



DuPage Housing Authority
Application
for
Property Rental Assistance Program
(Project Based Vouchers)



DuPage Housing Authority

Property Rental Assistance / Project Based Vouchers

The DuPage Housing Authority (DUPAGE) is the seventh largest public housing authority in the state of Illinois and assists more than 4,000 households through a variety of programs. DuPage has the fourth largest Housing choice voucher program in the state of Illinois.

Since 2023, DUPAGE has been fully engaged in the largest and most ambitious affordable housing expansions in the history of the United States. Under its innovative Plan Forward, DUPAGE has created locally driven strategies to meet existing obligations and for continued growth. DUPAGE remains committed to improving the quality of affordable housing available to its residents, providing an opportunity for DUPAGE residents to better their lives, and spurring revitalization of communities. For more information about DUPAGE, please visit www.DuPageHousing.org.

DUPAGE's **Property Rental Assistance** (PRA) program is a housing development resource in which DUPAGE partners with private developers to bring long-term housing opportunities to DuPage County through Project Based Vouchers (PBV - Federal Regulation 24 CFR 983). DUPAGE invites residential property owners and developers to apply through a competitive process for the allocation of vouchers in a Housing Assistance Payments (HAP) contract. For more information about the PRA application process, see the [PRA Application Overview](#).

It is also the intent of DUPAGE to participate as a potential partner in local developments that seek to participate in the PRA program. Applicants should reflect such partnership opportunities in their applications – including a description of the obligations and benefits to DUPAGE and/or its affiliates.

PRA Application Requirements & Format

Applicants shall organize their PRA Application submission by Sections. Each application section is to be labeled by **topic** as indicated below. Applicants can submit the entire application with each Section separated with individually labeled documents. Separated attachments should be marked as to Section it corresponds to.

Cover:	Application Checklist
Section 1:	Development Overview
Section 2:	Financial Feasibility
Section 3:	Development Team Background
Section 4:	Tenant Selection Criteria and Supportive Services
Section 5:	Neighborhood DuPage Characteristics & Context
Section 6:	Market Study/Rent Analysis
Section 7:	Certifications

Submit an electronic copy of the application by email or by delivery of a thumb-drive. DUPAGE will send a confirmation receipt to the Applicant by electronic mail.

Electronic application to:

[**DevelopmentFinancing@DuPageHousing.org**](mailto:DevelopmentFinancing@DuPageHousing.org)

Digital application delivered to:

**DuPage Housing Authority
711 E. Roosevelt Road
Wheaton, IL 60187
Attention: PRA Program**

Application Checklist

<input type="checkbox"/>	Cover:	Application Checklist
<input type="checkbox"/>	Section 1:	Development Description <hr/> <div><input type="checkbox"/> 1a – Development Overview</div> <div><input type="checkbox"/> 1b - Property Photos / Drawings</div> <div><input type="checkbox"/> 1c - Evidence of Ownership / Site Control</div> <div><input type="checkbox"/> 1d - Property Survey</div> <div><input type="checkbox"/> 1e - Evidence of Zoning Compliance</div> <div><input type="checkbox"/> 1f - Letters of Support</div> <div><input type="checkbox"/> 1g – DuPage Participation</div>
<input type="checkbox"/>	Section 2:	Tenant Screening Criteria & Supportive Services <hr/> <div><input type="checkbox"/> 2a - Tenant Selection Criteria and Screening</div> <div><input type="checkbox"/> 2b - Supportive Services Summary Form</div>
<input type="checkbox"/>	Section 3:	Financial Feasibility <hr/> <div><input type="checkbox"/> 3a - Financial Feasibility Narrative</div> <div><input type="checkbox"/> 3b - Unit Configuration Schedule</div> <div><input type="checkbox"/> 3c - Proposed Rent Schedule</div> <div><input type="checkbox"/> 3d - Utility Schedule</div> <div><input type="checkbox"/> 3e - Amenities Schedule</div> <div><input type="checkbox"/> 3f - Existing Housing Developments Only: Existing Rent Schedule</div> <div><input type="checkbox"/> 3g - New Construction Developments Only: Sources & Uses</div>
<input type="checkbox"/>	Section 4:	Development Team Background <hr/> <div><input type="checkbox"/> 4a - Developer / Owner</div> <div><input type="checkbox"/> 4b - General Contractor</div> <div><input type="checkbox"/> 4c - Architect</div> <div><input type="checkbox"/> 4d - Property Manager</div> <div><input type="checkbox"/> 4e - Section 3 / MBE/WBE/DBE Vendors</div>
<input type="checkbox"/>	Section 5:	Neighborhood DuPage Characteristics <hr/> <div><input type="checkbox"/> 5a - Description of Amenities</div> <div><input type="checkbox"/> 5b - Amenities Map</div>
<input type="checkbox"/>	Section 6:	Market Study & Rent Analysis <hr/>
<input type="checkbox"/>	Section 7:	Certification <hr/>

Section 1: Application Summary Form

Each section should be filled out completely and all applicable boxes should be checked. If space is not sufficient to legibly fill out, please include an attachment with appropriate title behind the Application Summary form. (e.g., Section 1-Attachment-PINs)

Type of Application:		Funding Round:	
<input type="checkbox"/>	Property Rental Assistance / Project Based Vouchers	<input type="checkbox"/>	Open Enrollment
<input type="checkbox"/>	Rental Assistance Demonstration (RAD2)	<input type="checkbox"/>	Government Funding
<input type="checkbox"/>	Other:		

Development Description					
Development/Property Name:					
Development Address, City, State and Zip:					
Community Area:		Census Tract:	PIN(s):	Ward /Alderman:	
Total Square Footage	Total No. of Buildings	Total Residential Square Footage	Total Non-Residential Square Footage	Total Site Area (Acreage)	Total Building Height
Neighborhood: <input type="checkbox"/> Opportunity Area <input type="checkbox"/> General Area <input type="checkbox"/> Limited Area <input type="checkbox"/> TIF District <input type="checkbox"/> Enterprise Zone <input type="checkbox"/> Empowerment Zone					
Application Type	<input type="checkbox"/> New Construction <input type="checkbox"/> Rehabilitation <input type="checkbox"/> Existing - Ready for Occupancy				
Requested HAP Contract Term:	<input type="checkbox"/> Thirty Years <input type="checkbox"/> Fifteen Years <input type="checkbox"/> Other: _____				
Type of Building(s)	<input type="checkbox"/> Elevator <input type="checkbox"/> Walk-up Number of stories: _____				
Target Population	<input type="checkbox"/> Families and Individuals (Housing with no age restriction or special needs requirements) <input type="checkbox"/> Senior only housing (Housing with age restriction) <input type="checkbox"/> Supportive Housing				
Overall Bedroom Mix		# of Units	% of Total Units	# of PRA units	% of PRA Units
	Studio				
	1 BR				
	2 BR				
	3 BR				
	4 BR				
	Total				

If requesting funding for more than one building within the Development, please complete a Development Description Sheet for each individual building.

1a - Development Overview

On the Applicant's company letterhead, provide a narrative description of the proposed Development. The Project Overview should be no more than 3 pages.

For each building within the Development, describe the project and include:

- New Construction, Rehabilitation or Ready for Occupancy.
- Description of the current use of the proposed development site, such as the number of lots, current uses (residential, commercial, mixed-use), occupied or vacant.
Building type (e.g., walk-up, elevator, two-flat).
- Overview of the construction, rehabilitation, and unit delivery plan. Include a timeline of key development activities (e.g., securing financing, closing, construction start and completion, full lease-up). Include a description if the delivery of units will be phases with target dates.
- Total number of units in the development. If multiple buildings, include the number of units per building. If the proposed development is comprised of multiple buildings, a Property Description must be written for each building.
- Proposed number of DUPAGE-assisted units and number/type of any other subsidized units in the building (location in the building of all assisted units). For existing buildings ready for occupancy, please indicate whether proposed DUPAGE-assisted units are vacant, partially occupied or fully occupied.
- Description of the target population served (e.g., families or supportive housing population). Include a description of any required screening criteria and how the staff will coordinate with the DUPAGE-managed, site-based waitlist.
- Building and site amenities, including laundry facilities, community space, recreation space, play lots, parking, etc. Developers or building owners should offer all facilities and amenities generally offered in the DuPage market by rental communities housing moderate-income families.
- Describe security features for the Development that includes both active (such as private or roving security) and passive (such as cameras or buzzer entry system) security components.

1b - Property Photos / Drawings

Existing Building / Ready for Occupancy: The following photo requirements apply for each building in the development:

- Two exterior pictures showing the front and rear of the building.
- Typical unit interior for each bedroom size in the application – include dimensions.
- Common area photos such as entrance and laundry area.

New construction and Rehabilitation: The following photo requirements apply:

- Pictures of existing site(s).
- Schematic Drawings/ Architectural renderings featuring the proposed design elements.

1c - Evidence of Ownership or Site Control

Provide evidence of current ownership. Evidence provided must be signed and, if appropriate, stamped (e.g., recorded deed). Alternatively, the application may include evidence of pending site control, including an option agreement, sales contract, etc.

1d - Survey

Provide a copy of the survey for the site(s).

1e - Evidence of Zoning Compliance

Submit documentation that establishes the property is zoned appropriately or in the process of being rezoned for the intended use. If the property requires rezoning, the applicant must demonstrate that this process has been initiated along with a timetable for completion or describe any discussions with the City's Bureau of Zoning and Planning about the proposed development.

1f - Letters of Support

Submit any Letters of Support from local community organizations that support the Development. Letters of Support are not required.

1g - DUPAGE Participation

Provide information related to Applicant's willingness to include DUPAGE (DHA) or its affiliates as a minority partner and its participation in the proposed development. Include information regarding the scope of DHA's roles and responsibilities in the proposed development including, if applicable, projected ownership interest, share of developer fees and anticipated financial obligations.

Section 2: Tenant Selection Plan and Supportive Services

DUPAGE seeks well-managed properties to provide housing for families and individuals from DUPAGE's Project Based Voucher (PBV) waiting lists. Applicants for PRA should provide:

2a – Tenant Selection Criteria and Screening

- Tenant Selection Narrative
Describe the Tenant Selection Criteria and include any requirements and/or preferences for the acceptance of an applicant to the PRA/PBV unit (one-page or less).
- Letter of Consistency
Developments working in partnership with the City of DuPage Coordinated Entry System should include a "Letter of Consistency" from the Continuum of Care.
- State Referral Network
Applicants seeking to work in partnership with the Illinois State Referral Network should specify the number of PRA units proposed, any other subsidy sources, and the tenant selection criteria.

2b - Supportive Services Plan

PRA applicants requesting DUPAGE assistance for more than 25% of the project's total units must provide a Supportive Service Plan that is specific to the tenant population. (Federal Regulation 24 CFR 983.56) All members of a tenant household in supportive housing must have easy, facilitated access to a flexible and comprehensive array of supportive services designed to assist the tenants to achieve and sustain housing stability. Service and property management strategies should include effective, coordinated approaches for addressing issues resulting from substance use, relapse, and mental health crises, with a focus on fostering housing stability.

Applicants that will provide supportive services must include the following:

- Supportive Service Narrative
 - Include Staff Plan with description of positions and hours of service at the Development Site.
 - List key staff members, qualifications of service providers, experience, etc.
 - Describe the outcomes you anticipate as a result of your services.
 - Provide an analysis of how the building design supports the needs of the population being served.
- Supportive Services Summary Form
 - Include 2b – Supportive Services Summary Form. A separate form should be submitted from each service provider, if applicable.

2b - Supportive Services Summary Form

Service Provider: _____

Service Provider Address: _____

**Total Number of
Units in Building:** _____

**Number of Units in Building
receiving Supportive Services:** _____

Target Population (Check all that apply):

- | | | |
|--|--|-----------------------------------|
| <input type="checkbox"/> Single Women | <input type="checkbox"/> Single Men | <input type="checkbox"/> Families |
| <input type="checkbox"/> Men with Children | <input type="checkbox"/> Women with Children | <input type="checkbox"/> Seniors |
| <input type="checkbox"/> Other: _____ | | |

Special Needs Target Population(s) (Check all that apply)

- | | | |
|---|---|--|
| <input type="checkbox"/> Chronic Homeless | <input type="checkbox"/> Homeless with Disability | <input type="checkbox"/> Domestic Violence Survivors |
| <input type="checkbox"/> Youth (Age 18-24) | <input type="checkbox"/> Justice Involved | <input type="checkbox"/> Disabled |
| <input type="checkbox"/> Mental Illness | | |
| <input type="checkbox"/> Veterans | <input type="checkbox"/> Other: _____ | |

What is your staff to resident ratio? _____

Indicate your funding source (s) and amounts for services:

Source	Total Amount	Status of Funding: Approved / Pending / Application

What is the estimated cost per person / family for services? \$ _____

List other partners for service provision. Include Letters of Commitment / Memorandum of Understanding

Partner	Service	On-site	Off-site

COMPLETED BY SERVICE PROVIDER:	Print Name:	Email:
	Title:	Telephone:

Section 3: Financial Feasibility

DUPAGE requires that any Development in which it invests Project Based Vouchers have a sound financial structure, including realistic income and expense projections and provisions for adequate reserves. DUPAGE seeks partners who demonstrate the commitment and resources to provide PRA/PBV housing units promptly. DUPAGE has available a fillable excel sheet for “Section 3-Financial Feasibility-PRA Application” schedules are available.

3a - Financial Feasibility Narrative

Submit a Financial Feasibility Narrative that provides an overview of financing activities (e.g., firm commitments, applications in process and/or anticipated financing. Include a time table to complete financing transactions. Describe any issues that may affect the rent, budget, or the pro forma.

3b – Unit Configuration Schedule

Submit the Unit Configuration Schedule identifying the apartment address, unit number, number of bedrooms, number of bathrooms, unit square footage, and accessibility features. *(Form 3-b Unit Configuration Schedule is available as an excel spread sheet.)*

3c – Proposed Rent Schedule

Submit the Proposed Rent Schedule that provides an overview of the rent structure and unit configuration for the property. ***See 3c-Proposed Rent Schedule Form is available as an excel spread sheet.***

3d - Utility Schedule *3d- Utility Schedule Form is available as an excel document)*

Complete the Utility Schedule identifying which utilities will be supplied to the tenant or is the tenant responsibility.

3e - Amenities Schedule *(3e-Amenities Schedule Form is available as an excel document)*

Complete the Amenities Schedule identifying the appliances and other amenities provided by the building to the tenant.

3f – Existing Housing / Ready for Occupancy Applications Only

For existing properties not being rehabilitated, include the following:

- Current rent roll *(with names redacted)* that shows number of bedrooms, number of bathrooms, square footage of the unit, rent amounts, and subsidy amounts, if applicable.
- Year-end balance sheet
- Latest monthly and past two years income and expense statements
- Last two years audited financial statements
- Pro forma / Operating Budget for the lesser of 15 years or the length of proposed term
- Submit Form ***3f-Existing Housing Rent Schedule*** - available as an excel document.

3g - New Construction/Rehabilitation Applications Only

List all funding sources, type of funds (HOME, CDBG, TIF, State Trust Funds, tax credit equity, loans, etc.), the amounts from each source, including term, rates, and amortization.

Provide letters of interest and/or commitment letters from all funders; list all letters in 3a-Financial Narrative in the order that they appear. Separate each letter with a blank sheet of colored paper when saving as a Section package. Letters must indicate accurate funding amounts and disclose all terms.

Items to include in this Section, if applicable:

- Development Sources and Uses of Funds (Form 3G)
- Construction Budget
- Tax Credit Allocation Commitment Letter from Illinois Housing Development Authority (IHDA).
- Funding/Lender Interest or Commitment Letters for major sources of development financing
- Equity Investment Interest or Commitment Letter including the amount of investment and equity contribution schedule
- Operating Proforma. DUPAGE will review the operating pro forma for the proposed property to determine financial feasibility/stability; the proposed rent structure or actual rents collected; proposed or actual operating expenses; proposed or actual net operating income (NOI); and proposed debt service coverage and actual reserve contributions. Pro forma term should be 15 years or proposed contract period for which DUPAGE assistance is being requested.

Section 3 – Financial Feasibility Forms are available as an excel document or are fillable below.



3b - Unit Configuration Schedule

APPLICATION: Property Rental Assistance / Project Based Vouchers

Section 3 - Financial Feasibility

DEVELOPMENT NAME:

Address:

Note: Please prepare a separate sheet for each scattered site property within the development (non-contiguous)

**Total # Units
at this Address:**

**# PRA Units
Proposed:**

Codes for Accessible/Adaptable Units: W=Wheelchair, A=Adaptable, VHI=Hearing/Visual

Apartment Address	Apartment Number	# Bedrooms	# Bathrooms	Square Feet	Accessibility



3b2 –Unit Configuration Schedule

APPLICATION: Property Rental Assistance / Project Based Vouchers

Section 3 - Financial Feasibility

DEVELOPMENT NAME:

Address:

Accessibility Description		Total Number of Units Per Unit Size		Number Accessible Units	Number Adaptable Units	Number Sensory Units
Studio						
1-Bedroom						
2-Bedroom						
3-Bedroom						
4-Bedroom						



3c – Proposed Rent Schedule

APPLICATION: Property Rental Assistance / Project Based Vouchers

Section 3 - Financial Feasibility

DEVELOPMENT NAME:

Address:

Proposed Rent Schedule for PRA Units. Include the Unit Configuration proposed.

PROPOSED RENT SCHEDULE		DUPAGE PRA Units	Affordable		Housing Choice Vouchers	Market Rate Rent	Other Subsidies	TOTAL
			50% AMI	60% AMI				
Studio	# Units							
	Rent Rate							
	Total Income							
1-Bdrm	# Units							
	Rent Rate							
	Total Income							
2-Bdrm	# Units							
	Rent Rate							
	Total Income							
3-Bdrm	# Units							
	Rent Rate							
	Total Income							
4-Bdrm	# Units							
	Rent Rate							
	Total Income							
Total Units								
Total Income								



3d - Utility Schedule

APPLICATION: Property Rental Assistance / Project Based Vouchers

Section 3 - Financial Feasibility

DEVELOPMENT NAME:

I. INTRODUCTION

The following outlines the responsibilities in utilities between the Owner and the Residents of the building located at:

The Owner shall provide the following utilities and applicants to families assisted under the contract without charges in addition to the Resident:

II. UTILITIES (Insert "O" if furnished by the Owner and included in the rent. "R" if furnished by the Resident.)

ITEM	Fuel Type:	If Other: Describe	Furnished By:
HEATING			
COOKING			
WATER HEATING			
OTHER ELECTRIC SUCH AS LIGHTING & OUTLETS			
WATER & SEWER			
TRASH COLLECTION			
OTHER (SPECIFY):			

III. APPLIANCES

ITEM		Furnished By:
REFRIGERATOR		
COOKING DEVICE: <input type="checkbox"/> GAS RANGE <input type="checkbox"/> ELECTRIC RANGE <input type="checkbox"/> MICROWAVE		
OTHER (SPECIFY):		

If any proposed unit(s) in the building do not have the same utility arrangement, provide additional information on any variances.

SUBMITTED BY:

Name

Date

Title



3e - Amenities Schedule

APPLICATION: Property Rental Assistance / Project Based Vouchers

Section 3 - Financial Feasibility

DEVELOPMENT NAME:

Note: Please prepare a separate sheet for each building within the development

Amenities Schedule: This is a Statement of the Services, Maintenance and Equipment to be provide by the owner without additional charge to the resident. The following outlines the basic policies and procedures governing the management and maintenance of the building located at:

Place "X" in box if furnished or provided by the Property Owner:

UNIT:

- | | | | |
|---|--|---|--|
| <input type="checkbox"/> Carpeting | <input type="checkbox"/> Hardwood Floor | <input type="checkbox"/> Tile Floors | <input type="checkbox"/> Vinyl Floor |
| <input type="checkbox"/> Balcony | <input type="checkbox"/> Porch/Deck | <input type="checkbox"/> Back / Front Yard | <input type="checkbox"/> Vaulted Ceiling |
| <input type="checkbox"/> Window Mounted Air Conditioner | | <input type="checkbox"/> Central Air Conditioning | <input type="checkbox"/> Ceiling Fan |
| <input type="checkbox"/> Safety Bars | <input type="checkbox"/> Window Coverings | <input type="checkbox"/> Fireplace | <input type="checkbox"/> Furnishings |
| <input type="checkbox"/> Cable / Satellite | <input type="checkbox"/> Cable / Satellite Ready | <input type="checkbox"/> Internet | |

KITCHEN:

- | | | |
|--|---|---|
| <input type="checkbox"/> Gas Range / Stove | <input type="checkbox"/> Electric Range / Stove | <input type="checkbox"/> Microwave |
| <input type="checkbox"/> Refrigerator | <input type="checkbox"/> Dishwasher | <input type="checkbox"/> Garbage Disposal |

LAUNDRY:

- | | | |
|---|---|--|
| <input type="checkbox"/> Laundry Facilities On Site | <input type="checkbox"/> In-Unit Washer / Dryer | <input type="checkbox"/> Washer Dryer Connection |
|---|---|--|

BUILDING AMENITIES:

- | | | | |
|--|---|--|---|
| <input type="checkbox"/> On-Site Maintenance | <input type="checkbox"/> Desk Coverage | <input type="checkbox"/> Security System | <input type="checkbox"/> Community Room |
| <input type="checkbox"/> Internet | <input type="checkbox"/> Pool | <input type="checkbox"/> Playground | |
| <input type="checkbox"/> Exercise Room & Equipment | | <input type="checkbox"/> Storage Outside of Unit | |
| <input type="checkbox"/> Flat Entry | <input type="checkbox"/> Ramp | <input type="checkbox"/> 32" Doors | |
| <input type="checkbox"/> Fenced Front Yard | <input type="checkbox"/> Fenced Back Yard | <input type="checkbox"/> Extermination | <input type="checkbox"/> Landscaping |

PARKING

- | | |
|--|--|
| <input type="checkbox"/> Street Parking | <input type="checkbox"/> Assigned Off-street Parking |
| <input type="checkbox"/> Covered Parking | <input type="checkbox"/> Parking Fee: \$ _____ |

OTHER:



3f – Existing Housing Rent Schedule

APPLICATION: Property Rental Assistance / Project Based Vouchers

Section 3 - Financial Feasibility

DEVELOPMENT NAME:

Address:

CURRENT Rent Schedule Existing Development		DUPAGE PBV Units (Renewals Only)	Affordable		Housing Choice Vouchers	Market Rate Rent	Other Subsidies	TOTAL
			50% AMI	60% AMI				
Studio	# Units							
	Rent Rate							
	Total Income							
1-Bdrm	# Units							
	Rent Rate							
	Total Income							
2-Bdrm	# Units							
	Rent Rate							
	Total Income							
3-Bdrm	# Units							
	Rent Rate							
	Total Income							
4-Bdrm	# Units							
	Rent Rate							
	Total Income							
Total Units								
Total Income								

3g - Development Sources & Uses Form (New Construction / Rehab Only)*Development Sources & Uses Form is available as an excel document.*

	TOTAL Amount	Per Unit	Lender Program	Status: Approved / Pending / Application
SOURCES				
First Mortgage				
County of DuPage: DOH / HOME				
County of DuPage: DOH / AHOF				
County of DuPage: DOH / CDBG				
County of DuPage: DPD / TIF				
LIHTC Equity				
Donation Tax Credit Equity				
New Market Tax Credit Equity				
DCEO Grant				
FHLB / AHP				
Other:				
Other:				
Other:				
TOTAL SOURCES:				
USES:				
Acquisition				
Construction Costs (Include Contingency)				
Soft Costs:				
Professional Fees				
Reserves				
Escrow				
Developer Fees				
Other:				
Other:				
Other:				
Other:				
TOTAL USES:				

SURPLUS / DEFICIT:			
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Section 4: Development Team

4a - Developer/Owner Information

☐ MBE☐ WBE☐ DBE

Owner's Name:

Owner's Email Address:

Owner's Telephone Number:

Owner's Fax number:

Owner's Address, City, State and Zip:

Contact Person Name & Title:

Contact Person Address, City, State and Zip:

Email Address:

Telephone number:

Company Web Site:

Developer / Owner

Outline the property's ownership structure including the name of the partnership, or other entities (and principals) that comprise the owner entity and the % of ownership interest for each partner or other ownership participant. Include an Ownership Organizational Chart for the Development.

Provide a written description of the developer's background, length of time in business and level of experience in developing and/or owning affordable housing. If the developer has failed to complete any awarded work or defaulted on a contract, please provide an explanation. (Owner Developer 5 pages maximum - excluding current properties and ownership structure)

Include a list of properties for which the applicant, in whole or in part, is part of the ownership or management structure. In table form, the following information should be included:

- Principal name
- Ownership entity
- Percent owned or managed
- Property name
- Property address
- Number of units
- Property Identification Number (PIN)
- Affordable component, if any

4b - General Contractor Information <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> DBE	
General Contractor's Name:	Telephone Number:
General Contractor's Email Address:	
General Contractor's Address, City, State and Zip:	
Contact Person Name & Title:	
Contact Person Address, City, State and Zip:	
Email Address:	
Telephone number:	Company Web Site:

General Contractor (New construction and Rehab projects only)

Provide the following information for the general contractor:

- Main services provided by business
- Years engaged in business under current name
- Years engaged in business under different name(s)
- Residential projects within the past three years (in table form)
 - Project name
 - Address
 - Phone number
 - Date started
 - Date completed / current status
- Any failure to complete awarded work and explanation
- Any contract default and explanation

4c - Architect Information <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> DBE	
Architect's Name:	Telephone Number:
Architect's Email Address:	
Architect's Address, City, State and Zip:	
Contact Person Name & Title:	
Contact Person Address, City, State and Zip:	
Email Address:	
Telephone number:	Company Web Site:

4d - Property Manager Information		<input type="checkbox"/> MBE	<input type="checkbox"/> WBE	<input type="checkbox"/> DBE
Property Manager's Name:		Telephone Number:		
Property Manager's Email Address:				
Property Manager's Address, City, State and Zip:				
Contact Person Name & Title:				
Contact Person Address, City, State and Zip:				
Email Address:				
Telephone number:		Company Web Site:		

Property Management

DUPAGE seeks units in developments in which owners and managers have or can demonstrate a commitment to high-quality management, including sensitivity to the needs of lower-income families and/or ability to coordinate with social service providers, if needed. Applicant must demonstrate the experience of the property management team in managing properties of a similar size, configuration and income mix, including an affordable housing component. A firm's record in property management, including public housing, project-based or tenant-based rental assistance and/or low-income tax credit programs, if applicable, will be evaluated.

- **Property Management Plan**

Provide an overview of the management plan for the building including the staff, staff procedures, maintenance procedures, and tenant appeal process. Attach the Management Agreement signed by the Property Ownership and Property Manager.

- **Property Management Experience:**

- Include a description of Property Management Team for the given type of housing (family, supportive). Statement of property manager qualifications and certifications.
- Include a list of properties managed (in table form):
 - Address of Building
 - Number of units
 - Population served
 - Affordable component, if applicable
 - Years managed

4e – Section 3 / MBE/WBE/DBE Vendors

Provide a description of efforts to utilize Section 3, DBE, WBE and/or DBE vendors, if any. Include a listing of vendors and anticipated budget and percentage of total budget.

Section 5: Neighborhood DuPage Characteristics & Context

DUPAGE seeks developments that will provide the assisted households with a community that supports continued growth. Additionally, DUPAGE is interested in projects that will support community needs for housing and economic development and that are part of a larger neighborhood plan or vision. This section should be no more than 3 pages.

5a - Neighborhood Characteristics:

Provide a written description of the surrounding neighborhood, include:

- Type of housing stock in the neighborhood. Describe the income mix of the surrounding community and the proposed property.
- Employment opportunities in the surrounding community.
- Location within a federal, state or local designated development area (e.g. Empowerment Zone, Enterprise Zone, Tax Increment Financing (TIF) district).
- Number of vacant lots and abandoned buildings on block where the units are located.

5b - Neighborhood Amenities:

Provide a written description and map of amenities in the surrounding community – include the address and distance from the property site (usually within a half-mile). Amenities include, but are not limited to:

- Public transportation routes and stations
- Educational and childcare facilities (including school names and grade levels)
- Medical services and health facilities
- Commercial/retail establishments (including grocery stores and pharmacies)
- Parks and recreational facilities
- Social service providers (on site and nearby)

5c - Community Development Approach

Describe any community engagement efforts or community reviews in which the applicant participates. Describe any efforts to integrate the proposed development into the surrounding community.

Section 6: Market Study / Rent Analysis

New Construction / Rehabilitation Applications Only

Applicants for new construction/rehabilitation developments must provide a market study or analysis of comparable rents that complies with current industry standards. The study must include a minimum of five comparable properties within a half-mile of the subject property. If the half-mile radius does not include the minimum number of comparable properties, the rent analysis area should be expanded to include those properties in closest proximity that are most comparable with the subject property but should not exceed a one-mile radius. If the market analysis uses a comparable property that is located outside of the one-mile radius, applicant must include a justification for doing so.

Market Study / Rent Analysis should be specific to the proposed Development and dated within the last year.

New construction/substantial rehabilitation applications without a market study will be deemed incomplete.

Section 7: Certification

I certify that all the statements and representations made by me are true, complete and correct to the best of my knowledge and belief and are made in good faith, including the data contained in the application signed by me and attached to this form.

I further certify that:

1. The application contains a listing of every property I have been or am now a principal for ownership or management.
2. The Developer/Owner, other project principals and employees, and members of the development team are not on any list of parties debarred or excluded from procurement and non-procurement programs for any government entity.
3. The Developer/Owner, other project principals, members of the development team, and any employees have disclosed any possible conflict of interest that would be a violation of DuPage Housing Authority (DUPAGE) policy and/or US Department of Housing and Urban Development (HUD) regulations.
4. The Developer/Owner and other project principals have disclosed any conflict of interest if the Owner (including a principal or other interested party) is currently or was during the 12 months preceding the application:
 - a. A member or officer of the DUPAGE Board of Commissioners (except a resident commissioner);
 - b. A DUPAGE employee, or is a contractor, subcontractor or agent of the DUPAGE, who formulates policy or who influences decisions with respect to the programs;
 - c. A public official, member of a governing body, or State or local legislator, who exercises functions or responsibilities with respect to the programs;
 - d. A member of the Congress of the United States; or
 - e. A person convicted of a felony and presently, to my knowledge, the subject of a complaint or indictment charging a felony. (A felony is defined as any offense punishable by imprisonment for a term exceeding one year, but does not include any offense classified as a misdemeanor under the laws of a State and punishable by imprisonment of two years or less).
5. To my knowledge, I have not been found by HUD to be in noncompliance with any applicable fair housing and civil rights requirements in 24 CFR 5.100.
6. If the Developer/Owner currently owns land/property for proposed development:
 - a. The mortgage(s) for the development/portfolio are paid and current;
 - b. The property taxes for the development/portfolio are paid and current; and
 - c. The utilities (e.g., water/sewer, gas, electric) are paid and current for the property/development.

7. Statements above (if any) to which I cannot certify have been deleted by striking through the words with a pen. I have initialed each deletion (if any) and have attached a true and accurate signed statement (if applicable) to explain the facts and circumstances which I believe qualify me as a responsible principal for participation in this project.
8. I understand that should my application be recommended for approval; I will be required to provide evidence of some or all of the above statements prior to execution of contract or agreement.
9. I acknowledge that I have received, read, and understand the Property Rental Assistance Application Overview.
10. I acknowledge that all the names of the parties, known to me to be principals in this project(s) in which I propose to participate, are listed below.

Participant/Principal Name	Phone Number
Signature	Date

Participant/Principal Name	Phone Number
Signature	Date

Participant/Principal Name	Phone Number
Signature	Date

Participant/Principal Name	Phone Number
Signature	Date