CITY OF CHICAGO DEPARTMENT OF HOUSING

2025 FUNDING ROUND PRELIMINARY PROJECT APPLICATION FREQUENTLY ASKED QUESTIONS

Updated 7/1/2025

Q: At one point, the QAP directed sponsors to upload the PPA to Procorem. Has that changed?

A: Yes, that procedure has changed. The current process is explained in detail in the *PPA Submission Procedure* document.

Q: Our files are too large to email. Can we use SharePoint to submit our application materials? If we have multiple projects, should we request one SharePoint folder for all of them or a separate folder for each project?

A: Yes, you can use SharePoint. Submit a request to establish each folder to DOHPPA@cityofchicago.org in accordance with the PPA submission procedures. You must request a separate folder for each application to ensure proper tracking and review.

Q: Certain cells look like they should accept data entry but are locked. What should I do if I find something like this?

A: We have been addressing minor issues in the forms as they come to our attention. If you encounter any locked cells that appear to require input, please contact us at DOHPPA@cityofchicago.org for assistance.

Q: On the Development Cost tab of the Common Application workbook, lines J142 and J143 aren't populating. Also, on the Details tab of the Common Application workbook, cell E88 (LIHTC) isn't calculating — why?

A: Lines J142 and J143 on the Development Cost tab rely on unit mix data from the Income page to calculate the Applicable Fraction and Qualified Basis. If that data is missing, J142 and J143 won't populate.

Since cell E88 on the Details tab pulls its values from J142 and J143, it will also remain blank until the necessary data is entered on the Income page.

Q: Why couldn't we edit the Organizational Chart tab on the Common Application?

A: The Organizational Chart tab was locked, which prevented edits. However, the current version has resolved this issue, and the tab is now unlocked and editable to reflect the project structure.

Q: I've already gotten substantially underway toward completing the Common Application before noticing the Common Application update that unlocked the Organizational Chart tab. Do I need to redo the entire application to include it?

A: No, you don't need to redo the entire Common Application. If you've already made significant progress on your Common Application, you can provide a standalone completed organizational chart (template available for download at www.chicago.gov/qap) instead. The standalone chart should be included in Section 1 (Core Application Materials) for any PPA package where the chart is not integrated into the Common Application.

Q: Under Section VIII(C) – Site Control, the QAP requires that a Preliminary Owner Willingness Letter include "compliance with any applicable environmental review and voluntary acquisition guidelines." Does the City require specific language in this letter? Also, if the land is being donated, can the letter simply reference future compliance, or must the exact language be included?

A: Yes, the City of Chicago requires that specific compliance language be included in the Preliminary Owner Willingness Letter. This includes both:

- Environmental Review language, stating that no transfer of title will occur until the City completes its federal environmental review and authorizes the purchase (or confirms exemption); and

- Voluntary Acquisition language, affirming that the acquisition is voluntary, the purchaser has no eminent domain authority, and that relocation rights under the Uniform Relocation Act (URA) are acknowledged.

Even if the land is being donated, the Preliminary Willingness Letter must include the full, required language provided by the Department of Housing, not just a general statement of future compliance.

For the exact language required, refer to the "DOH Required Site Control Compliance Language" document issued June 25, 2025.

Q: I'm completing the Sponsor Experience Certification Form for the 2025 PPA and can't locate the DOH loan numbers for our City-funded projects. What should I do?

A: If you cannot locate the required loan number:

- Contact your project financial statement auditor — they may have access to the loan number through financial or compliance reporting records; or

- Reach out directly to the Department of Housing at DOHPPA@cityofchicago.org with the project name, address, and year of closing so staff can assist in identifying the correct loan number.

Q: The instructions for the Sponsor Experience Certification Form are unclear about whether tabs S1–S20 require a signature from each state agency. These tabs don't have signature lines: do they still need to be signed?

A: Tabs S1–S20 do not require signatures from state agencies. DOH amended the Sponsor Experience Certification Form to remove the requirement for state agency signatures. The current version only requires a single signature from an authorized representative of the Project Sponsor.

Q: How many representatives from our organization can interact with the City during the PPA process?

A: The Department of Housing will allow no more than two individual representatives per project sponsor to engage directly with City staff and access City-managed systems, including SharePoint if applicable.

These two individuals must be clearly identified either in the initial submission email or in the SharePoint access request. Only these designated representatives will be permitted to upload documents or communicate with DOH regarding technical assistance or submission questions. Additional individuals will not be granted access.

Q: I wanted to confirm the minimum requirement for two-bedroom or larger units under the New Construction Priority Track in the 2025 QAP. The QAP states, "At least fifteen (15) of the project's housing units are two-bedroom units restricted ... at or below 60% AMI." Is this correct, or should it say 15% of the total units?

A: The requirement is correctly stated in the QAP. It refers to a minimum of 15 units that are two-bedroom or larger, not 15% of the total units.