CITY OF CHICAGO DEPARTMENT OF HOUSING

Preliminary Project Application (PPA) – Submission Procedures

Updated 7/1/2025

Applicants must submit their Preliminary Project Application (PPA) via email to DOHPPA@cityofchicago.org by the published deadline. Submissions must be complete, clearly organized, and aligned with the structure and requirements set forth in the PPA Submission Checklist and this procedures document. The Department of Housing (DOH) reserves the right to revise these submission procedures at any time. Any updates or clarifications will be posted in the form of an updated procedures document uploaded to this page. No additional notice may be provided. It is the applicant's responsibility to check for the most current version prior to submission.

Submission Method

- Email all application materials to DOHPPA@cityofchicago.org
- Use the subject line: [Project Name] – PPA Submission
- File formats:
  - Use Excel (.xlsx) only for materials where the City has provided an Excel template (e.g., the Common Application)
  - All other documents must be submitted as PDFs
  - Do not submit Word files, image formats (except that JPGs of requested design info are acceptable), or scanned documents that are unreadable or unsearchable
- If your file set exceeds 30 MB:
  - The City's email system accepts up to 30 MB per email.
  - Contact DOH to request a SharePoint folder for large file upload.
  - In your request email, include the project name and use the subject line: [Project Name] – SharePoint Access Request.
  - Once access is granted, upload your full application to the City-provided SharePoint folder, following the required file structure below.

Sponsor Representative Limit

DOH will grant access to City-managed systems (including SharePoint, if requested) and engage in direct correspondence **with no more than two individual representatives of the project sponsor.** Applicants must clearly identify these two designated representatives in their initial submission or in their SharePoint access request, if applicable.

No additional individuals beyond the two designated representatives will be granted access to upload documents or engage with City staff regarding technical assistance or submission questions.

Required File Organization

Applicants must organize their materials into clearly labeled folders that correspond to the PPA Submission Checklist sections. Use the following folder names exactly:

Section 0 – Preliminary Project Application Fees
Section 1 – Core Application Forms
Section 2 – Community and Market Information
Section 3 – Site Materials
Section 4 – Development Team Qualifications
Section 5 – PSH Services Info
Section 6 – Optional Early Submissions

Inside each folder, name your files clearly and consistently (e.g., "Common Application.xlsx," "Site Control Documentation.pdf," "Sponsor Financials 2023.pdf").

Signature Pages & Application Fee

For any required signature forms—such as the Application Certification, Owner Affidavit, and Experience Certification Forms:

- Include scanned copies of signed pages in your digital submission (PDF format)
- Submit original signed versions together with the application fee check via mail or hand delivery, as directed in the QAP

Originals must be received to complete your application.

Optional Early Submissions

While not required for PPA, applicants are encouraged to submit the following if available:

- Physical Needs Assessment
- Market Study
- Phase I Environmental Site Assessment
- Zoning Narrative or Verification
- Emerging Developer/Vendor Experience Certification

Early submission of these items may strengthen your proposal and facilitate City review.

Completeness & Resubmission Policy

Submissions must be substantially complete and accurate upon first submission. The City reserves the right to decline review of corrections or resubmittals made after the deadline. Applicants are responsible for ensuring the file set is accurate and properly formatted before submission.

Confirmation & Questions

You will receive a confirmation email once your submission has been received and logged by DOH. For technical issues, file upload questions, or clarification about required items, contact DOH staff at DOHPPA@cityofchicago.org well in advance of the deadline.

Applicants are encouraged to submit technical assistance requests well before July 11, 2025. Requests received after this date may not receive a response due to limited capacity.