



City of Rockford Housing Development Application

Return completed application:
Community & Economic Development Dept. – 2nd Floor;
425 East State Street; Rockford, IL; 61104; 888-394-7293 (fax)

Applicant Information:

Person/Organization:	
Tax ID:	
DUNS #:	
Address:	
City, State, Zip:	
Contact Person:	
Phone Number:	
Fax Number:	
E-mail:	

Property Information:

Address:	
City, State, Zip:	
Property Identification Number:	

Funding Request Information:

Funding Source:	If TIF, indicate which TIF. If Other, indicate type of funds.	Dollar Amount Requested:

Type of Project:

- Homebuyer Rehabilitation Rental Rehabilitation
 Homebuyer New Construction Rental New Construction

If Rental Rehabilitation, are units occupied? Yes No

Activity Description - short description of total development and what the City funding will be used for (limited to 500 characters. If additional space is needed, use a separate piece of paper):

The Applicant certifies that this application is given for the purpose of obtaining financial assistance and is true and complete to the best of the Applicant's knowledge and belief. The Applicant shall not, in the provision of services, or in any other manner, discriminate against any person on the basis of race, color, creed, religion, sex, national origin, age, familial status or handicap. Verification of any of the information contained in this application may be obtained from any source named herein.

The Applicant will at all times indemnify and hold harmless Community & Economic Development/Neighborhood Development against all losses, costs, damages, expenses, and liabilities of any nature directly or indirectly resulting from, arising out of, or relating to Community & Economic Development/Neighborhood Development's acceptance, consideration, approval, or disapproval of this request and the issuance or non-issuance of funds herewith.

X Signature & Date	X Signature & Date
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Application Submission Package:

An application for City funding will NOT be considered complete until all applicable items below have been submitted.

For all types of developments:

- Application
- Development Team Package (See page 4)
- Sources & Uses Statement
- Market Study
- Construction Package (See page 4)
- Community Housing Development Organization (CHDO) Certification package, if applicable*
- Certification of Assistance
- Affirmative Marketing Plan
- Development Time Line
- Evidence of Site Control

Additional items for Homebuyer Rehabilitation/New Construction Developments:

- Evidence of buyer interest

Additional items for Rental Rehabilitation/New Construction Developments:

- Proforma/Projected Budget (projected income and expense statement)
- If units are rented, copies of leases

<i>Development Team Package:</i>
Clear explanation of ownership; including all members of an LLC with % ownerships, etc.
List of all the individuals/organizations and their role throughout the development. Roles include, but are not limited to, developer, general contractor, property manager, and owner.
Documented experience of the individuals / organizations; i.e. list of developments and the role played, resume, Certificates, licenses, etc.
Most recent tax return/audit for each individual/organization. Organizations must meet the 24 CFR 84.21 Standards for Financial Management Systems. All findings must be resolved.
List of underway developments; include funders along with contact information, and anticipated completion date. Indicate if there are/were delays and why.
Articles of Incorporation
By Laws
Operating Budget
Policies regarding internal control separation of duties and safeguarding of corporate assets. These must be in place to ensure Basic Cost Principals are being followed.

<i>Construction Package:</i>
Capital Needs Assessment
Scope of Work
Photos of the property
After rehabilitation/construction appraisal
Any other pertinent information
The following items may be submitted at a later date:
Work Plans & Specifications
Architectural certification or plans for buildings of 2 or more units or projects totaling more than \$50,000.00 in cost
Detailed cost estimate with supporting bids from no less than 2 contractors on all work subcontracted

*Applications to be designated as a CHDO may be found online at www.rockfordil.gov.