



HOME Investment Partnership Program Will County HOME Consortium

HOME / CHDO Request for Proposals

Development of affordable housing for homebuyers

Development of affordable housing for renters

*Will County Land Use Department
Community Development Division
58 E. Clinton Street, Suite 100
Joliet, Illinois 60432
Phone: (815) 774-7890*

This application is for the development of affordable housing for homebuyers or for the development of rental housing. Projects can be new construction or rehabilitation of existing housing. Group homes are considered rental developments.

Housing Development Application Submittal

1. Submit proposal no later than May 3, 2021 by 4:00 pm.
 - a. Exhibit A – Transmittal Letter
 - b. The Affordable Housing Application (Excel file - Rental or Homebuyer)
 - c. All supporting documentation labeled by Worksheet Tab
 - d. Certifications

2. Due to COVID-19 restrictions, applications must be submitted electronically. All applications submitted electronically must contain all required information. The email must be sent with a ***delivery receipt and a read receipt***. These are for your files to verify that the application was submitted prior to the noted deadline for submittals.

Send all electronically submitted applications to: Lugrants@willcountylanduse.com

3. Two hard copies with original signatures will be required for submittal only for projects/proposals approved for funding.

4. Applications received after the deadline shall be rejected.

5. If any section of the full application is missing, that application shall be rejected.

6. Due to COVID-19 restrictions, Virtual Listen and Learn Application workshops are scheduled starting April 6, 2021 from 10:00-11:30. You are encouraged to contact the Program Manager during Will County office hours with questions.

Program Manager: Tawonna Reed
Office: (815) 774-3377
Email: Treed@willcountylanduse.com

Evaluation Criteria

Proposals will be reviewed scored on a competitive basis relative to the evaluation criteria below. The maximum possible score is **100 points**.

- A. Project Summary (10 points).** Proposer will receive scores ranging from 0 to 10 points based upon the clarity with which the project is summarized. The summary should demonstrate that all elements of the project have been analyzed and the project plan is thorough and complete.
- B. Demographic Commitment (10 points).** The Applicant will receive 10 points for projects that exclusively serve senior citizens, severely disabled (as defined by the Bureau of Census Current Population Reports), victims of domestic violence, veterans, or homeless persons.
- C. Organizational and Staff Capacity (15 points).** Applicant will receive scores ranging from 0 to 15 points based upon the capacity of the organization, the staff assigned to the project and their experience with similar projects. Capacity must be demonstrated with resumes included as attachments to the application.
- D. Readiness to Proceed (15 points).** Applicant will receive scores ranging from 0 to 15 points based upon demonstration of readiness to proceed. Factors that will be considered include site control, appropriate zoning, environmental assessment, staffing, and the commitment of other funding sources.
- E. Leveraging of Funds (25 points).** Applicant will be awarded points based upon the ratio of County funds requested and previously committed compared with other funding included in the total project budget. Points will be awarded as 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
- F. Financial Feasibility (15 points)** Applicant will be awarded 0 to 15 points based on the Affordable Housing Underwriting Template. Criteria presented in the Template that will be evaluated include the feasibility of the development budget, long-term sustainability of the project, and affordability of the units for low-to-moderate income persons.
- G. Match Liability (10 points)** Applicant will be awarded 10 points based on the ability to meet their HOME Match liability.

All points will be awarded on a full point basis. If information is not contained in the application, points will not be awarded. The Consortium will make commitments based on the criteria outlined above. In the case of a tie, the Proposer who scored the highest in the "Ability to Proceed" section will rank higher. Funding is competitive and is limited. Awards will be made to those projects that rank the highest and are consistent with the goals of the Consolidated Plan.

If the Consortium has committed funds to a project that can no longer proceed (i.e. other qualified funding is no longer available, site is not feasible due to environmental issues, etc.), the Consortium reserves the right to redistribute funds of the next highest ranked Proposer. At the Consortiums discretion, the funding commitment may be increased or decreased based on funding availability and need. This Request for Proposals (RFP) does not commit the Consortium to award any contract, pay any pre-award expenses, or pay any costs incurred in the preparation of a proposal.

General Grant Administration timeline (can be varied based on complexity of proposed project):

October - December

Notice of award

Submittal of final project documentation, plans, specifications, inspections, budget, sources and uses

Environmental Clearance

January - March

Agreement execution

April - October

Permits

Construction

November- December

Project Closeout

EXHIBIT A: TRANSMITTAL LETTER

MINIMUM REQUIRED CONTENT

< LETTERHEAD >

TO: Martha Sojka, Division Administrator
Will County Community Development Division
Will County Land Use Department
58 E. Clinton Street, Suite 100
Joliet, Illinois 60432

FROM: (AGENCY DIRECTOR/PRESIDENT/CEO)

DATE:

RE: Submission of 2021 HOME Funding Application

This letter serves to transmit to you a final application from the (AGENCY) for a HOME grant from Will County. Enclosed are the original and two copies of the application.

We propose to use HOME funds for (provide brief project description and service area):

The total project cost is \$_____ and we are requesting \$_____ of HOME funds for this project. The project described in this application has not been budgeted for and all known sources of funding have been disclosed in the application.

Attest Date

Agency Official Date

Title