



City of Chicago
Rahm Emanuel, Mayor

City Lots for Working Families

Application



City Lots for Working Families program

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Application to Develop Single Family Homes under the City Lots for Working Families program

The City of Chicago seeks to provide moderate-income working families with the opportunity to purchase high-quality new homes. The goal is to expand housing supply in support of healthy communities, especially those traditionally bypassed for new development.

The Department of Housing (DOH) recognizes today's high costs of construction and has packaged a number of benefits designed to reduce the total development cost and yield a lower sales price to qualified purchasers:

Assistance available to the developer:

- Conveyance of city-owned vacant lots for as little as \$1 per buildable lot

Assistance available to the qualified purchaser:

- Home Buyer Assistance Program and/or TaxSmart Program benefits (see page 8 for more information on these programs).

Program Requirements

- Single-family homes must be priced to be affordable for a household at 120% of the area median income.
- For a given development, there can be a maximum of 25% market rate units (i.e., units with no limits on sales price or buyer income).
- Developments shall satisfy program design requirements (see Attachment 1).
- Developers shall demonstrate economic feasibility and marketability of proposed development.
- Developers shall demonstrate experience, financial capability and ability to undertake, finance and capacity to complete development within prescribed time frames and for targeted sales prices. Developers with limited experience should apply to develop the minimum number of homes allowed under the program – eight (8).
- Any one application under the program has a maximum of 20 units (one 2-flat equals 2 units.)
- Developers shall comply with all applicable city, state, and federal regulations governing the program.

Application Review and Approval Process

1. Application

- Complete application, confirming inclusion of all necessary information and documentation through the checklist provided and submit the \$1,000 application fee in the form of a non-refundable cashier's check, company check, certified check, or a money order made payable to the City of Chicago. Original and one copy of application are to be provided to City.
- Applications are accepted on an ongoing basis and approved based on merit and availability of resources.
- From time-to-time, the City may decide to issue a "Request for Applications" to develop homes under the program in a specific geographic area. In such circumstances, a Public Notice will be published and an informational meeting will be held with interested parties.

2. DOH review and approval of application

- The Department will only review applications that include all necessary documentation and will notify the applicant if the application is incomplete.
- A staff member will work with each applicant throughout the application process.
- Staff will complete a thorough review of the application using DOH underwriting standards. DOH reserves the right to negotiate with the developer regarding the specifics of any aspect of the proposed each development.
- The architectural design/construction review is a critical component of the application process and consists of:
 - Architectural Design Review: review of design drawings, scope of work, project budget and context compatibility; approval will result in authorization of construction documents.
 - Construction Document Review and Final Construction Review components occur at the construction phase as detailed in section 5.

3. City Council approval

- At least thirty (30) days after the required approval by the Chicago Plan Commission, and if necessary the Community Development Commission, an ordinance requesting the sale of land for a project is introduced by the Mayor to the City Council and then referred for a public hearing to a City Council committee.
- Economic Disclosure Statement, Ownership Disclosure Affidavit, and scofflaw checks must be completed prior to the City Council submission.
- Developer may be asked to appear before a City Council Committee, usually Housing and Real Estate, to answer questions or present his/her proposal; if passed, the ordinance is referred to the full Council.

4. Drafting and signing of legal agreements

- Financing commitments and required organizational documents pertaining to the project must be made available to DOH staff for review; Corporation Counsel will issue a closing document checklist to developer. The Corporation Counsel will prepare a Land Sale and Redevelopment Agreement which will define the land conveyance, scope of work, construction schedule, and the description of qualified purchasers, to be executed by the City and developer. Construction lenders must execute a Subordination Agreement.
- Developers must comply with the City's insurance requirements.
- DOH staff, in consultation with the City's Corporation Counsel, will review the financing commitment and loan documents.

5. Construction

- Construction Document Review: design confirmation and review of construction drawings and specifications; legal survey, soil report and environmental assessments, review of construction budget.
- Final Construction Review: verification of sworn statements from owners and contractors, agreements with architect and general and subcontractors, addenda and addenda approval, building permit, inspecting architect approval, fee waivers, and certificate of insurance. DOH Construction approval issued.
- DOH Pre-construction meeting held with Developer and Contractor, Notice-to-Proceed issued.
- Developer must start construction within 3 to 6 months of the execution of the Land Sale and Redevelopment Agreement. Construction must be completed within the period outlined in the Agreement.
- Construction phase will include progress, punch list and final inspections.
- Developer will submit monthly construction status and sales reports to assigned DOH staff.
- Developer requests Certificate of Compliance at 100% project completion as approved by developer's architect.
- Developer Submits Certificate of Occupancy from Department of Buildings.

6. Sale and Closing of the newly constructed home

- Developer must submit a marketing plan to DOH Homeownership Center Division for approval
- Developers will supply DOH with a homebuyer application, along with supporting documentation for potential buyers. DOH staff will verify this documentation for affordability and eligibility purposes prior to a contract for purchase.
- Developer must submit a request to the DOH Closing Coordinator at least two weeks prior to closing date. This person will coordinate the City's role in the home sale closing among DOH, the Department of Law, outside counsel, the developer, and the title company.
- A homebuyer determined by the City to be eligible closes on the sale.
- Buyer will execute a mortgage recapture agreement or 5 year resale restriction if the land value is less than \$50,000.
- If any parcel is appraised over \$50,000 the land value will be recaptured upon re-sale of the home but is otherwise fully forgiven after 30 years of occupancy. In the City's sole discretion, homes may be placed into the [Chicago Community Land Trust](#) when the underlying land value exceeds \$50,000.
- General Contractor issues a limited warranty (valid for a minimum of 1 year from date of first occupancy)
- From time-to-time the City may select certain targeted areas in which Purchase Price Assistance may be made available to a limited number of buyers of homes built under the City Lots for Working Families program.

7. Post-closing

- DOH monitors warranty compliance.
- Buyer is required to submit annual occupancy compliance documentation to DOH for (5) five to thirty years (typically (5) five years) depending on the amount of the land write down. This shall consist of an affidavit stating that the property is the owner's primary residence, and a copy of the owner's driver's license or state identification that displays the same address as the subject property.

Summary

| Feature | | Application to Develop Single Family Homes |
|--------------------------------------|---|--|
| Benefits | City-owned land | Conveyed for as little as \$1 per buildable lot |
| Types of housing | Condominiums | No |
| | Rental housing | No |
| | Single family homes & two-flats | Priced to be affordable for households at 120% AMI |
| Development caps | Appraised value of lot (up to \$50,000) | Forgiven over 5 years |
| | Appraised value of lot (amount over \$50,000) | First \$50,000 is forgiven over 5 years; the balance is subject to repayment at up to 3% simple interest if home is sold during the first 30 years after the purchase date, unless sale is to an income-qualified homebuyer who purchases the home for an affordable price |
| Mortgage recapture provisions | Recapture provisions | Recapture provisions for total appraised value of lot will be modified if the land is conveyed to the Chicago Community Land Trust. |
| | Purchasers of affordable single family units and two-flat buildings (household income) | ≤ 140% AMI |
| | Renters of two-flat rental unit | No restriction on household income |
| | Income eligibility & affordability determined and approved by DOH Homeownership Center | Yes |
| | Homebuyer must have certificate of completion of approved home ownership counseling program | No |
| Regulatory requirements | DOH architectural review | Yes |
| | Environmental clearance | Yes; and any remediation costs will be borne by the Developer. |
| | Mayor's Office of People with Disabilities Approval | Yes |
| | MBE/WBE | No* |
| | City Residency Hiring Requirements | No* |
| | Davis Bacon | No |
| | Section 3 | No |

* EXCEPTION: If any City Lot within a Project has an Appraised Value greater than One Hundred Twenty-Five Thousand and No/100 Dollars (\$125,000), the Project shall be subject to MBE/WBE and City Residency Hiring Requirements.

Program Features: Developers

Maximum development costs

To ensure that homes are affordable to a broad range of families under City Lots for Working Families Program, DOH calculates affordability based on the factors that go into a buyer's monthly mortgage payment and their annual household income:

| Type of Housing | Maximum Sale Price |
|--------------------|------------------------|
| Single-family home | See attached Exhibit 3 |
| Condominium | Not allowed |
| Two-flat | See attached Exhibit 3 |

Program Features: Buyers

Eligible buyers

Income Limits

Purchasers of affordable units in the proposed development are households with incomes up to 140% of the area median income who will occupy the home as their principal residence.

The income limits table provided in Attachment 3 identifies household income levels as percentages of the median for the metropolitan area. The developer is responsible for obtaining all qualification checklist items from the homebuyer's income and assets and forwarding this information, when complete, to the DOH Homeownership Center.

Buyers who are not currently City of Chicago residents can purchase a home through this program. City of Chicago employees are also eligible to purchase a home if they meet all eligibility criteria.

Additional information related to the eventual homebuyer

To help make homeownership possible for broad range of working families, Mayor Rahm Emanuel established the **Home Buyer Assistance Program** to offer grants that support down payment and closing costs. The Chicago Infrastructure Trust will administer the program, working in conjunction with authorized lending institutions responsible for accepting and processing applications. The Home Buyer Assistance Program is open to families or individuals who are buying a home or refinancing an existing mortgage. More information can be found at: <http://chicagoinfrastructure.org/initiatives/home-buyer-assistance-program/>.

The **TaxSmart** program allows eligible homebuyers to subtract 25% of their annual mortgage interest payments directly from their federal income tax liability. The credit can be claimed each year that the homebuyer holds the mortgage loan and uses the home as a primary residence. TaxSmart is available through participating lenders and must be obtained in conjunction with a mortgage. More information can be found at: https://www.cityofchicago.org/city/en/depts/dcd/supp_info/taxsmart_mortgagecreditcertificate.html.

Selection Criteria

The criteria used to evaluate developers' applications are based on the following:

- Evidence of developer's financial capacity and ability to obtain project financing
- Completeness, quality, and experience of development team
- Demonstrated progress on prior City sponsored projects
- Demonstrated community input and support
- Proven depth and quality of experience in successfully developing residential buildings in the community where the selected development is located, or in a community with similar market characteristics
- Applications that evidence interest of potential buyers
- Designs that respect the context of the block and surrounding community
- Site plans that accommodate the need for private open space within a development and enhance the entire site with a well-designed landscaping plan

Application Submission

DOH requires an original and one copy of the application. All applications must be complete in all respects.

Submitting an application is not a guarantee that the City will sell City-owned land to the applicant.

Applications will be accepted during general business hours, 8:30 a.m. to 4:30 p.m., except for City of Chicago holidays, in the office of:

Department of Housing
Attn: Bureau of Homeownership Programs
121 N. LaSalle St., Room 1006
Chicago, IL 60602-1265

Completed applications must be accompanied by the non-refundable application fee, which cannot be waived, in the amount of \$1,000 in the form of a cashier's, company or certified check, payable to the City of Chicago.

All materials submitted become the property of the City. The Department reserves the right to revise or modify the application instructions to developers in writing. The City, however, will not be responsible for any failure to advise any prospective developer of any written changes.

The Department reserves the right to request and set a deadline for the submission of supplemental requested information. Such additional information may include, but is not limited to, more detailed site or architectural plans, more specific financial information, firm financial commitments, or other documentation necessary to make a final recommendation to the City Council for its approval.

No application from any person, firm, or corporation in arrears or in default to the City of Chicago, upon any debt or contract, or a defaulter as surety or otherwise upon any obligations to the City, or one who had failed to perform faithfully any previous contract with the City, will be presented to the City Council for approval. (See also "[Economic Disclosure Statement and Affidavit](#)," available from the Department of Procurement Services.)

Application Checklist

Please check off each item as it is completed to ensure that all the necessary documents are included. Incomplete applications will be deemed ineligible for funding consideration.

Applicants do not have to use the forms provided, but must ensure that all information requested is provided and clearly indicated on their submissions.

More complete descriptions of components can be found on the following pages.

| Application component | Checklist | For DOH use only |
|---|-----------|------------------|
| Non-refundable application fee, payable to the City of Chicago (\$1,000) | | |
| A Project summary | | |
| B Development team credentials | | |
| C Financial statements | | |
| D Development presentation map | | |
| E Community input | | |
| F Market analysis | | |
| G Project schedule | | |
| H Development budget | | |
| I Budget details | | |
| J Cost certification | | |
| K Development financing | | |
| L Donation information (if applicable) | | |
| M Credit references | | |
| N Sample Warranty of Habitability | | |
| O Economic Disclosure Statement and Ownership Disclosure Affidavit | | |
| P Preliminary Project Review/Architectural submission | | |
| Q Marketing plan | | |
| | | |

**APPLICATION TO DEVELOP HOUSING UNDER THE
CITY LOTS FOR WORKING FAMILIES
PROGRAM**

A. Project Summary

Name of project: _____

Community areas:

Wards:

Legal development entity(s):

Name

Address/Phone/Email

Development entity principal(s):

Name

Address/Phone/Email

Project manager:

Name _____
Company name _____
Address _____
City, State Zip _____
Phone _____
Email _____

| | |
|---------------------|----------|
| # of row/townhouses | _____ |
| # of bedrooms | _____ |
| # of square feet | _____ |
| unit price | \$ _____ |

| | |
|---------------------------|----------|
| # of 2-unit buildings | _____ |
| # of bedrooms - unit 1 | _____ |
| # of square feet - unit 1 | _____ |
| # of bedrooms - unit 2 | _____ |
| # of square feet - unit 2 | _____ |
| unit price | \$ _____ |

| | |
|-----------------------------|----------|
| # of detached single-family | _____ |
| # of bedrooms | _____ |
| # of square feet | _____ |
| unit price | \$ _____ |

| | |
|-----------------------------------|----------|
| Total number of units to be built | _____ |
| City subsidy requested | \$ _____ |
| Total subsidy dollars | \$ _____ |
| Per unit cost | \$ _____ |

Site Information

If you need information on available City-owned lots, contact DOH at (312)-744-0141.

Indicate current property ownership (City, owned/controlled by developer or other private party). Provide evidence of site control for each privately-owned lot in the form of a deed, purchase option, tax foreclosure certificate, etc.

Provide a photo of each lot to be developed. Provide a Sidwell map indicating the location of each lot.

| Street address | PIN(s) | Census Tract | Lot size | Ownership | Zoning | Unit type | Unit total |
|----------------|--------|--------------|----------|-----------|--------|-----------|------------|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

B. Development Team Credentials

Development entity:

Company name _____
Address _____
City, State, Zip _____
Phone _____ Fax _____
Email _____

Type of development entity (mark all appropriate):

- Partnership For-profit corporation
 Not-for-profit corporation Joint venture
 Sole proprietor Cooperative

Other (specify): _____

Submit documentation of formation of development entity (if applicable):

- Joint venture agreement Trust agreement
 By-laws State of Illinois Certificate of Good Standing
 Articles of incorporation

Principals of development entity:

Name _____ Social Security # _____
Address _____
City, State Zip _____
Phone _____ Fax _____ Email _____
Role _____
Partnership status _____ Interest percentage _____ %

Name _____ Social Security # _____
Address _____
City, State Zip _____
Phone _____ Fax _____ Email _____
Role _____
Partnership status _____ Interest percentage _____ %

Name _____ Social Security # _____

Address _____

City, State Zip _____

Phone _____ Fax _____ Email _____

Role _____

Partnership status _____ Interest percentage _____ %

Current Board of Directors of development entity/owners:

Please provide on a separate sheet a list of all contact information (address, phone and fax).

Other development team members:

Please provide on a separate sheet the following information for each of the identified development team members listed below and any other members deemed appropriate but not listed:

- Contact information: Name, address, phone
- Resume or brief narrative summarizing work history
- Thorough description of each member’s experience, background and accomplishments pertinent to the proposed project. Please highlight any project in which DOH participated.
- Indicate if team member is a City of Chicago certified minority- or woman-owned business, as defined by Chapter 2-92 of the City of Chicago Municipal Code.

1. Architect
2. Inspecting architect
3. Engineer
4. General contractor
5. Construction manager
6. Construction lender
7. Permanent lender
8. Attorney
9. Accountant
10. Sales/marketing agent
11. Homeownership Counseling Agency
12. Other

C. Financial Statements

Please submit audited financial statements for the last two years. If financial statements are not audited, provide a form of unaudited statements or balance sheets. If the entity is owned by individuals, please submit a personal financial statement and tax returns from the last two years.

D. Development Presentation Map

Please provide maps for all proposed sites. Base maps may be obtained from:

City of Chicago
 Department of Transportation, Division of Maps and Plats
 City Hall
 121 N. LaSalle, Room 905
 312-744-4996
<https://gisapps.cityofchicago.org/MapTemplateWeb/?config=property&layers=80%2520Acre>

Specifications for the map are:

Type of map: Structure Base Map (scale: 1" = 100')
 Area of coverage: 4 square blocks (1/4 square mile), centered on project site

Please specify on the map whether the area is a Department of Planning and Development-designated urban renewal area (Redevelopment Area, Conservation Area, Tax Increment Financing District).

| Items to Be Designated | Color Code |
|--|--|
| Proposed site(s) | Black, outline with label inside |
| Public transportation (El lines and bus routes) | Black label |
| Main thoroughfares | Black label |
| Business/commercial areas | Yellow |
| Parks | Green |
| Schools | Orange |
| Hospitals | Pink |
| Abandoned buildings | Red, solid |
| Vacant lots | Red, outline with diagonals |
| Non-DOH projects developed by applicant/sponsor | Black, outline with diagonals |
| Other DOH-funded projects developed by applicant/sponsor | Blue, outline with diagonals |
| DOH-funded projects by others (if known) | Blue, solid |
| Other residential investment in area | Purple |
| Public, institutional, commercial or recreational facilities that will serve the site but that are located off the map | Indicate on map with label, ex.: "Major Commercial 1/4 mile north" |

E. Plan for Community Input

Provide a detailed description of contact so far with the local alderman, business and community organizations, major institutions and others who may be affected by the proposed housing development. Letters of support from local organizations or individuals are strongly encouraged. A letter of support from the local alderman, indicating support for the conveyance of all City lots, any necessary zoning changes, and financial assistance, is required.

F. Market Analysis

While this does not have to be a privately commissioned report, data should be submitted with analysis and conclusions. The market analysis should explain why you are proposing a development on these lots/sites:

- Summarize area demographic data and provide a brief history of its market activity: What are the income levels of residents in the targeted areas and of the proposed purchasers? What are current area rents and home value levels?
- What is the projected absorption rate for the homes you are proposing to build?
- What are the proposed sales prices, by type of home and number of bedrooms?
- Please provide any information on interested buyers.
- Will you build in phases? How many units under construction in each phase?
- Is there any other evidence pertinent to promoting homeownership opportunities in the area? Please explain.

G. Project Schedule

Please provide an estimate of the schedule proposed for the successful and timely completion of the development.

Acquisition, if any (total time length for acquiring buildings) _____

Estimated start date for construction _____

Construction time per home (please attach full schedule) _____

Number of phases (if applicable) _____

| | | Per building (list # of weeks) | Total project (cite month/year) | Project timeline (with date of executed redevelopment agreement = month 1, count forward) |
|---|---------------------------------------|-----------------------------------|------------------------------------|--|
| Governmental approvals | Zoning | | | |
| | Utility relocation | | | |
| | Building permit | | | |
| | Other: _____ | | | |
| Construction | Completion of site control | | | |
| | Approvals | | | |
| | Start of construction | | | |
| | # of months per phase (if applicable) | | | |
| | Completion of construction | | | |
| Final completion (estimates) | Start of marketing | | | |
| | Buyer Qualification/Loan Commitments | | | |
| | Date of initial sale | | | |
| | Date of final sale | | | |

H. Development Budget

Please provide a summary budget for each building type.

If using this form, page _____

Developer name _____

Project name _____

Building address _____

Building PIN # _____

Total number of units _____

1st Unit

2nd Unit

Number of bedrooms _____ Number of bedrooms _____

Number of bathrooms _____ Number of bathrooms _____

| | | Cost | Explain (if necessary) |
|--|-------------------|------|------------------------|
| Acquisition | Acquisition | \$ | |
| | Subtotal A | \$ | |
| Construction | Hard costs | \$ | |
| | Subtotal B | \$ | |
| Soft Costs | Soft costs | \$ | |
| | Subtotal C | \$ | |
| Developer's Fee (Maximum 10% of sum of acquisition, construction, and soft costs) | Developer's fee | \$ | |
| | Subtotal D | \$ | |
| Total | | \$ | |

Summary

| Total development cost | Sales price | As-is appraised value |
|------------------------|-------------|-----------------------|
| \$ | \$ | \$ |

I. Budget Details

Provide the following budget details, using a separate page for each building type. The tables below are samples. The workups and specifications for each building should accompany each budget page when available.

| Construction Costs Summary per Unit | | |
|-------------------------------------|------------|----|
| Budget date | | |
| Habitable area | | SF |
| Basement (1/2) Crawl (1/4) | | SF |
| Adjusted area | | SF |
| Excavation | | \$ |
| Concrete | Foundation | \$ |
| | Slab | \$ |
| Masonry | | \$ |
| Carpentry | Rough | \$ |
| | Trim | \$ |
| Millwork/Door/Hardware | | \$ |
| Windows | | \$ |
| Insulation | | \$ |
| Siding | | \$ |
| Roofing | | \$ |
| Gutters | | \$ |
| Drywall | | \$ |
| Cabinets (kitchen/vanity) | | \$ |
| Tops (kitchen/vanity) | | \$ |
| Ceramic tile | | \$ |
| Resilient tile | | \$ |
| Carpet | | \$ |
| Painting (ext. & int.) | | \$ |
| Misc./Accessories | | \$ |
| Appliances | | \$ |
| Stairs/Rails/Ornamental metal | | \$ |
| Utilities: sewer/water | | \$ |
| Plumbing | | \$ |
| H.V.A.C. | | \$ |
| Electrical w/ fixtures | | \$ |
| Site preparation | | \$ |
| Landscape | | \$ |
| Walks/Pad | | \$ |
| Fence | | \$ |
| Subtotal | | \$ |
| General Conditions | | \$ |
| Contractor O.H./Fees | | \$ |
| Permits | | \$ |
| Water permits | | |
| Construction cost total | | \$ |
| Construction cost/sq. ft. | | \$ |

| Soft Costs Summary per Unit | | |
|-----------------------------|------------|----|
| Architect | Design | \$ |
| | Inspection | \$ |
| Engineer/Soil boring | | \$ |
| Environmental | | \$ |
| Survey | | \$ |
| Legal fees | | \$ |
| Title/Closing | | \$ |
| Construction loan fees | | \$ |
| Financing cost | | \$ |
| Property tax (constr.) | | \$ |
| Insurance (constr.) | | \$ |
| Security (constr.) | | \$ |
| Marketing expense | | \$ |
| Sale agent fees | | \$ |
| Appraisal | | \$ |
| Accountant | | \$ |
| Warranty | | \$ |
| Bond | | \$ |
| Other cost | | \$ |
| Subtotal | | \$ |
| Developer's fees | | \$ |
| Acquisition | | \$ |
| Contingency | | \$ |
| Soft costs total | | \$ |
| Soft costs/sq. ft. | | \$ |

| Development Costs Summary per Unit | |
|------------------------------------|----|
| Total hard costs | \$ |
| Total soft costs | \$ |
| Total development cost | \$ |
| Total development cost/sq. ft. | \$ |
| Sales price (w/o options) | \$ |

J. Cost Certification

Please complete the following form for each building.

I hereby certify that the above figures represent reasonable and accurate development cost estimates based on the schematic drawings and outline specifications submitted as part of this application, as of _____, 201____ .

| | |
|-----------------------------|-------|
| Name | _____ |
| Title | _____ |
| Company | _____ |
| Relation to project sponsor | _____ |
| Date | _____ |

K. Development Financing

Please provide the types and sources of financing and terms. **You must also submit letter(s) of interest or commitment from lender(s).**

| Sources | Lenders | Amount | Rate | Terms |
|-----------------------|---------|--------|------|-------|
| Construction Loans | | \$ | % | |
| | | \$ | % | |
| Pre-development Loans | | \$ | % | |
| | | \$ | % | |
| Other Resources | | \$ | % | |
| | | \$ | % | |

L. Credit References

Please provide the contact names, organization names, addresses and telephone numbers of three credit references (banks or major vendors). Also, please attach a letter that gives DOH your consent to contact these references (see the following page for a sample letter).

1.

Name _____
Title _____
Company name _____
Address _____
City, State Zip _____
Phone _____ Fax _____
Email _____
Nature of Account _____

2.

Name _____
Title _____
Company name _____
Address _____
City, State Zip _____
Phone _____ Fax _____
Email _____
Nature of Account _____

3.

Name _____
Title _____
Company name _____
Address _____
City, State Zip _____
Phone _____ Fax _____
Email _____
Nature of Account _____

This is an example of a release of information letter. The signed letter of consent is necessary because of the laws concerning the rights to privacy of information act. This letter will only be used to get three questions answered from your bank references:

1. *Is this developer a customer of your establishment?*
2. *Are they a customer in good standing?*
3. *What type of account do they have with your bank?*

(Date)

Commissioner
Department of Housing
City Hall – 10th Floor
121 N. LaSalle
Chicago, IL 60602

Dear Commissioner,

I (Your Name) representing (Name of Company) , for the project called (Name of Project) , hereby grant the City of Chicago Department of Housing permission to contact the credit references submitted as part of the City Lots For Working Families program application. These references may be contacted with the understanding that information requested is limited to verifying the status of the business relationship with each reference for the purpose of the proposed project submitted in the application.

Sincerely,

(Your Name)

M. Sample Warranty of Habitability

Provide a sample from the general contractor of the Warranty of Habitability that will be given to the home purchaser.

N. Economic Disclosure Statement and Ownership Disclosure Affidavit

Submit a completed original and two copies of the Economic Disclosure Statement (EDS) for the development entity and each member or owner entity. This document and ancillary material can be found here:

http://www.cityofchicago.org/city/en/depts/dps/provdrs/comp/svcs/economic_disclosurestatementseds.html

O. Marketing Plan

The Marketing Plan submission should indicate the strategy to be used to market the units to low- and moderate-income purchasers. Strategies should include the use of local community organizations and additional outreach efforts.

The plan should also detail:

- steps to affirmatively market the properties to eligible homebuyers
- whether the properties will be pre-sold, sold on specification, or through a lottery
- timeline of marketing activities
- detailed marketing budget
- marketing activities used to notify potential homebuyers with disabilities (please note that DOH will notify the Mayor's Office for People with Disabilities of upcoming developments, to be included in their publication, *Access Notes*)
- compliance with all federal, state, and local laws, rules, and regulations pertaining to the marketing of housing

All marketing materials must be reviewed by the DOH liaison prior to publication and distribution. Selected developers shall not discriminate based upon race, color, sex, gender identity, age, religion, disability, national origin, ancestry, sexual orientation, marital status, parental status, military status or source of income in the marketing and sale of any Home constructed by Developer pursuant to the terms of the CL4WF RDA

P. Preliminary Project Review Architectural Submissions

The review of proposed designs is an integral element of the City’s review process, intended to increase the design integrity in affordable housing and help ensure that architecture enhances the livability of neighborhoods.

There are four stages of architectural review that each development will undergo.

STAGE ONE: Preliminary Project Review. Documents required for the Preliminary Project Review must be submitted with the initial application (see checklist below).

STAGE TWO: Zoning and Land Use Review. (Applicant will be notified at a later date of required documentation for Stage Two submission.)

STAGE THREE: Design Document Review (Applicant will be notified at a later date of required documentation for Stage Three submission.)

STAGE FOUR: Construction Document Review (Applicant will be notified at a later date of required documentation for final construction approval for Stage Three.)

For more information on Design Criteria, see page Attachment 1.

Preliminary Project Review Checklist:

1. **Master plan:** should locate the project site(s), depict the adjacencies to existing properties and, in the case of larger developments, illustrate proximity of proposed multiple sites.
2. **Site plan:** conceptual site plan should identify setbacks, easements, number of parking spaces provided/required, location of refuse pick-up areas, utilities and pedestrian environment issues.
3. **Landscape plan:** should illustrate type of plan materials, location of shrubs and trees, ground treatment, security fencing and other site features.
4. **Floor plans:** should clearly depict room designations, dimensions and typical furniture layout.
5. **Building section:** should identify building materials, structural framing, depth of footings/foundations, ceiling heights of interior spaces and general floor and roof framing.
6. **Front, side and rear elevations:** should illustrate selection and location of materials, doors, fenestration and roof configuration. Drawings should also indicate vertical heights and depth of foundations. Alternate elevations are required, showing optional facade treatments such as bay windows and front porches or other elements demonstrating variety.
7. **Project narrative:** should briefly summarize (one page, double-spaced) the development objectives, site, building construction systems (identify wall, floor and roof construction) and building design concepts. It can also include discussion on broader urban design context and the opportunities and constraints of the site itself.

| Included | For DOH use only |
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Any additional questions regarding DOH Architectural Design Review should be directed to your DOH liaison and/or the DOH Construction/Technical Services.

Attachment 1 Design Criteria

The review of proposed designs is an integral element in the process, and helps ensure that the development fully complies with the applicable Ordinances and local and state codes and regulations. The review is scheduled early in the process. With guidance, applicants will have the opportunity to identify concerns and challenges and address each accordingly.

The Development Team and architect of record should prepare a concise and informative submission package, including a project summary, construction cost estimates, site plans and drawings that illustrate scale, architectural context, project scope and any opportunities and constraints of the site/project itself.

Please refer to the following Criteria.

Development materials should be submitted as follows:

1. **Master plan:** Should locate the project site(s), depict the adjacencies to existing properties and, in the case of larger developments, illustrate proximity of proposed multiple sites. (For New Construction projects with Multiple buildings only)
2. **Context photographs and drawings:** For New Construction projects with noncontiguous parcels, the development team must provide the following: a) photos of the sites including nearest adjacent buildings. (For New Construction projects with Multiple buildings only)
3. **Site/Landscape plan:** Conceptual site plan should identify setbacks, easements, number of parking spaces provided/required, location of refuse pick-up areas, utilities and pedestrian environment issues. The plan should also illustrate the type of plant materials, location of shrubs and trees, ground treatment, security fencing and other site features.
4. **Floor plans:** Should clearly depict room designations, dimensions and typical furniture layout.
5. **Building section:** Should identify building materials, structural framing, and depth of footings/foundations, ceiling heights of interior spaces and general floor and roof framing. (For New Construction and unique rehab projects)
6. **Front, side and rear elevations:** With New Construction and substantial Rehabilitation projects the development team should submit front, side and rear elevations that illustrate selection and location of materials, doors, and fenestration and roof configuration. Drawings should also indicate vertical heights and depth of foundations. For existing properties not requiring modifications to the exterior envelope, photographs of all exterior elevations are required.
7. **Project narrative:** Should briefly summarize (one page, double-spaced) the development objectives, site, building construction systems (identify wall, floor and roof construction), project work scope specifications narrative and building design concepts.
8. **Codes:** All work to comply with the Municipal Code of the City of Chicago including Division 34 Existing Structures for existing and rehabilitation projects, (as required).
9. **Permits:** Development Team to provide copies of drawings Issued for Construction / Permit, and applicable permits with sign-offs.

Checklist **For
Internal
use only**

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The Development Team to submit one hardcopy and an electronic PDF copy of the above development materials.

Recommended Residential Design Criteria

| Category | Building Type | Standard/Requirement |
|-------------------|----------------------------------|--|
| Square footage | Single-family | Minimum 1,200 sq. ft. – |
| | 2 unit building | Minimum, primary unit: 1,200 sq. ft. - |
| | Room Sizes | Room Sizes: Unit living rooms shall contain a minimum of 150 SF, and have a minimum dimension of 10-feet in any horizontal dimension. All other habitable rooms shall have a minimum size of 100 SF, not including closets, and a minimum dimension of 9-feet in any horizontal dimension. |
| Bedrooms | Single-family 2 unit building | 2-3 bedrooms. Minimum area 150 sq. ft. primary bedroom and 120 sq. ft. other bedroom(s). Provide clothes closets min. 10 sq. ft. for each closet. |
| Bathrooms | Single-family 2 unit building | <ul style="list-style-type: none"> ▪ Minimum 1 ½ bathrooms ▪ Ceramic tile floor mandatory for all bathrooms |
| Garden Units | Single-family 2 unit building | Garden Level / Basement not to exceed ½ total depth below grade. |
| Building exterior | All | <ul style="list-style-type: none"> ▪ Exterior treatment should be compatible with surrounding neighborhood. ▪ Masonry veneer, if used for the front façade, requires a mandatory with min. two feet masonry wrap along-side elevations, where existing buildings in the neighborhood are predominantly masonry structures. ▪ Side elevation exposed to the street should have architectural treatment consistent with front elevation (applies to corner lots). ▪ Alternate façade designs (with optional treatments such as bay windows, etc.) are required to add variety. ▪ Non-Combustible material to be used on all front porches – Such as metal, masonry or concrete porches. |
| Landscaping | All | <ul style="list-style-type: none"> ▪ Sod planted in front and back yards. Sod on all side yard with width greater than 3 feet. ▪ Mulch or ground cover may be used under porches. Mulch or ground cover on all side yards least then 3.0 feet in width. ▪ Concrete walks or pavers may be used at gangways. Provide direct access from the front to the rear of site. ▪ Substantial shrubbery and plantings are required. ▪ Secured and private outdoor space is mandatory for all owner-occupied units. This applies to site security around the perimeter of all sites. |

| Category | Building Type | Standard/Requirement |
|---------------------------|---------------|--|
| Parking | All | <ul style="list-style-type: none"> ▪ Vehicular access to required off-street parking shall be from existing alleys. ▪ A minimum of one off-street parking space per unit must be provided as per Zoning Ordinance. |
| Central air-conditioning | All | <ul style="list-style-type: none"> ▪ All units shall be heated and air conditioned. |
| Utilities | All | <ul style="list-style-type: none"> ▪ Separate furnaces and hot water tanks are required for each unit. ▪ Minimum 85,000 BTU (or 100,000 BTU furnace for two-story) and 50 gallon hot water tanks are required. ▪ Furnace and hot water heater have an Annual Fuel Utilization Efficiency (AFUE) rating of 90% or greater. |
| Appliances | All | <ul style="list-style-type: none"> ▪ Range, refrigerator, dishwasher, and ducted range hood mandatory in each unit. ▪ All appliances must be Energy Star compliant. ▪ Washer and dryer hook-up (grey box mandatory) in each unit, except where there is a common laundry facility. |
| Required energy standards | All | <ul style="list-style-type: none"> ▪ Attic insulation of R-38. ▪ Exterior wall insulation of R-19. ▪ Rigid perimeter or batt insulation of R-19 or better at building floor system with crawl space. ▪ Vapor barrier in the crawlspace, wall and attic. ▪ Air infiltration barrier on the perimeter walls. ▪ Double pane insulated windows and insulated thermal core doors with weather-stripping. ▪ 2" rigid insulation vertically and 2'0" horizontally for slabs and slabs on grades. ▪ Sill plate sealed with gasket. |
| Security | All | <ul style="list-style-type: none"> ▪ Self-contained alarm system is mandatory. ▪ Monitored system upgrade optional. |
| Miscellaneous | All | <ul style="list-style-type: none"> ▪ All units to be wired for internet access and cable TV. ▪ Acoustics insulation (such as sound batt and resilient channels) between dwelling units mandatory. ▪ All units must have provisions for bulk storage. ▪ Wind resistant design (New Construction only) ▪ No Luan underlayment allowed. ▪ No Luan doors allowed. |

| Category | Building Type | Standard/Requirement |
|---|---------------|---|
| <p>Accessibility Standards Universal Design / Adaptable features</p> <p>Under the Mayor’s initiative to increase housing options for people with disabilities, the city encourages developments to construct 10% of their dwelling units as adaptable, suitable for a person with or without a disability.</p> <p>Development Teams to schedule a project review with the Mayor’s Office for Persons with Disabilities, and provide copy of meeting notes and intake form as part of the review process.</p> | All | <ol style="list-style-type: none"> 1. One no-step entry on an accessible route. Minimum interior 2'-10" doors throughout (32" clear opening). 2. Lever hardware on all doors. 3. Outlets and switches between 15" and 48" above finished floor 4. First floor adaptable ¾ bathrooms (accessible shower, water closet and lavatory) in accordance with FHAA guidelines. One area on the first floor which could be converted into a bedroom (multi-level, single family or two unit). 5. Wheel chair lift power (junction box) at top of straight run stair with 4'0" width and clearances at top and bottom landings in accordance with the Chicago Building code and ANSI guidelines to accommodate a person in a wheelchair (multi-level single family or two unit). OR Elevator / Lift shaft and power [junction box]. The shaft may be enclosed in a large closet for future installation of an elevator, low utility lift, or wheelchair lift (multi-level, single family or two unit). OR Single story dwelling unit of equivalent bedroom and unit size (multi-level, single family or two unit). 6. Adaptable kitchen clearances and alternative elevations per Illinois Accessibility Code (IAC) with 40" clear between base cabinets at galley kitchens/60" clear at U-shape layouts 7. Reinforced walls in bathrooms (for future grab bars) per FHAA guidelines. 8. Lever hardware on all faucets. |

| Category | Building Type | Standard/Requirement |
|---|-----------------|---|
| <p>Accessibility standards Universal Design / Visit-ability Features</p> <p>Visit-ability provides means for a person with a disability to visit his or her neighbors. Visit-ability allows a person with a disability to become integrated into a community: allowing that individual to make business acquaintances, entertain and be entertained at a neighbor’s home and function as a resource for the community. Under the Mayor’s initiative to integrate people with disabilities into the community, the city encourages a minimum of 10% of their total dwelling units to meet the visit ability requirements.</p> | Single-family | <ol style="list-style-type: none"> 1. One no-step entry on an accessible route. 2. Minimum interior 2'-10" doors throughout (32" clear opening). 3. Lever hardware on all doors. 4. Outlets and switches between 15" and 48" above finished floor 5. First floor adaptable ¾ bathroom (accessible shower, water closet and lavatory) in accordance with FHAA guidelines. 6. One area on the first floor which could be converted into a bedroom. 7. Reinforced walls in bathrooms (for future grab bars) per FHAA guidelines. 8. Lever hardware on all faucets. |
| | 2 unit building | <ul style="list-style-type: none"> ▪ Adaptable features similar to above. ▪ Proportionate mix of unit size and location. |

Attachment 2

Buyer Eligibility Requirements and Recapture Provisions

1. Who is eligible to purchase a home in your development?

Buyers must have a household income **at or below 140%** of the area median income.

Buyers must occupy the unit as their primary residence. Owner is required to submit to DOH annually compliance documentation for compliance period (typically (5) five years) depending on the amount of the land write down.

Individuals who are not currently residents of the City of Chicago are eligible to purchase units.

Employees of the City of Chicago are eligible to purchase units - provided that they meet the program's other eligibility requirements.

2. What are the recapture provisions for any assistance that the buyer receives through the City Lots For Working Families?

Amount of land write-down up to \$50,000: Forgiven over five years, with 20% being forgiven each year.

Amount of land write-down over \$50,000: Subject to repayment at up to 3% simple interest if the home is sold within the first thirty(30) years after the purchase date, unless the home is sold to an another affordable buyer who is pre-qualified and pre-approved by the City.

Attachment 3

Calculating Maximum Sales Price

Contact DOH to receive a working version of this spreadsheet. What is shown below is intended only as an example.

| DEPARTMENT OF PLANNING & DEVELOPMENT | | | | | | | |
|--|--|-------------------------------------|------------------------|------------|-------------|-------------|-------------|
| AFFORDABLE UNIT PRICING GUIDE | | | | | | | |
| For more information or an electronic version of this worksheet, contact Brian O'Donnell at (312) 744-0141 | | | | | | | |
| Property: | | | DPD contact: | | | | |
| Address: | | | Date price calculated: | | | | |
| Developer: | | | | | | | |
| NOTE: Only enter data in the shaded cells. | | | | | | | |
| Line | | resale restriction: 120% AMI | | | | | |
| 1 | Resale Restriction or Recapture Mortgage | | | | | | |
| 2 | Number of Bedrooms (enter as number, with 0 for studio)) | 0 | 1 | 2 | 3 | 4 | |
| 3 | Developer's Market Price (enter) | | | | \$334,000 | | |
| 4 | Monthly Tax Estimate | \$0 | \$0 | \$0 | \$516 | \$0 | |
| 5 | Monthly Condo Assessment/Maintenance Costs | \$150 | \$150 | \$150 | \$150 | \$150 | |
| 6 | Monthly Land Trust Administrative Fee | | | | | | |
| 7 | Monthly Private Mortgage Insurance | \$0 | \$0 | \$0 | \$172 | \$0 | |
| 8 | Monthly Homeowner's Insurance | \$0 | \$0 | \$0 | \$70 | \$0 | |
| 9 | Mortgage Interest Rate | 4.86% | 4.86% | 4.86% | 4.86% | 4.86% | |
| 10 | Estimated Affordable Price (enter) | | | | \$309,500 | | |
| 11 | Mortgage Principal @ 95% Loan-to-Value | \$0 | \$0 | \$0 | \$294,025 | \$0 | |
| 12 | Monthly Principal & Interest Payment | \$0 | \$0 | \$0 | \$1,553 | \$0 | |
| 13 | Plus: Tax, Insurance, Assessment, Fee, PMI | \$150 | \$150 | \$150 | \$907 | \$150 | |
| 14 | Total Monthly Payments | \$150 | \$150 | \$150 | \$2,460 | \$150 | |
| 15 | Required Annual Gross Income | \$6,000 | \$6,000 | \$6,000 | \$98,410 | \$6,000 | |
| | Maximum Allowable Income (120% AMI) | \$66,360 | \$71,100 | \$85,320 | \$98,640 | \$110,040 | |
| HUD Median Income for Unit Type/Family Size | | | | | | | |
| for purposes of calculating max resale price (NOT for determining eligibility to purchase or lease a unit) | | | | | | | |
| | Bedrooms | Family Size | 60% Median | 80% Median | 100% Median | 120% Median | 140% Median |
| | Studio | | \$33,180 | \$44,250 | \$55,300 | \$66,360 | \$77,420 |
| | 1 | 1.5 | \$35,550 | \$47,425 | \$59,250 | \$71,100 | \$82,950 |
| | 2 | 3.0 | \$42,660 | \$56,900 | \$71,100 | \$85,320 | \$99,540 |
| | 3 | 4.5 | \$49,320 | \$65,750 | \$82,200 | \$98,640 | \$115,080 |
| | 4 | 6.0 | \$55,020 | \$73,350 | \$91,700 | \$110,040 | \$128,380 |
| <small>HUD figures as of April 14, 2017</small> | | | | | | | |
| LINE NOTES: | | | | | | | |
| 1 | Units will be kept affordable by a resale restriction, unless otherwise specified. | | | | | | |
| 2 | Enter unit type and number of bedrooms. | | | | | | |
| 3 | Enter developer's market rate price. Does the price include parking? ___ yes ___ no (If parking is included for market units - must also be included in affordable units). | | | | | | |
| 4 | Property taxes are estimated at 2% of the estimated affordable price. | | | | | | |
| 5 | The assessment is the higher of the amount indicated by the developer/homeowner - or the average assessments, calculated by the City using MLS data, for units by number of bedrooms. For single family homes, a monthly maintenance cost of \$150 should be included in the calculations. | | | | | | |
| 6 | The Chicago Community Land Trust charges a monthly administrative fee of \$25. | | | | | | |
| 7 | PMI is estimated at 0.70% of the mortgage amount. | | | | | | |
| 8 | Property insurance is estimated at 0.25% of the market price - or 0.75% for single family homes and townhomes | | | | | | |
| 9 | The interest rate is the <i>higher</i> of the current interest rate, as published in the <i>Chicago Tribune</i> , and rounded up to the nearest quarter point - OR - the 10-year average of interest rates, as calculated by the City of Chicago, based on data provided annually by Fannie Mae. | | | | | | |
| 10 | Use trial-and-error to match the affordable price to the required annual gross income necessary to qualify for this price (Line 15). Does the affordable price include parking? ___ yes ___ no (See Line 3 note). | | | | | | |
| 11 | Loan amount at 95% of the affordable price. | | | | | | |
| 12 | Monthly payments based on a 30-year loan at the mortgage rate entered on Line 9. | | | | | | |
| 13 | The total of Lines 4, 5, 6, 7 and 8. | | | | | | |
| 14 | The total of Lines 12 and 13. | | | | | | |
| 15 | The annual gross income (assuming 1.5 persons per bedroom, and household housing costs that total no more than 30% of their total gross annual income) required to qualify for a loan on the affordable unit at the indicated affordable | | | | | | |