



DEPARTMENT OF HOUSING
CITY OF CHICAGO

2023 City of Chicago QAP FAQ's

PSH-related Questions

1. Multi-Family Housing Financial Assistance Application Instructions: Section I.D. "5% Permanent Supportive Unit Set-Aside Requirement." For projects applying to Priority Tract 4 that are currently occupied with tenants, can DOH clarify the leasing requirements to meet the 5% set-aside requirement? Will this take effect at unit turn over?
 - ***If there any vacancies at the time of application, the expectation is that the 5% set aside be applied during the initial lease up and at turn over going forward.***
2. Multi-Family Housing Financial Assistance Application Instructions: Section I.D. Section II.E. "Application Checklist". Tab CC. Confirm a Supportive Services Plan is not required for the 5% PSH set-aside units.
 - ***Only Senior Housing and Supportive Housing Projects are required to provide a Supportive Services Plan (SSP). However, multifamily proposals adhering to the 5% PSH set-aside requirement are expected to provide a narrative description of supportive services, if any, contemplated for tenants on-site or by referral.***
3. Multi-Family Housing Financial Assistance Application 2023: Section 9. "DOH Supportive Services Plan Guidelines." Confirm this section of the application is only applicable to projects applying to the PSH priority tract and not projects that include the required 5% PSH set aside.
 - ***This is correct. Section 9 of the 2023 Multi-Family Housing Financial Assistance Application only applies to Senior Housing and proposals applying under Priority Tract V: Permanent Supportive Housing. Proposals applying under other Priority Tracts do not need to complete a Supportive Services Plan for the required 5% PSH set aside units. However, multifamily proposals adhering to the 5% PSH set -aside requirement are expected to provide a narrative description of supportive services, if any, contemplated for tenants on-site or by referral (which may be available to all tenants).***
4. The QAP states the Eviction Prevention Plan is for PSH projects. However, this item is listed in the Application Instructions as a requirement and not labeled for PSH only. It also does not confirm whether this is a Stage I or Stage II item.
 - ***The QAP states an Eviction Prevention Plan is required for all PSH units whether in a dedicated permanent supportive housing development applying under Priority Tract V or in a multifamily building applying under a different Priority Tract fulfilling the 5% PSH set aside requirement. An update to the QAP was published on 6/7/2023 showing a preliminary Eviction Prevention Plan is required at Stage I and a***

final plan is required at Stage II. The Application Instructions also indicate a preliminary plan is required at Stage I and a final plan is required at Stage II.

5. Is Veterans' housing considered supportive housing?
- ***Yes, if the veterans are provided all the supportive services outlined in the QAP. It is important to note that veterans don't necessarily fall into one of our priority populations which are:***
 - ***A. Literal homelessness (residing in a place not meant for human habitation, in emergency shelter, or in transitional housing) or imminent risk of homelessness (losing their primary nighttime residence within 14 days and lack resources or support networks to remain in housing).***
 - ***B. Released from a correctional facility (released from Cook County Jail or the Illinois Department of Corrections without a housing placement or at risk of or currently experiencing housing instability).***
 - ***C. Homeless under other federal statutes (living doubled up or living in motels/hotels, including single room occupancy (SRO) buildings).***
 - ***D. Fleeing or attempting to flee gender-based violence (GBV) and/or human trafficking (HT) (fleeing or attempting to flee gender-based violence and or/human trafficking, have no other residence, and lack the resources or support networks to obtain other permanent housing.)***

We define Permanent Supportive Housing (PSH) as housing for people who need supportive services to access and maintain affordable housing. Supportive services must be appropriate to the needs and preferences of residents and be available either on-site or closely integrated with the housing. The housing should be permanent (not time-limited, not transitional), affordable (rent-subsidized), and independent (tenant may hold the lease with normal rights and responsibilities or service organization may sublease to tenant). Services should be flexible (responsive to tenants' needs and desires), voluntary (participation is not a condition of tenancy), and sustainable (focus of services is client-driven).

Other Application Questions:

1. The QAP states we need the last 2 years of financial statements and a current year interim, however the application instructions are asking for the last 3 years of financial statements. Can they confirm what they are requiring?
 - ***DOH requires 3 years of financial statements that should include the last two years of audited financial statements and the current year interim.***
2. Is there a secure portal where applicants can upload their financials to aside from One Drive?
 - ***At this time, the City is limited to the use of OneDrive as a platform to accept electronic applications. Alternatively, applicants may mail or drop-off a secure USB drive containing the completed application along with the application fee to ATTN: Bureau of Housing Development, 121 N. LaSalle Suite 1000, Chicago, IL 60602 postmarked no later than July 7, 2023. If submitting in-person, all materials must be dropped off by 4:30pm on July 7, 2023.***

3. Is the 2022 Proforma listed on the website the correct version to use for this application? [DOH Pro Forma 2022 V12.xlsx \(live.com\)](#)

- **Yes, the correct version of the Proforma is linked on the [Multifamily Financial Assistance Application landing webpage](#) with the file name “DOH_Pro_Forma_2022_V12.xlsx”. Applications selected to advance to stage II may be subject to completing an updated version of the ProForma which will be provided after selection.**

4. The ownership affidavit and site documentation are listed in the checklist on the QAP but are not included in the checklist in the application instructions. Can they confirm if those items are needed and what letter we are submitting them as?

- There is an affidavit on page 4 of the application form, is that to be completed in place of the separate affidavit available on their website?
 - **The affidavit included on page 4 of the Application form satisfies the ownership affidavit requirement listed in the QAP checklist.**
- Is the climate resiliency information to be completed on page 15 what the QAP checklist was referring to as "site documentation"?
 - **The “site documentation” questions starting on page 15 of the Application form under the “Climate Resiliency” section satisfies the “site documentation” item noted in the QAP checklist.**

5. Within the 2023 ATS Manual, Section 12.0 "Design and Construction Review and Submission Requirements" (Pages 37-38), sub-section 12.1 is labeled “Stage II, Design Review Submission Items.” However, within that first paragraph of 12.1, it also says that the list of items 1-7 is due at Stage 1 DOH Multi-Family Financial Assistance Application. However, within the 2023 QAP, Section II Application Process, item F (pages 12-13), provides a table identifying what is due at Stage 1 vs. Stage 2. The two documents are in conflict. Which list should applicants follow? Specifically, is the Project Assessment Matrix due at Stage 1, fully filled out? And are Massing Models due at Stage 1 or Stage 2?

- **Project Assessment Matrix is due at stage 1 as are massing studies.**

6. Are EDS filings required for Stage 1 applications or just Stage 2? The QAP checklist says a Preliminary EDS is required at Stage 1, and a Final EDS at Stage 2. But the Application Instructions (page 51) say “The City’s EDS forms are required for Stage Two Applications” suggesting nothing is required at Stage 1. Please clarify what, if anything, is required at Stage 1 for EDS, and if required at Stage 1, what is the difference between Preliminary and Final.

- **A preliminary EDS is required with the application, with the understanding that the ownership entity (-ies) may change as investment partnerships are created for the development. Once the final structure is determined, a final EDS is due.**

7. Can the City differentiate between Section 8 of the Application form and Item LL of the Application Instructions checklist? Would the same spreadsheet of previous DOH projects suffice for each?

- **Section 8 of the Application form allots space for the applicant to address item LL. If more space is needed to capture additional City-funded properties, applicants**

should list properties on a separate document. Additionally, item LL instructs applicants to provide copies of the most recent compliance correspondence.

8. Is a neighborhood map required? It is not included on the checklist but instructions for a map are included on the checklist.

- ***Yes, a neighborhood map is required as specified in Section IV of the Application Instructions.***

9. Multi-Family Housing Financial Assistance Application Instructions: Section II.E. "Application Checklist":

- Some items are marked with an "X" with a final version due in Stage II, while some items are noted as "Preliminary." What is the difference in the requirements?
 - ***There is no technical difference between an "X" or "Preliminary." Items with "Preliminary" listed generally require draft narrative or illustrations that in some cases will need a final version prepared by a third-party professional service provider, while items with an "X" are forms that may be completed by the applicant at Stage I and Stage II.***

10. Tab J. Is the Sustainability Compliance form required to be submitted to DPD? Or is only a PDF copy of the responses to the google form required to be submitted in this section?

- ***Applicants will need to provide a PDF copy of the completed form.***

11. Tab L. Three equity bids are required for Stage II. For Stage I, is DOH requiring one letter of interest per source?

- ***Developers should submit their most competitive application and the documentation that best supports the submission.***

12. Multi-Family Housing Financial Assistance Application Instructions: Section II.F. "Application Submission". Can applications be hand delivered in lieu of FedEx, UPS, or Certified Mail to 121 N. LaSalle Suite 1000?

- ***Yes, applications can be dropped off to 121 N. LaSalle Suite 1000 no later than July 7, 2023, at 4:30pm.***

13. Multi-Family Housing Financial Assistance Application 2023: Section 2.

"Ownership/Development Team/Community Wealth Building":

A. For the description/bios requested in the Development Team section, where in the application should these be attached? In the PDF application itself or in one of the required application tabs?

- ***Please include any additional narrative descriptions pertaining to questions asked on the Application within the PDF of the Application whenever possible. If the narrative descriptions must be saved as a separate file, use a clear file naming convention, and save it within Tab/Folder "B. DOH Multi-Family Financial Assistance Application Form."***

B. There does not appear to be definitions for "Developer," "Co-Developer Partner," "Owner," "Sponsor," and "Applicant." Can these terms be clarified and defined?

- ***Applicant- entity or individual applying and with whom the City will have an executed agreement for the development. This may be the same as “Developer,” “Co-Developer Partner,” “Owner,” or “Sponsor.” Please refer to the City’s Economic Disclosure Statement (EDS).***
- ***Developer- a nonprofit entity, limited equity cooperative or public agency, or private individual, firm, corporation, or other entity seeking to build an affordable housing development. This may be the same as “Applicant,” “Co-Developer Partner,” “Owner,” or “Sponsor.”***
- ***Co-Developer Partner- **one** (1) of two (2) or more Developers of the same Project and which will actively participate in the development of the Project at least through the issuance of the Form 8609 and will receive a share of the Developer Fee commensurate with contributions to the development. This may be the same as “Applicant,” “Owner,” or “Sponsor.”***
- ***Owner- individual or entity expected to be the title holder of record for the proposed development. This may be the same as “Applicant,” “Developer,” or “Sponsor.”***
- ***Sponsor- A not-for-profit organization that is: organized under the laws of this State or any other state and: for an Affordable Housing Project, has as one of its purposes the development of affordable housing; or for an Employer-Assisted Housing Project or Technical Assistance, has as one of its purposes either the development of affordable housing or home ownership education; or organized for the purpose of constructing or rehabilitating affordable housing Units and has been issued a ruling from the Internal Revenue Service of the United States Department of the Treasury that the organization is exempt from income taxation under provisions of the Internal Revenue Code; or an organization designated as a community development corporation by the United States Government under Title VII of the Economic Opportunity Act of 1964; or a limited liability company that has a not-for-profit organization as its sole member.***

14. Similar to the GC description, is DOH expecting projects to have all lenders and syndicators filled in with the Stage I submission? The application requests letters of interest for the project sources, but these might change for the Stage II submission or even close of financing.

- ***Developers should submit their most competitive application at the time of submission along with supporting documentation.***

15. In the “Applicant’s Representation of BIPOC Communities” section, what’s the definition of “In Management”?

- ***“In-Management” refers to staff that perform senior or executive level functions for the organization.***

16. For a MF Housing application, is there still a Supplemental TIF Application requirement? I see it referenced in the 2023 Instructions but don’t see the supplemental itself anywhere.

- ***If a development is located within a TIF or seeking TIF funds, the Supplemental TIF application is required. The Multi-Family Housing Financial Assistance Application is now fully integrated and contains the Supplemental TIF application starting on page 44.***

17. The QAP states bond deals aren't eligible for a basis boost. We're located in a DDA, and shouldn't the boost be as of right?

- ***Correct, for 4% LIHTC only. This has been corrected in the QAP.***

18. Can you confirm that we need to submit both: 1) the PowerPoint in the format identified in 12.1 of the ATS and 2) Project Assessment Matrix?

- ***Yes, both***

19. The QAP references that we are to submit a PowerPoint as per Section 10.0 of the ATS. When I go to Section 10.0 in the 2023 ATS, it has been updated to 10.0 Accessibility. I believe the QAP should now reference Section 12.0 Design and Construction Review and Submission Requirements.

- ***Correct, the reference should be to Section 12.0. of the ATS Manual. This has been updated in the QAP. Please refer to the ATS Manual for all construction-related items.***

20. The QAP indicates that the Project Assessment Matrix is a Stage II submittal and not required in Stage I. Can you confirm if the Stage I application requires the submittal of the Project Assessment Matrix?

- ***The QAP was amended to reflect corrections to the checklist and posted on 6/7/2023. The checklists contained in both the QAP and Application Instructions indicate that the Project Assessment Matrix is a Stage I requirement only.***

Pro Forma Questions

1. I want to specify a LIHTC credit raise that differs from the Maximum LIHTCs calculated by the DOH proforma. How do I adjust the LIHTC credit raise to specify a different amount?
The DOH Proforma will calculate and utilize the tax credit equity that is available as a source of project financing based on the maximum LIHTCs provided by a project's qualified basis ("Maximum LIHTCs") by default. To adjust the LIHTC credit raise to some amount that is different from the Maximum LIHTCs, overwrite the amount in cell K17 of the "Setup" worksheet to the desired amount; the changes to calculated equity proceeds will occur in relevant places of the proforma like the "Sources" sheet.
2. Cell L33 on the "Setup" sheet produces an error. Should I ensure that cell L33 on the "Setup" sheet does not produce an error?
Cell L33 is a representation of a comparison of the per unit subsidy limits related to the HOME Investment Partnerships Program to the costs contained in the "DevCosts" worksheet that are HOME eligible. The calculation is to be corrected in a future iteration of the DOH Proforma. In connection with the application submission deadline for the 2023 funding round, no applicant shall be required to ensure that this calculation error is corrected.
3. The vacancy rate found at cell E131 of the "Units&Income" worksheet appears to auto-populate and cannot be changed. This vacancy rate is different than the vacancy rate in the "Setup" worksheet and the vacancy rates I have specified for other income and commercial income in the "Units&Income" worksheet. Should I be concerned that the vacancy rate found at cell E131 of "Units&Income" cannot be changed?

The vacancy rate found at cell E131 of the “Units&Income” worksheet is a blended vacancy rate that measures combined residential vacancy, other income vacancy (laundry, vending, etc.) and commercial income vacancy against total combined gross income. This is a calculated figure that cannot be overridden. The applicant should not be concerned with the fact that this cell cannot be overridden. The vacancy rate at Cell 131 is not the factor that is specifically applied to calculate effective income for each of the specific income categories in the DOH Proforma: Residential Income, Commercial Income, and Other Income. The vacancy rates specified for Residential Vacancy (cf. Cell R11 of the “Setup” sheet), Commercial Income Vacancy Rate (cf. Cell F102 et seq of the “Units&Income” sheet), and Other Income Vacancy Rate (cf. Cell F117 et seq of the “Units&Income” sheet) are the rates applied to determine effective income, respectively, for Residential Income, Commercial Income, and Other Income.

4. Why isn't Construction Interest (Cell E95 in “DevCosts” sheet) populating with a calculation by default?

There is an inaccurate note in the DOH Proforma that states, “The construction interest is defaulted to the sum of all interest entered on the Sources tab (cell I24).” This note will be removed in a future iteration of the DOH Proforma as the DOH Proforma is not expected to provide this analysis automatically. As Construction Interest is a function of the manner in which sources are programmed for disbursement in the development draw schedule, how much construction period financing exists for a project, and the monthly interest projections during construction period, DOH expects the applicant to conduct the necessary planning and analysis to arrive at an appropriate estimate.