to answer the questions in Section 3, provide additional pages, labeled as Attachment H – Project Narrative.

1. Describe the project and the target population to be served.
 - General overview of proposed 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. job training, etc.)

2. Explain how this project is consistent with the local priorities established in the PY 2015-2019 Consolidated Plan for City of Aurora, and other relevant policy documents (e.g. the Kane County Continuum of Care Strategy for homeless prevention 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
- Incorporate environmental sustainability practices through energy efficiency improvements that will reduce long-term operating costs
- Provide housing for larger families, as indicated by number of bedrooms (specify how many 3 or 4 bedroom units)
- Provide an adequate amount of affordable units, as indicated by total amount of affordable units in project (not exclusively HOME units)
- Encourage and support 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 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.

6. Provide a time schedule for the program/project. A summarized timeline below is acceptable; a detailed timeline is required of the Rental Housing Production Application document.

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 – label as Attachment I – 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.

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 the Rental Housing Production Application.

What are the plans for identifying and obtaining a site?

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

Environmental

In order to assist the City in determining the effects on the environment of your proposal, please note that an environmental review under federal regulations will be required for each and every property subject to this application, and as such, no commitments or contracts committing awarded funds are allowed prior to the completed environmental review and Notice to Proceed, on an address by address basis. Further, properties located within the 100-year floodplain are **not eligible** under this program.

