



WILL COUNTY LAND USE DEPARTMENT
COMMUNITY DEVELOPMENT DIVISION

HOME Investment Partnership Program (HOME)

2011 Request for Proposals

*Will County Land Use Department
Community Development Division
58 E. Clinton Street, Suite 500
Joliet, Illinois 60432
Phone: (815) 774-7890*



INTRODUCTION

Will County anticipates receiving Home Investment Partnership (HOME) funds from the U.S. Department of Housing and Urban Development (HUD) for the period of October 1, 2011 – September 30, 2012 (PY 2011) and is presently accepting proposals. The allocation amount for the upcoming program year, however, is unknown. Will County may not receive final notification of the annual HOME award amount from the Department of Housing and Urban Development until potentially April or May 2011. The County will reserve the right to award more or less than previous funding levels as the allocation is dependent on the final entitlement amount authorized by Congress and the Department of Housing and Urban Development.

HOME INVESTMENT PARTNERSHIPS PROGRAM

The HOME program was created under Title 11 (the Home Investment Partnerships Act) of the Cranston-Gonzales National Affordable Housing Act of 1990. This program represented a historic affirmation of the Federal Government's commitment to providing decent, safe, and affordable housing for all Americans and to alleviating the problems of excessive rent burdens, homelessness, and deteriorating housing stock nationwide.

Through HOME the federal government invests in local nonprofit housing groups by requiring that each jurisdiction reserve at least 15 percent of its total HOME allocation to fund housing that will be owned, developed, or sponsored by entities designated as Community Housing Development Organizations (CHDOs).

Community Housing Development Organizations (CHDOs)

CHDOs, which are not-for-profit organizations that are rooted in and accountable to the neighborhoods they serve, embody the idea of community-led revitalization that HOME and other United States of Housing and Urban Development (HUD) programs are designed to promote.

CHDO Requirements

A CHDO is a specific type of private nonprofit entity. CHDOs must meet certain requirements pertaining to their legal status; organizational structure; and capacity and experience. HUD Notice CPD 97-11, located at <http://www.hud.gov/offices/cpd/lawsregs/notices/1997/97-11.pdf>, details these requirements as does 24 CFR Part 92. An overview of these requirements is provided below.

Legal Status: The 501 (c) nonprofit must be organized under state/local law, must identify decent affordable housing as a purpose of its existence, there must be no individual benefit from earnings, and it must have a clearly defined service area.

Organizational Structure: At least one-third of its board of directors must be low-income residents, reside in a low-income area, or serve as an elected representative of the low-income community and no more than one-third may be public officials or employees of Will County. The CHDO must additionally provide a formal process for input from the low-income community.

Capacity and Experience: The CHDO must demonstrate that it has at least one year of experience serving the community where it intends to develop the housing and that its staff has the capacity to carry out the proposed activities. The CHDO must also have financial accountability standards that conform to 24 CFR § 84.21, "Standards for Financial Management Systems."

CHDO Role

CHDO set-aside funds may be used by CHDOs for those HOME activities where the CHDO acts as the owner, developer, and/or sponsor of the housing. Each role is described below.

Owner: The CHDO is an “owner” when it holds valid legal title to or has a long-term 99-year minimum) leasehold interest in a rental property. The CHDO may be an owner with one or more individuals, corporations, partnerships or other legal entities. Example: A CHDO owns a property and contracts with another entity (for-profit or nonprofit) to act as a developer, and to construct new buildings or rehabilitate existing building(s). After completion of the development, the CHDO will maintain ownership of the property.

While the CHDO may be solely the owner, with another entity acting as a developer, it may also be the owner and developer of its own project. The CHDO may own a property in partnership with either a majority or minority interest. However, the CHDO, in partnership with a wholly owned for-profit or nonprofit subsidiary, must be the managing general partner with effective control (in decision-making authority) of the project.

Developer: A CHDO is a "developer" when it (1) either owns a property and develops a project, or has a contractual obligation to a property owner to develop a project; and (2) performs all the functions typically expected of for-profit developers, and assumes all the risks and rewards associated with being the project developer.

Sponsor: A CHDO is a “sponsor” for HOME-assisted rental or homebuyer housing according to the circumstances outlined below. In either case, the CHDO must always own the property prior to the development phase of the project.

For rental housing: The CHDO develops a project that it solely or partially owns and agrees to convey ownership to a second nonprofit organization at a predetermined time. The conveyance may take place prior to, during or upon completion of the development phase. The other nonprofit will assume from the CHDO at a specified time all HOME obligations (including repayment of loans and tenant and rent requirements) for the project. If the property is not transferred to the nonprofit organization, the CHDO sponsor will remain liable for the HOME obligations. The other nonprofit organization must be financially and legally separate from the CHDO sponsor.

For homebuyer’s program: The CHDO owns a property, then shifts responsibility for the project to another nonprofit at some specified time in the development process. The second nonprofit in turn transfers title, along with the HOME loan/grant obligations and resale requirements, to a HOME-qualified homebuyer within a specified timeframe.

Applicants should stipulate in their request for funding their desire to either retain or return CHDO proceeds, however, the decision will ultimately lie with the County. If the CHDO desires to retain project proceeds, the proposal should specifically stipulate how the funds will be used.

Eligible Activities

Eligible HOME activities include:

- Homeowner Rehabilitation
- First Time Homebuyer
- Rental Assistance
- Tenant Based Rental Assistance

The HOME funds set aside for CHDO activities may be used to acquire and/or rehabilitate rental housing and homebuyer properties or to construct rental or homebuyer properties. Applicants must be an approved CHDO through the County of Will and act as Owner, Developer or Sponsor as indicated in the above paragraphs. If you are interested in becoming an approved CHDO, please contact Will County Community Development Division.

CHDOs approved by the County of Will must annually recertify. CHDOs that are already approved by the County must have a CHDO recertification application on file when submitting this application for funds. Additional guidance on the use of CHDOs is provided in [HUD CPD Notice 97-11](#), [CPD Notice 97-09](#), and [CPD Notice 96-09](#). The Code of Federal Regulations contains regulatory guidance on CHDOs at [24 CFR §§ 92.2 and 92.300-303](#).

Reporting Results

HUD reports program outcomes at a national level. The purpose for this reporting is to demonstrate program results to policy makers and the public, to allow HUD and the grantees to capture program accomplishments, to help enhance program capacity and results, and to build public support for the funded programs. Because the group of grantees and their activities are so diverse, data must be reported consistently so that it can be nationally aggregated. HUD requires each activity funded by HOME to report on standard objectives and outcomes. HOME project results will be most often reported in terms of the number of households assisted with improved access to decent, affordable housing. CHDOs will be responsible for reporting all required information to the County prior to the closeout of any activity.

Affordability Periods for Homeownership Activities

| Homeownership Assistance Activities HOME amount per-unit | Minimum period of affordability* |
|---|----------------------------------|
| Under \$15,000 | 5 years |
| \$15,000 to \$40,000 | 10 years |
| Over \$40,000 | 15 years |

*The affordability periods represent the minimum length of time a recipient (beginning after project completion) of homeownership assistance must maintain and reside in the property as his/her primary residence. The periods are based on the amount of HOME funds provided for the property. When the homebuyer sells or fails to reside in the property as his/her primary residence during the affordability periods, the action triggers repayment of a portion of the direct HOME subsidy.

| Activity | HOME Subsidy | Unit Must Remain Affordable for at Least |
|---|----------------------------|--|
| Rehabilitation or Acquisition of existing housing | Less than \$15,000/unit | 5 years |
| | \$15,000-\$40,000/unit | 10 years |
| | Greater than \$40,000/unit | 15 years |
| Rehabilitation with refinancing | Any amount | 15 years |
| New Construction or Acquisition of New Housing | Any amount | 20 years |

*The affordability periods represent the minimum length of time (beginning upon project completion) a recipient of HOME assistance for rehabilitation or acquisition of rental housing project must be in compliance with HOME rules and regulations regarding maximum HOME rent limits, tenant income, and other applicable requirements. The periods are based on the amount of HOME funds provided for the property. When the recipient fails to comply with the HOME regulations during the designated affordability period, the action triggers repayment of the direct HOME subsidy.

Minimum/Maximum Investment Amounts

Minimum HOME investment: The minimum amount of HOME funds is an average of \$1,000 multiplied by the number of HOME-assisted units in a project. The minimum only applies to the HOME funds in a project, and does not include any other funds.

Maximum HOME investment: The maximum per-unit HOME subsidy varies and is determined by HUD based upon Section 221(d)(3) program limits for the metropolitan area each year.

Rent and Occupancy Requirements

HOME distinguishes between the units in a project that have been assisted with HOME funds and those that have not. A project may consist of a unit with various sizes and amenities, some of which may be HOME-assisted, while others are not. *HOME-assisted units* is a term that refers to the units within a HOME project for which rent, occupancy and/or resale restrictions apply. The number of units designed as HOME-assisted affects the maximum HOME subsidies that may be provided to a project.

Every HOME-assisted rental unit is subject to rent limits designed to help make rents affordable to low-income households. These maximum rents are referred to as “HOME rents.” HUD publishes the rent schedule each year based on changes in area income levels or market conditions.

For properties with both assisted and non-assisted units, there must be a designation of “fixed” or “floating” units. Fixed units are the specific units that are HOME-assisted that are designed at the time of project commitment. These units never change and are subject to HOME rents and occupancy standards. Floating units are units that are HOME-assisted, but may change over time. The total number of HOME-assisted units remains constant over time, and all floating units are subject to HOME rents and occupancy standards.

Income Eligibility Standards

Will County uses the Adjusted Gross Income method of calculating annual income for HOME program participants. Projects receiving HOME funds must follow this method in the determination of participant eligibility in HOME-assisted housing units. An exception to this will be projects that also have Low Income Housing Tax Credits (LIHTC) in addition to HOME funds. Projects with this combination of financing are required to use the LIHTC method for income eligibility.

Rental projects subsidized by the HOME Program must comply with the Program Funds Rule and the Project Rule, as established by the U.S. Department of Housing and Urban Development. The Program Funds Rule states that 90% of the total households assisted (HOME subsidized units) must have incomes that do not exceed 60% of the Area Median Income (AMI). The Project Rule specifies the occupancy of units in each rental project. In projects of 5 or more HOME-assisted units, at least 20% of the HOME assisted units must be occupied by families who have annual incomes that are 50% or less of the AMI (Low Home Rent Units). Projects with fewer than 5 HOME-assisted units do not have to restrict any units to Low HOME Rents or limit occupancy to tenants at 50% or below of the AMI.

Other HOME Requirements:

Minimum Property Standards (Construction, Rehabilitation and Acquisition)

All HOME-assisted units must meet local codes and standards. In the absence of local codes, housing should conform to the model codes identified in the program rule at 24 CFR Part 92.251.

Minority and Women's Business Enterprises

The requirements of Executive Orders 11625, 12432, 12138 and 24 CFR 85.36(e) applies to grants under this part. Consistent with HUD's responsibilities under these Orders, the Applicant must make efforts to encourage the use of minority and women's business enterprises in connection with funded activities.

Section 3

Section 3 of the Housing Development Act of 1968 will apply as amended (12 U.S.C. 1701U), relative to the hiring and training of low-and moderate-income persons and the use of local Section 3 certified businesses. The purpose of Section 3 is to ensure that the employment and other economic opportunities generated as a result of U.S. HUD assistance or by a U.S. HUD-assisted project covered by Section 3, shall to the greatest extent feasible, be directed to low-and very-low income persons, particularly persons who are recipients of U.S. HUD housing assistance.

Labor Standards

Construction (rehabilitation or new construction) of housing that includes 12 or more units assisted with HOME funds requires the payment of prevailing wages for the area to all laborers and mechanics employed in the development of any part of the housing. This also applies to homebuyer projects that do not include other project activities.

When HOME funds are only used to assist homebuyers to acquire single-family housing, and not for any other project costs, the wage provision applies to the construction of the housing if there is a written agreement with the owner or developer of the housing that HOME funds will be used to assist homebuyers to buy the housing units to be purchased with HOME assistance.

Contractors and subcontractors must comply with Federal laws and regulations regarding labor standards and the HUD Handbook 1344.1 (Federal Labor Standard Compliance in Housing and Community Development Programs) as applicable to the project.

The prevailing wage provisions do not apply to volunteers who receive no compensation and are not otherwise employed at any time in the construction work. The provisions also do not apply to members of a family providing labor in exchange for acquisition of property for homeownership or in lieu of, or as a supplement to, rent payments. For more information about labor standards, see 24 CFR 92.354.

Environmental Review

The environmental effects of each CHDO activity carried out with HOME funds must be assessed in accordance with the provisions of the National Environmental Policy Act of 1969

(NEPA) and related authorities listed in HUD's implementing regulations at 24 CFR Parts 50 and 58.

Construction must NOT commence and funds will NOT be disbursed for a project until the environmental review has been completed. If the Project is already under construction at the time of application for federal funds, construction must cease immediately upon application, until an environmental review for the project is completed.

Flood Insurance

Under the Flood Disaster Protection Act of 1973 (U.S.C. 4001-5128) HOME funds may not be used with respect to the acquisition, new construction, or rehabilitation of a project located in an area identified by the Federal Emergency Management Agency (FEMA) as having special flood hazards, unless:

- The community in which the project is situated is participating in the National Flood Insurance Program (44 CFR Parts 57-59) or
- Flood Insurance is obtained as a condition of approval or commitment.

Accessibility

The Applicant must comply with the applicable provisions of the Americans with Disabilities Act (42 U.S.C. 12101-12213) and assist the County with complying with the implementing regulations at 28 CFR part 35. All new construction housing developments receiving HOME subsidies with 5 or more units must design and construct 5 percent of the dwelling units, or at least one unit, whichever is greater, to be accessible for persons with mobility disabilities. These units must be constructed in accordance with the Uniform Federal Accessibility Standards (UFAS) or a standard that is equivalent or stricter. An additional 2% of the dwelling units, or at least one unit, whichever is greater, must be accessible for persons with hearing or visual disabilities.

For more information on the accessibility requirements for federally assisted new construction and substantial alterations of existing federally assisted housing, refer to Section 504: Disability Rights in HUD Programs.

Affirmative Marketing

Rental and homebuyer projects containing five or more HOME-assisted units are required to comply with affirmative marketing procedures. Owners of projects must inform and solicit applications from persons in the housing market areas who are least likely to apply for the housing without the benefit of special outreach.

Applicants must include a description of how the project plans to inform the public, owners, and potential tenants about their affirmative marketing policy and the Federal fair housing laws and a statement of procedures used by owners to inform and solicit applications from persons in the housing market areas who are least likely to apply for the housing without special outreach.

Lead-Based Paint

The U.S. Department of Housing and Urban Development (HUD) implemented a regulation to protect young children from lead-based paint hazards in housing that is financially assisted by

the federal government or being sold by the government. The “Lead Safe Housing Rule” (Requirements for Notification, Evaluation and Reduction of Lead-Based Paint Hazards in Federally Owned Residential Property and Housing Receiving Federal Assistance), was published in the Federal Register on September 15, 1999.

The regulation sets hazard reduction requirements that give greater emphasis than previous regulations to reducing lead in house dust. This regulation requires dust testing after paint is disturbed to make sure the home is lead-safe.

Specific requirements depend on whether the housing is being disposed of or assisted by the federal government, and also on the type and amount of financial assistance, the age of the structure, and whether the dwelling is rental or owner-occupied. For additional information visit the HUD website at www.hud.gov/lead/training/index.cfm

Uniform Relocation Act

The Uniform Act, passed by Congress in 1970, is a federal law that establishes minimum standards for federally funded programs and projects that require the acquisition of real property (real estate) or displace persons from their homes, businesses, or farms. The Uniform Act’s protections and assistance apply to the acquisition, rehabilitation, or demolition of real property for federal or federally funded projects. The Applicant agrees to adhere to 49 CFR Part 24 for HUD funded programs and projects.

Conflict of Interest Provisions

Applicants must guarantee that no member of, or Delegate to, the Congress of the United States shall be admitted to any share or part of this contract or to any benefit to arise from the same. Additionally, the Applicant must agree that no members of the governing body of the locality in which the Project Sponsor is situated, no other public official of such locality or localities, and no person, unless expressly permitted by HUD, who is an employee, agent, consultant, officer, or elected or appointed official of the Applicant, and who exercises or has exercised any functions or responsibilities with respect to HOME-assisted activities, or who is in a position to participate in a decision making process or gain inside information with regard to such activities, may obtain a financial interest or benefit from the HOME-assisted activity, or have any interest in any contract, subcontract, or agreement with respect thereto, or with respect to the proceeds thereunder, either for himself or herself or for those with whom he or she has family or business ties, during his or her tenure or for one (1) year thereafter.

The Applicant agrees that the codes of conduct provisions in 24 CFR § 84.42 shall apply to the procurement of supplies, equipment, construction and services. In all cases not governed by 24 CFR § 84.42, the provisions of 24 CFR § 92.356 shall apply. Such cases include the acquisition and disposition of real property and the provision of assistance by the Applicant or assistants of the Applicant to individuals, businesses, and other private entities under eligible activities that authorize such assistance (e.g. rehabilitation, preservation, and other improvements of private properties or facilities pursuant to 24 CFR 92).

The Applicant represents that it presently has no interest, and shall not acquire such interest, financial or otherwise, direct or indirect, nor engage in any business transaction or professional

activity or incur any obligation of any nature which would conflict in any manner with the performance of scope of service required hereunder.

Without receiving prior written authorization by the County, the Applicant shall not (i) retain any individual or company with whom the Applicant or any individual member thereof has a financial or other conflict of interest; nor (ii) in fulfillment of this Agreement, do business with a for-profit entity in which the Applicant or any individual member has a financial or other interest therein.

The Applicant warrants to the County that no gifts or gratuities have been or will be given to any County employee or agent, either directly or indirectly to obtain this Agreement.

Application and Review Process

The Will County Community Development Division of the Land Use Department invites qualified organizations and municipalities with eligible projects to apply for CHDO and/or HOME funds. The County is seeking proposals from organizations that can demonstrate the capability of addressing the priority needs of the Consolidated Plan.

This Request for Proposals was made available via web-site on Monday, April 4, 2011, at www.willcountylanduse.com/CommDev. The County will hold a Request for Proposals workshop at the Will County Community Development Office (58 E. Clinton, 5th Floor, Joliet, IL. 60432) on Wednesday, May 4th from 3:00 to 4:00 p.m. Attendance of the workshop is encouraged but is not mandatory. The purpose of this workshop is to facilitate responses to all Proposers' questions concerning the content of this RFP.

All additional questions regarding this RFP not addressed at the workshop are to be submitted in writing to Michelle Allen via e-mail at mallen@willcountylanduse.com, fax to 815/774-7895, or mail to 58 E. Clinton Street, Suite 500, Joliet, IL 60432. Only responses to written communication shall be considered official and binding upon the County.

Prior to responding to the RFP, each qualified organization or municipality is urged to review the RFP and read the instructions carefully. Before submitting the proposal, check all calculations and review the package for completion of all forms and sections. Inaccuracies and omissions in application will be grounds for rejection.

The County reserves the right to:

- Withdraw the RFP at any time without prior notice. Furthermore, the County makes no representation that funding will be awarded to any Proposer responding to this RFP.
- Retain all proposals submitted. The proposals become property of Will County.
- Withdraw funding upon the county's determination that reasonable attempts to negotiate an agreement have failed. Prior to accepting the award, the Proposer must meet applicable administrative and regulatory rules to adhere to Federal and local requirements, codes, and other conditions. It is the

Proposer's responsibility to be familiar with these requirements prior to accepting the award and commencing negotiations.

- Deny a funding recommendation to a Proposer with outstanding disallowed costs, defaulted loans, debarment actions or any other legal encumbrance, regardless of the merits of the proposal submitted.
- Reject any proposal from any Proposer that has defaulted on past loans or has unmet debt obligations with the County contrary to the terms set forth in the original agreement in any of the housing-related categories addressed in this RFP.
- Reject the proposal of any applicant that is not in a position to fulfill a resulting contractual obligation.

Application Submittal

1. ***Only one proposal per applicant per year. Please note that if you are a current CHDO with the County and your project qualifies as a CHDO project, you should check the box for CHDO application.*** If you are not a current CHDO and would like to apply for HOME funds for a project that qualifies under the HOME Investment Partnership Act, please check the box for HOME application.
2. Submit one original and two copies of your proposal. Indicate whether the proposal is an original or copy on the Program Cover Sheet. The original MUST contain ORIGINAL signatures. All proposals must:
 - Include all exhibits and attachments in their entirety as outlined on the Application Checklist.
 - Must be submitted in the order of the Application Checklist.
3. All originals must be signed.
4. Submit proposal by Friday, May 20th by 4:00 p.m. at the Will County Community Development Office. Proposals may be mailed or hand delivered. Proposals submitted by fax will **not** be accepted. **Late proposals will NOT be accepted.**

Proposal Due Date:
Friday, May 20th by 4:00 p.m.
Will County Land Use
Community Development Division
Attn: Michelle Allen
Land Use Department
58 E. Clinton Street, Suite 500
Joliet, IL. 60432

Late proposals will NOT be accepted

5. TIMELINE

| | |
|-------------------------|---|
| May 4, 2011 | Technical Assistance Workshop (3:00 p.m.) |
| May 20, 2011 | Deadline for Proposals (4:00 p.m.) |
| June 6, 2011 | CDBG/HOME Public Hearing (10:30 a.m.) |
| June 6-June 14, 2011 | Advisory Board convenes to rank and further discuss the recommendations to be made to the Will County Board |
| June 14 – July 14, 2011 | Annual Action Plan review period |
| July 16, 2011 | Action Plan presented to the Will County Board for approval |
| August 2, 2011 | Applicants notified of intent to award |
| August 15, 2011 | Annual Action Plan submitted to HUD |

6. Application Review Process

Staff will conduct an initial review to determine whether the project is eligible and that the proposal is complete. The Proposer will be notified in writing if the initial review determines the proposal is either ineligible or incomplete. Omitted information will not be accepted unless requested.

If you are seeking to combine HOME funds with other Federal resources such as Low Income Housing Tax Credits or HOME funds from other jurisdictions, the project will be subject to review according to the Subsidy Layering Policy (see attachment). The purpose of the subsidy layering review is to demonstrate that the project will not use more HOME funding than necessary to provide affordable housing. If a subsidy layering review was conducted by the other funding sources it will be sufficient and should be included in the application packet. If no other subsidy review has been performed, Will County Community Development staff will perform the subsidy layering review per the attached Policy.

Evaluation Criteria

All eligible, complete proposals will be reviewed and ranked by a review committee. Proposals will be reviewed and scored on a competitive basis relative to the evaluation criteria below. **The maximum possible score is 100.**

1. **Project Summary-(25 points).** Proposer(s) will receive scores ranging from 0 to 20 points based upon their demonstration of readiness to proceed. Factors that will be considered include site control, zoning, environmental assessment, staffing, and the commitment of other funding source.

2. **Location of project-Target Area (5 points).** Applicant(s) will receive a score of 5 points if the project is located within one of the County's Target Areas and 0 points will be awarded if it is not.
3. **Demographic Commitment (5 points).** The Applicant(s) will receive 5 points for projects that exclusively serve senior citizens, severely disabled (as defined by the Bureau of Census Current Population Reports), victims of domestic violence, or homeless persons.
4. **Organizational Capacity and Relevant Experience (20 points).** Applicant(s) will receive scores ranging from 0 to 20 points based upon the capacity of the organization and relative experience with similar projects.
5. **Ability to Proceed (20 points).** Applicant(s) will receive scores ranging from 0 to 20 points based upon their demonstration and readiness to proceed. Factors that will be considered include site control, zoning, environmental assessment, staffing, and the commitment of other funding sources.
6. **Leveraging of Funds (25 points).** Applicant(s) will be awarded points based upon the funds requested (plus any other County funds already committed) divided by total project cost. Points will be awarded for the proposed percentage of County funds in the project s follows:
 - a. 25 points = 50% or more of the project is leveraged
 - b. 20 points = 40-49% of the project is leveraged
 - c. 15 points = 30-39% of the project is leveraged
 - d. 10 points = 20-29% of the project is leveraged
 - e. 5 points = 10-19% of the project is leveraged
 - f. 0 points = Less than 10% of the project is leveraged

All points will be awarded on a full point basis. If information is not contained in application or not sufficient, points will not be awarded. Projects must score a minimum of 70 points to be eligible for funding. The number of awards will be determined by the number of qualifying Proposers and the amounts requested by each. Award amounts may not be equal to the full amount requested in the proposal.

The County will make commitments based upon the criteria outlined above. In the case of a tie, the Proposer who scored the highest in the "Ability to Proceed" section will receive funding. If the County has committed funds to a project that can no longer proceed (i.e. other qualified funding is not longer available, site is not feasible due to environmental issues, etc.), the County reserves the right to redistribute funds of the next highest ranked Proposer. At the County's discretion, the funding commitment may be increased based on funding availability and need.

This Request for Proposals (RFP) does not commit the County to award any contract, pay any pre-award expenses, or pay any costs incurred in the preparation of a proposal.

HOME Investment Partnerships RFP

APPLICANT COVER SHEET

CHDO Application HOME Application

CHDO Recertified in 2011 YES NO

Original Copy

Total Amount of HOME or CHDO funds requested: \$ _____
Total Cost of Project: \$ _____

Part 1 – General Information

Organization Name: _____
Tax ID Number: _____
Project Name: _____
Contact Person: _____
Mailing Address: _____
City, State, Zip Code: _____
Phone: _____
Fax: _____
Email: _____

Part 2 – Project Description

Provide a *brief* description of the proposed project in the space below. The description should be no more than 6 sentences and describe the project (not the organization).
Example: Company A will provide \$30,000 in *homeowner rehabilitation assistance* to 30 low-income families.

Applicant Checklist

Applicant Name: _____

Each of the two copies plus the original submitted must include all of the following information in the following order. Proposals that do **not** contain all of the required documents may be considered incomplete. Forms marked with an asterisk are provided.

- _____ Applicant Cover Sheet*
- _____ Applicant Checklist*
- _____ Subsidy Layering Review Checklist*
- _____ Completed Application*
- _____ Letters of Commitment for Additional Funding
- _____ Signature Authorization*
- _____ Conflict of Interest*
- _____ Major Environmental Issues Review (if applicable)*

Subsidy Layering Review Checklist

1. The project will include other Federal funds: YES NO

If yes, please list other Federal funds being considered: _____

2. The project already has a Subsidy Layering Review: YES NO

If yes, please include as an attachment to the application

If no, please check that the following items have been included:

_____ *Sources/uses of funds statement:*

_____ *Certification of governmental assistance*

_____ *Project development budget*

_____ *Operating pro-forma*

PROJECT SUMMARY – 25 points

POINTS: _____

- 1. Project Title: _____
- 2. Program Location (s) (be as specific as possible): _____

3. Is the project located within Will County outside the City of Joliet, Village of Steger, Village of Woodridge and Village of Diamond limits?
 Yes No

4. Is this a project which is currently funded by the HOME program? (5 points)
 Yes? **(5 points)** What year? _____ No

5. Please select the activity type that best relates to your project.

- | | |
|---|---|
| <input type="checkbox"/> Acquisition only | <input type="checkbox"/> Homebuyer |
| <input type="checkbox"/> Construction only | <input type="checkbox"/> Rental |
| <input type="checkbox"/> Rehabilitation only | <input type="checkbox"/> Tenant Based Rental Assistance |
| <input type="checkbox"/> Acquisition and rehabilitation | |
| <input type="checkbox"/> Acquisition and construction | |

6. Will the project assist homeowners or renters?
 Homeowners Renters

Targeted Income Group

7. Indicate the number of units or households to be served in each Target Population.
(0-4 points)

| Target Population | Number of Units or Households |
|----------------------------------|-------------------------------|
| 0-30% of the Area Median Income | |
| 31-50% of the Area Median Income | |
| 51-60% of the Area Median Income | |
| 61-80% of the Area Median Income | |
| Market rate income | |
| Total | |

8. Target Household Type
 Individuals
 Small (2-4)
 Large (5+)

9. Will your project involve temporary or permanent relocation of residents or businesses?
 Yes No
If yes, provide the full relocation policy as an attachment to this application.

10. What is the number of County assisted units to be created by this project? _____

11. Will your project involve the construction or rehabilitation of 12 or more HOME-assisted units?
 Yes No

If yes, please give a brief explanation of how your organization will meet the Davis-Bacon Labor Standards in the space below. If available, provide your organization's full policy as an attachment to this proposal, if applicable.

12. Provide a brief description of the following information. **(0-10 points)**

- Property Analysis
 - Property Description, including amenities and unit features.
 - Current Property Condition/Inspection
 - Appraisal Information. Provide a statement and include as an attachment.
 - Unit Inspection Summary (Existing Structure Only).
 - Affirmative Marketing Activities
Provide an overview of the affirmative marketing plan, which must include: (1) methods for informing the public, owners and potential tenants about fair housing laws and Will County's policies; (2) a description of what owners and/or the property managers will do to affirmatively market housing assisted with HOME Program funds; (3) a description of what owners and/or the property managers will do to inform persons not likely to apply for housing without special outreach; (4) maintenance of records to document actions taken to affirmatively market HOME-assisted units and to assess marketing effectiveness; and (5) a description of how efforts will be assessed and what corrective actions will be taken when requirements are not met.
 - Minority Outreach
Describe the procedure to ensure the inclusion, to the maximum extent possible, of minorities and women and entities owned by minorities and women in the procurement of property and services.
 - Prospective resident profile

- Resident Services and Activities (Rental Housing projects only)
- Maintenance Services (Rental Housing projects only)

13. Indicate the number of County assisted and market units and the proposed monthly rent/sales price by the following bedroom sizes.

For rental projects, if funding will not be targeted to specific units, all units must be comparable and HOME-assisted units must be distributed throughout every unit type.

| Bedroom Size | County Assisted | Other Non-Market | Market Rate | Proposed monthly rent or sales price for unit |
|---------------|-----------------|------------------|-------------|---|
| SRO | | | | |
| 0 | | | | |
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| Other | | | | |
| Total: | | | | |

14. Will County assisted units and market units be comparable?
 Yes No

If no, explain differences below.

15. Lead Based Paint Compliance (applicable to homebuyer activities, rehabilitation activities and rental housing activities). Please describe how your organization will address lead-based paint hazards associated with this project. **(0-2 points)**

Project Purpose

16. Clearly state the purpose of this project. **(0-2 points)**

17. Develop a sound work plan narrative that details activities the project will undertake to achieve the project's goals and objectives. Including the following, as applicable: **(0-2 points)**

- Service delivery plan of action, including service area, project location.
- Hours of operation
- Flow of all activities
- Recruitment/marketing plan for potential residents; and
- Project evaluation plan.

LOCATION OF PROJECT – 5 points**POINTS:** _____Is site in Target Area Yes (which one: _____) No

Please refer to target area list below.

| Township | City/ Village Unincorporated | Census Tract | BlockGroup |
|------------|---------------------------------|-----------------|------------|
| Monee | University Park | 883604 | 1 |
| Joliet | Joliet/U | 881200 | 3 |
| Joliet | Joliet/U | 883100 | 1-3 |
| Joliet | Joliet/U | 883000 | 1 |
| Joliet | Joliet/U | 882300 | 1,2 |
| Joliet | Joliet/U | 882200 | 2,4,5 |
| Joliet | Rockdale | 882900 | 1,2 |
| Crete | Crete | 883807 | 1 |
| Crete | Crete/U | 883807 | 2 |
| Monee | University Park | 883807 | 4 |
| Crete | Crete/U | 883803 | 2 |
| Crete | Crete | 883804 | 1 |
| Joliet | Crest Hill | 881600 | 1 |
| Crete | Crete | 883805 | 4,5 |
| Du Page | Romeoville | 880202 | 1-3 |
| Lockport | Crest Hill | 880900 | 1-4 |
| Wilmington | Wilmington/U | 883400 | 1 |
| Wilmington | Wilmington | 883400 | 2-6 |
| Du Page | Romeoville | 880201 | 1-5 |
| Du Page | Romeoville/U | 880201 | 5 |
| Lockport | Romeoville | 880501 | 1-4 |
| Lockport | Romeoville/U | 880501 | 1,5 |
| Reed | Braidwood | 884001 | 1-3 |
| Reed | Godley | 884001 | 2 |
| Plainfield | Crest Hill/U | 880406 | 1,2,4 |
| Plainfield | Crest Hill | 880406 | 3 |
| Troy | Unincorporated | 883205 | 3 |
| Lockport | Lockport | 880502 | 1 |
| Lockport | Lockport/U | 880502 | 1-3 |
| Lockport | Lockport | 880700 | 1,4 |
| Lockport | Lockport/U | 880700 | 2-4 |

DEMOGRAPHIC COMMITMENT – 5 points

POINTS: _____

Population the Housing will Serve

- Senior Citizens
- Victims of Domestic Violence
(above are worth 5 points)
- Anyone
- Severely Disabled
- Homeless Persons
- Other _____

ORGANIZATIONAL CAPACITY – 20 points

POINTS: _____

1. Provide an organizational overview of your agency, including:
 - A description of the history and purpose of the organization (2 pt)
 - Years of experience (2 pt)
 - Years of direct experience with similar projects (2 pt)
 - Organizational personnel
List in detail the key positions in the program and indicate their roles, specific responsibilities and qualifications. List any staffing additions, reassignments, etc. Positions should be consistently titled here, on the agency organizational chart and in the salary table of the budget. (including all project development team members) (2 pt)
 - Financial capability (2 pt)
2. Provide the agency’s organizational chart and a project organizational chart as an attachment to the proposal.

3. Does your organization have previous experience with projects involving federal funds?
 - Yes (5 points)
 - No If no, skip to question 6.

4. If yes, how many years of previous experience do you have with federally funded projects? Briefly describe your experience below.

5. If you have previous experience with federal projects was your organization required to pay back funds, in violation of regulations, etc?

Yes (**subtract 5 points**) No

If yes, state the actions cited.

6. If your organization does not have experience with federally funded projects, how will you ensure adherence to federal requirements? List examples of related experience.

7. If your organization has not received funds through Will County, describe your experience managing projects of similar type and size.

8. Plan of Action: Describe how the project will work. **(0-5 points)**

1. Outline Service Delivery Plan, including a summary of the following:

- a. Project Operations Work Plan
- b. Displacement, Relocation, and Acquisition Activities

(Acquisition and Rehabilitation projects only)

Describe the process for the temporary relocation of residential tenants, those who will not be required to move permanently, but who must relocate temporarily for the proposed project. If applicable, describe the project's relocation assistance for displaced persons.

2. Grant Compliance and Reporting of Proposed Activities

ABILITY TO PROCEED – 20 points

POINTS: _____

1. Does your agency have in place the full funding amount and staff needed to start this project, if awarded, by October 1, 2011?

Yes (0-10 points)

No

If No, please explain:

2. Implementation Schedule (0-5 points)

| Milestone | Project Date |
|--|--------------|
| 1) Contract Start Date | |
| 2) Initiation of Marketing and Outreach | |
| 3) Initiation of Eligibility Determinations | |
| 4) Completion of Pre-Commitment Activities | |
| 5) 50% of Project Completed | |
| 6) 100% of Project Completed | |
| 7) Certificate of Occupancy/Final Inspection | |

3. Program Production Schedule (0-5 points)

Please complete the following schedule. Revise the months as necessary.

| Month | Amount County Funds Expended | # of Units Completed |
|----------------|------------------------------|----------------------|
| November 2011 | | |
| December 2011 | | |
| January 2012 | | |
| February 2012 | | |
| March 2012 | | |
| April 2012 | | |
| May 2012 | | |
| June 2012 | | |
| July 2012 | | |
| August 2012 | | |
| September 2012 | | |
| October 2012 | | |

LEVERGING OF FUNDS – 25 points

POINTS: _____

Part 3– Additional Project Support

For this project, have you applied (or will you apply) for funding from other sources?

Yes No

If yes, to whom have you applied?

| Funding Source | Amount | Status-Approved Pending or Denied | Award Date |
|----------------|--------|--------------------------------------|------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| Total | | | |

Total Amount of HOME/CHDO funds requested: _____

Total Cost of Project: _____

Divide total project cost by funds requested _____

Check the percentage of project leveraged

- 25 points** = 50% or more of the project is leveraged
- 20 points** = 40-49% of the project is leveraged
- 15 points** = 30-39% of the project is leveraged
- 10 points** = 20-29% of the project is leveraged
- 5 points** = 10-19% of the project is leveraged
- 0 points** = Less than 10% of the project is leveraged

Letters of Commitment

Identify commitments for matching and leveraged funds for the proposed project in the space provided below and include **letters of commitment** for these funds as attachments. If letters of commitment are not included as proof of leveraged funding, above leveraged points will not be allocated.

- All letters must be on the organization's letterhead and must include date, amount of match/leverage, and an authorized signature
- Letters must be dated within 30 days of the application submission date.
- Letters must demonstrate that the funding is applicable to the project detailed in the application.
- Do not include letters of commendation unless financial support is provided by the person/organization and is detailed in the same letter.

Provide a Budget Narrative.

The budget narrative should explain the total project budget in detail and the budget items in the order items are listed on the budget forms. Provide the development budget, organizational budget, and operating Performa (if applicable).

Fiscal Management: Describe the organization's fiscal management, including:

- Financial reporting,
- Record keeping,
- Accounting systems
- Payment procedures, and
- Audit requirements
- Internal controls.

Working Capital: Describe your line of credit or working capital for this project in the space below. Indicate the source of the working capital and attach documentation to the application providing evidence of the source.

Signature Authorization

Organization Name (Legal Name*): _____

Physical Address: _____

Mailing Address: _____

Telephone: _____

*Legal name refers to the organization name that appears on the articles of incorporation.

The following persons(s) are authorized by the Board of Directors to sign contracts and sign and submit invoices, reports, time/attendance, client progress or evaluation forms pertaining to this agreement.

| Name | Title | Telephone No./ext. | Email address |
|------|-------|--------------------|---------------|
|------|-------|--------------------|---------------|

| Name | Title | Telephone No./ext. | Email address |
|------|-------|--------------------|---------------|
|------|-------|--------------------|---------------|

| Name | Title | Telephone No./ext. | Email address |
|------|-------|--------------------|---------------|
|------|-------|--------------------|---------------|

We understand and agree to abide by the condition if any changes occur, a new signature authorization form must be submitted.

Authorized by:

| Typed Name, Title | Signature | Date |
|-------------------|-----------|------|
|-------------------|-----------|------|

Conflict of Interest

All Applicants

The standards in OMB Circular A-110, Subpart C, provides that no employee, officer, or agent shall participate in the selection, award, or administration of a contract supported by Federal funds if a real or apparent conflict of interest would be involved. Such a conflict would arise when an employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a **financial or other interest** in the firm selected for an award.

The HOME regulations at 24 CFR 92.356 provide that no person who is an employee, agent, consultant, officer, or elected official or appointed official of the recipient or successful bidder that are receiving HOME funds and (1) who exercises or has exercised any functions or responsibilities with respect to activities assisted with HOME funds; or (2) who is in a position to participate in a decision-making process or gain inside information with regard to these activities, may obtain a financial interest from a HOME-assisted activity, or have any interest in any contract, subcontract, or agreement with respect thereto, or the proceeds thereunder, either for themselves or whose with whom they have family or business ties, during their tenure or for one (1) year thereafter.

A disclosure of the nature of any perceived or actual conflict must be made prior to the execution of agreements utilizing HOME.

IF NO CONFLICT EXISTS, COMPLETE THE FOLLOWING:

- I certify that no conflict of interest exists between Will County and (name of organization)_____.
- I certify that no conflict of interest exists between Will County and the subcontractors of (name of organization)_____.

IF A CONFLICT EXISTS, COMPLETE THE FOLLOWING:

- I certify that a conflict of interest does exist between Will County and (name of organization) _____.
- I certify that a conflict of interest does exist between (name of subcontractor) _____ and (name of organization)_____.

Describe the nature of the conflict of interest below. Identify the individual, employment and the conflict or potential conflict, and their affiliation with your organization.

Signature of Authorized Agency Official

Date

Typed Name and Title

Attachment

Will County Subsidy Layering Policy

HOME Subsidy Layering Policy

Applicants seeking to combine HOME funds from Will County with other governmental funds for a project must undergo a subsidy layering review to demonstrate that the project will not use more HOME funding than necessary to provide affordable housing. Subsidy layering reviews are available from the following three sources:

- 1) Evaluation produced by HUD when the other source of funding is provided by HUD, and HUD conducts a subsidy layering review;
- 2) Evaluation produced by state tax credit agencies when the Low Income Housing Tax Credit is used, and the state agency conducts an evaluation to determine whether there are excess tax subsidies;
- 3) Evaluation produced by the Will County Community Development Division in accordance with the guidelines presented in HUD Notice CPD-98-01 and as described below:

Use of the Policy

Based on the certification contained in the annual submission of the consolidated plan and the subsidy layering provisions of section 92.250 (b) of the HOME final rule, Will County Community Development Division uses the guidelines it has adopted to document that when HOME funds are used in combination with funds from other sources, no more subsidy is invested than is necessary. The Division may rely upon the guidelines developed and/or evaluations conducted by other agencies when Low Income Housing Tax Credits (LIHTC) or other HUD program funding (conducted in accordance with section 102 (d) of the HUD Reform Act) are used.

HOME Subsidy Layering Guidelines

Applicants seeking HOME funds are to submit to the Will County Community Development Division the following for subsidy layering review:

- 1) *Sources/uses of funds statement*: A statement of funding should reflect the project development budget for the project and include supportive documentation. The statement should list:
 - a. All proposed sources (both private and public) of funds and the dollar amounts for each respective source; and
 - b. All uses of funds (including acquisition costs, rehabilitation/or construction costs, financing costs and professional fees) associated with the project.

Documentation to verify the sources indicated in the statement include:

- Commitment letters with all terms and conditions for the following:
 - Mortgages
 - Grants
 - Subordination agreements
 - Bridge (interim) loans
 - Investment tax credits (historical, low-income, if applicable)

- Copy of partnership agreement (if the applicant is a partnership), which indicates the cash contributions by the general partners and/or limited partners

Note: The proceeds from the sale of tax credits must be identified as a source of funding.

Documentation to verify the sources indicated in the statement include:

- Earnest money agreement, option or closing statement for land and/or buildings
- Construction cost estimate
- Construction contract or preliminary bids
- Agreements governing the various reserves which are capitalized at closing (to verify that the reserves cannot be withdrawn later as fees or distributions)
- Appraisal (to substantiate the value of land and property after rehabilitation/construction)
- If low-income housing tax credits are utilized, documentation on the syndication costs (legal, accounting, tax opinion, etc.) from the organization /individual who will syndicate and sell the offering to ensure that the project can support the fees necessary to syndicate/fund the project. All assumptions in the offering should be verified in the supporting documentation.

If the documentation is not adequate and does not support the costs as stated, the County will request additional documentation or a second opinion and/or reference from an appropriate source, such as another construction cost estimator, architect, or lawyer. When required documentation cannot be obtained, the County may deny HOME funding for the project.

- 2) *Certification of governmental assistance:* A formal certification from the applicant as to whether or not additional governmental assistance will be provided to the project, and if so, what kind of assistance. Any changes from original application must be disclosed.
- 3) *Project development budget:* The budget should include all costs associated with the development of the project, regardless of the funding sources.
- 4) *Operating pro-forma:* The applicant should furnish a pro-forma which should include achievable rent levels, market vacancies and operating expenses and also specify the consequences of tax benefits, in any, and any other assumptions used in calculating the project cash flow. The pro-forma should represent, at a minimum, the term of the HOME affordability requirements, or longer if other funding sources require longer affordability terms.

Key Evaluation Points:

Certification of Governmental Assistance: The applicant(s) shall provide a formal certification concerning the governmental assistance provided, to be provided or the absence of such governmental assistance. The applicant(s) shall certify that prompt notification will be provided should other governmental assistance be sought in the future.

Review of Project Budget: The project development budget will be evaluated to determine if development costs are necessary and reasonable. The review will ensure that the costs being funded by the HOME Program are eligible costs and the HOME funds per unit do not exceed the maximum per-unit subsidy limits. The “reasonableness” of costs will be based on the following factors:

- 1) Costs of comparable projects in the same geographical area,

- 2) The qualifications of the cost estimators for the various budget line items, and
- 3) Comparable costs published by recognized industry cost index services.
- 4) Underwriting guidelines for HOME used by IHDA

Contractor Profit: 6% of hard costs

Overhead: 2% of hard costs

General Conditions: 6% of hard costs

Developer Fee: The lower of \$2,500,000 or 12% of Development Fee Eligible Costs

Acquisition Cost Limits (assumes third party seller): Maximum acquisition price may not exceed the lesser of appraised value of the land or the contract sales price of the land (building excluded) + environmental remediation costs + 2 years of holding costs

Reasonable costs are defined in OMB Circular A-87 as follows: A cost is reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost.

Federal regulations require that projects involving land acquisition be supported by an appraisal documenting the current land value. Any upward deviation from the appraised value necessitates written justification explaining how the cost meets the "necessary and reasonable" test in OMB Circular A-87.

Rate of Return on Equity: The project pro-forma will be reviewed to determine the reasonableness of the rate of return on equity investment and/or to determine whether the cash flow projections are reasonable paying particular attention to current economic conditions.

Overall Evaluation: If the County determines that the total amount of HOME assistance and other governmental assistance exceeds the amount that the County determines is necessary to make the project feasible due to the unreasonableness of the costs and/or the projected rate of return, the County can consider several options:

- 1) Reduce the amount of HOME assistance through reducing the development budget accordingly or increasing the non-public funding of the project;
- 2) Make other adjustments to the project, such as lowering the rents to be charged, reduce the term of the loan in order to lower the rate of return; or
- 3) Deny HOME assistance if the applicant refuses to make reasonable adjustments or to limit its return/costs.

The Key Evaluation Points referenced above pertain to single-family rental housing of 1 to 4 units as well as multi-family rental housing. However, if the rental project is owner-occupied and the owner's unit is being rehabilitated with Federal funds, the rental income and rehabilitation expenses applicable to the owner's unit must be excluded from the pro-forma evaluations.

**MAJOR ENVIRONMENTAL ISSUES
REVIEW SHEET**

This review sheet is required of all applicants to assist Will County in determining the extent of environmental review that will be needed for proposed projects. It will allow the County to identify major environmental issues and to assist you in complying with all requirements so that funding delays may be avoided.

1. List all the component activities of the proposed project (e.g., street improvements, sewer lines, water lines, rehabilitation, new construction). For each activity indicate whether the work (A) involves new facilities or new capacity or whether it (B) is limited to replacement of existing facilities of similar capacity.

| <u>Activity</u> | <u>(A) New Facility or New Capacity</u> | <u>(B) Replacement of Existing Facility Only</u> |
|-----------------|---|--|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

| | | | |
|--|---------------------|--------------------|-----|
| 2. Will the project facilitate future development such as residential, commercial, industrial expansion? | <u>Yes</u> _____ | <u>No</u> _____ | N/A |
|--|---------------------|--------------------|-----|

What kind and on what scale?

| | | |
|--|---------------------|--------------------|
| 3. Does this project involve a change in land use (e.g. from agricultural to residential, from residential to industrial, etc.)? | <u>Yes</u> _____ | <u>No</u> _____ |
|--|---------------------|--------------------|

Explain:

- | | <u>Yes</u> | <u>No</u> |
|---|------------|-----------|
| 4. Is any part of the project located in a 100 year floodplain? (Verify with the Will County Dept. of Planning and Building Services or site source of information). | ___ | ___ |
| Source: _____ | | |
| 5. Will the project contribute to air pollution or undesirable odors? | ___ | ___ |
| 6. Will the completed project increase noise levels in or near any residential or other noise-sensitive areas? | ___ | ___ |
| 7. Are any residential or other noise-sensitive uses involved in the project located within 1,000 feet of a major street (a truck route, commercial street or other major road)? | ___ | ___ |
| 8. Are any noise-sensitive uses involved in the project located within 3,000 feet of a railroad track carrying regularly scheduled train traffic? | ___ | ___ |
| 9. If undeveloped, will prime agricultural land, according to the Will County Land Use Div. of Planning and Building Services, be converted to residential, commercial, or industrial uses? | ___ | ___ |
| Source: _____ | | |
| 10. Does the project involve any alteration of a water-course (channelization or damming of a waterway, enclosure of a drainage ditch, etc.) or the impoundment of storm water? | ___ | ___ |
| 11. Are any alterations of roadways or traffic circulation patterns necessary or desirable to accommodate the project? | ___ | ___ |

12. Indicate the extent to which the project will increase demand upon public services and utilities:

| <u>Service/Utility</u> | <u>Increase Demand Will Be:</u> | | |
|----------------------------|---------------------------------|---------------|--------------------|
| | <u>None</u> | <u>Slight</u> | <u>Significant</u> |
| Public Schools | _____ | _____ | _____ |
| Police and Fire Protection | _____ | _____ | _____ |
| Water Supply | _____ | _____ | _____ |
| Sewage Treatment | _____ | _____ | _____ |
| Electricity or Natural Gas | _____ | _____ | _____ |

| | | <u>Yes</u> | <u>No</u> |
|-----|--|------------|-----------|
| 13. | Will the project affect any buildings or sites | | |
| | (a) which are on the National Register of Historic Places? | _____ | _____ |
| | Or | | |
| | (b) which have historic, architectural or archeological significance or <u>may potentially be eligible</u> for the National Register of Historic Places? | _____ | _____ |

If the answer to 13(a) or 13(b) is “yes”, how will such structure or site be affected (torn down, rehabilitated, moved, isolated from its historic setting, etc.)?

| | | <u>Yes</u> | <u>No</u> |
|-----|---|------------|-----------|
| 14. | Does the project involve the displacement of any households or business? To what extent? | _____ | _____ |