Affordable Housing Special Assessment Program

Prospective Affordable Housing Webinar

Presented by Vincent Waller
March 1, 2022

Webinar 3 of a series
# Upcoming and Past Webinars

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<tr>
<th>Day and Time</th>
<th>Audience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday, 2/15</td>
<td>Current and Recent Class 9 Properties</td>
</tr>
<tr>
<td>Tuesday, 2/22</td>
<td>In-Service Affordable Properties</td>
</tr>
<tr>
<td>Tuesday, 3/1</td>
<td>Prospective Affordable Housing</td>
</tr>
<tr>
<td>Tuesday, 3/8</td>
<td>Low Affordability Communities</td>
</tr>
</tbody>
</table>
AGENDA

- What is the Affordable Housing Special Assessment Program?
- How to apply as a new applicant (new construction or rehabilitation)
What is the Affordable Housing Special Assessment Program

• The Affordable Housing Special Assessment Program provides property tax relief to incentivize the creation, rehabilitation, and maintenance of affordable housing units in Cook County

• Owners applying on basis of new construction or rehabilitation apply as “New Applicant”
Locating the Application/s

- Paperless application
- Forms located here www.cookcountyassessor.com/affordable-housing
Locating the Application/s

- Click the blue boxes to access each respective application
- All applicants must complete parts 1 and 2 in order to be approved into the program

Affordable Housing Special Assessment Program

The Affordable Housing Special Assessment Program incentivizes the rehabilitation of multi-family residential properties to create and maintain affordable housing. The assessment process reduces or eliminates property tax assessments for multifamily rental developments subjected to certain related restrictions.

If you are the owner of an affordable housing project and seek assessment for your property, you must complete the form applications. To receive the special assessment rate for the 2022 assessment year, eligible applicants must submit parts 1 and 2 of the form applications on or before March 31, 2022.

Please note, the Rental Information/Tenant Household Income Report Form has a limit of 25 units. If your project has more than 25 units, please upload the form as part of your attachments corresponding to the Required Information List of the application. For an example of a completed Rental Information/Tenant Income Form, please download here.
Enter name and email

You will receive an access code in the inbox for the email address you have provided

Retrieve the access code and enter to access part 1

PowerForm Signer Information

Fill in the name and email of the applicant. Applicants will receive a verification email inviting them to sign this document.

Please enter your name and email to begin the signing process.

Affordable Housing Applicant

Your Name: *

Full Name

Your Email: *

Email Address
Re-Access an Application

- Can re-access a partially or fully completed application
- Handy for quickly returning you to the form in progress

To return to your session:
Select the button in the email that initiated the session to continue from where you left off.
Part 1 – Basis for Application

Basis for Application (check one)

☐ Currently in good standing in Class 9 incentive program and opting to switch to Affordable Housing Special Assessment Program. Please note: if you are currently in good standing in the Class 9 incentive program and wish to opt into one of the new programs outlined here, follow the instructions below.

☐ Class 9 status revoked after January 1, 2017

☑ New applicant

    ☑ Building Based Subsidy
    ☐ Tenant Based Subsidy
    ☐ No Subsidy

• New Applicants must click the third box and then choose one of the succeeding three options:

• 1. Building Based Subsidy; 2. Tenant Based; or 3. No Subsidy
Some projects encompass many pins. Upload your list if needed.

For 8 the answer should be no.
Basic Information – Selecting a tier

- Chose one of the three options
- Distinct requirements per option for level of affordability and expenditures

9. Special Assessment Tier requested (check one)

**Fixed Assessed Value Reduction**
- At least 15% - 34% affordable units for at least 10 years
  I commit that, for a period of at least 10 years that at least 15% but fewer than 35% of the multifamily building’s units have rents at or below maximum rents and are occupied by households with household incomes at or below maximum income limits.

- At least 35% affordable units for at least 10 years
  I commit that, for a period of at least 10 years that at least 35% of the multifamily building’s units have rents at or below maximum rents and are occupied by households with household incomes at or below maximum income limits.

**“Low Affordability Community”* Projects**
- At least 20% affordable units set aside for 30 years**
  Prior to the newly constructed residential real property or improvements to existing residential real property located in a “low affordability community” being put in service, I
Tiers of Affordability

• There are three tiers of affordability
  • “15 Percent Tier”. At least 15% and less than 35% of dwelling units maintained as affordable units.
  • “35 Percent Tier”. At least 35% of dwelling units maintained as affordable units.
  • “Low Affordability Communities”. 20% or greater of dwelling units maintained as affordable units in a Low Affordability Community
What is an Affordable Unit?

• A unit that satisfies the relevant share of affordability based on maximum rent and maximum income limits.
• "Maximum rent" means the maximum regular rent for 60% of AMI.
<table>
<thead>
<tr>
<th>Size of Unit</th>
<th>Affordable Unit Rents</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 Bedroom</td>
<td>$ 979</td>
</tr>
<tr>
<td>1 Bedroom</td>
<td>$1,049</td>
</tr>
<tr>
<td>2 Bedroom</td>
<td>$1,258</td>
</tr>
<tr>
<td>3 Bedroom</td>
<td>$1,454</td>
</tr>
<tr>
<td>4 Bedroom</td>
<td>$1,623</td>
</tr>
</tbody>
</table>
"Maximum income limits" means the maximum regular income limits for 60% of area median income for the geographic area in which the multifamily building is located for multifamily programs as determined by the United States Department of Housing and Urban Development and published annually by the Illinois Housing Development Authority.

<table>
<thead>
<tr>
<th>Number in Household</th>
<th>Affordable Unit Income Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$39,180</td>
</tr>
<tr>
<td>2</td>
<td>$44,760</td>
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<tr>
<td>3</td>
<td>$50,340</td>
</tr>
<tr>
<td>4</td>
<td>$55,920</td>
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<tr>
<td>5</td>
<td>$60,420</td>
</tr>
<tr>
<td>6</td>
<td>$64,920</td>
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</tbody>
</table>
15% Tier

- Tax Benefit: 25% of AV
- Qualifying Activity: new construction or rehabilitation on or after 2015
- Investment Threshold: $8 per square foot and improvement of two primary building systems
- Term: 10 years with up to 2 renewals (time in Class 9 counts against)
- Minimum building size: 7 units
35% Tier

- Tax Benefit: 35% of AV
- Qualifying Activity: new construction or rehabilitation on or after 2015
- Investment Threshold: $12.50 per square foot and improvement of two primary building systems
- Term: 10 years with up to 2 renewals (time in Class 9 counts against)
- Minimum building size: 7 units
Low Affordability Communities

• Tax Benefit: Reduction in assessed value equal to a percentage of the difference between the value of the property one year before the affordable units are occupied and post-construction assessed value

• Qualifying Activity: new construction or rehabilitation in a “Low Affordability Community” (a geographically defined area)
Applicant Information

**Applicant** = Owner
Contact Information

• The attachment link (if attachments are needed to list additional beneficiaries/officers/owners) is at the bottom of the page

*Note: If title to the property is held or will be held in trust or by a corporation or a partnership, attach additional pages with the names, addresses and telephone numbers of all of the trust beneficiaries, corporate officers and/or general partners.

**Contact Person (if different from the Applicant)**

Name: ___________________________ Telephone: ___________________________

Company: ___________________________

Address: ___________________________

City: ___________________________ State: ______ Zip Code: ______

Email information: ___________________________
Property Info

- If attachment needed, link is at bottom of page

<table>
<thead>
<tr>
<th>Property Description (per Permanent Index Number {PIN})</th>
</tr>
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<tbody>
<tr>
<td>If you are applying for more than three different PINs, please submit the additional PIN information in an attachment.</td>
</tr>
<tr>
<td>Street Address: (1)</td>
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<tr>
<td>Permanent Index Number:</td>
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<td>(2)</td>
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<td>Permanent Index Number:</td>
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<td>(3)</td>
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<td>Permanent Index Number:</td>
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<td>City:</td>
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<td>State:</td>
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<tr>
<td>Zip Code:</td>
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<tr>
<td>Township:</td>
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</table>
Basis for Special Assessment

Applicant must select *new construction* or *rehabilitation*
• If the basis for special assessment is rehabilitation, complete this section

• If basis is new construction, skip to Proposed Dates and Projected Costs section

If the basis for the incentive is new construction, skip the next section and proceed directly to the Proposed Dates and Projected Costs.

**Description of Property Prior to Rehabilitation**

Gross living area of the building in square feet: [Blank] s/f

Number of existing dwelling units in building: [Blank]

Number of occupied dwelling units in building: [Blank]

If building is vacant, estimate when it became vacant: [Blank]

If building has uses other than residential, describe such uses and the approximate square footage of each use:

[Blank]
Proposed Dates and Projected Costs

- Upload any copies of code violation citations for the building and photos pre rehab
- Provide proposed dates and projected costs

Include the following with this Application:

1. Copies of all code-violation citations for the building; and
2. Photographs of the interior and exterior of the building clearly illustrating the areas to be rehabilitated.

Proposed Dates and Projected Costs

Estimated date new construction or rehabilitation will commence: __________

Estimated date new construction or rehabilitation will be completed: __________

Proposed number of units upon completion: __________

Estimated cost of new construction/rehabilitation of systems identified in Section VI below: __________
• At least 2 primary building systems must be rehabilitated if 15% or 35% tier

### Proposed Major Rehabilitation

If the basis for the incentive is new construction, skip this Section. If the basis for the incentive is major rehabilitation, list the building systems or components to be rehabilitated as required by the Affordable Housing Program Eligibility Bulletin. Include with this an estimate of the total cost and the cost per square foot for each system.

<table>
<thead>
<tr>
<th>System/Component</th>
<th>Total Cost</th>
<th>Cost/SF</th>
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</table>
Primary Building Systems

• Can include
  • Electrical
  • Heating
  • Plumbing
  • Roofing
  • Exterior Doors/Windows
  • Floors, Walls/Ceilings
  • Exterior Walls
  • Elevators
  • Health and Safety
  • Energy Conservation Improvements
Additional Documentation

The following additional documentation may also be required if requested by the Assessor’s Office:

1. Copy of the loan commitment(s);
2. Copy of specifications, if available, describing the scope of work, including a narrative overview;
3. Current plat of survey;
4. Architectural plans or schematic drawings and blue prints;
5. Documentation of establish rental and or subsidy income produced by the property prior to new construction or rehabilitation; and/or
6. A narrative description of the planned new construction or rehabilitation.
7. Copy of the deed for the subject property.
Finalize and Sign

- Go to and complete certification section

□ Property Owner Name

I certify that the foregoing, and all uploaded documents are true, correct and complete.

I certify that this proposed project will stay within income and rent limits that qualify for the Affordable Housing Special Assessment Program pursuant 35 ILCS 200/15-178.

I consent to and authorize the disclosure of the information above to the Cook County Assessor’s Office and consent to and authorize its use for verification purposes.

Signature of Property Owner

1/28/2022 | 1:00 PM CST
Next Step- Complete Required Expenditures

• Must complete new construction or rehab
• Must put property in service – i.e. Leased up and occupied
Next Step- Complete Part II

Eligibility Application
Part 1

Eligibility Application
Part 2
Re-enter

- Basic Information
- Applicant Information
- Contact Info
- Property Description
Basis for Special Assessment

• Applicant must select *new construction* or *rehabilitation*

---

*Basis for Special Assessment*

Indicate whether the basis for the Affordable Housing Special Assessment Program is new construction or major rehabilitation.

*Note: If the below information within this section has previously been submitted to the Cook County Assessor’s office as part of an approved Class 9 application, the following information is not required to be resubmitted.*
Description of Property After New Construction or Rehab

- Describe the finished product subsequent to expenditures
- For uses other than residential, attach continuation page/s to the extent you run into a text limit

Description of Property After New Construction or Rehabilitation

Gross area of the building in square feet: __________ s/f
Gross living area of the building in square feet: __________ s/f

Number of dwelling units in building: __________
Number of dwelling units in building designated as Senior Housing: __________
Number of dwelling units in building designated as Section 8 Housing: __________

If building has used other than residential, describe such uses and the approximate square footage of each use: ____________________________
Post Construction/Rehab Dates and Costs

- List start and end dates for project along with total cost

*Post Construction / Rehabilitation Dates & Costs*

Actual date new construction or rehabilitation commenced:

Actual date new construction or rehabilitation completed:

Total cost of the dollars spent for new construction/rehabilitation of the project:
Total Cost Per System Component

- Only required if basis for eligibility is Rehabilitation
- Include total cost and cost per square foot for each system

<table>
<thead>
<tr>
<th>System/Component</th>
<th>Total Cost</th>
<th>Cost/SF</th>
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</tbody>
</table>
Upload Required Documentation

• Click the paperclip link to attach your documents

• Best practice is to include all documents with application to ensure timely approval

I. REQUIRED DOCUMENTATION

The documents referenced below do not need to be included with the application; however, they do need to be available for inspection.

Please submit the following:

1. If the basis for the application is rehabilitation, the applicant must submit proof of rehabilitation cost including copies of building permits and contractor’s sworn affidavits, notarized.
2. Documentation from appropriate municipal agency that the property is in compliance with all applicable local building, safety, health codes and requirements and is fit for occupancy. (e.g. Certificate of Occupancy/Certificate of Inspection).
3. Submit photographs of the interior and exterior of the building after the completion of new construction or major rehabilitation.
• Include proof of written notice to tenants of maximum rent levels
• Verify tenant participation in income based subsidy program if any
• Include deed or other evidence of ownership
• A written statement that the owner has verified and retained documentation of household income for every household occupying an affordable unit
Upload Required Documentation cont’d

• A written statement that the affordable units are comparable to the market rate units in terms of unit type, number of bedrooms per unit, quality of exterior appearance, energy efficiency and overall quality of construction

• Documentation from the administering agency verifying the owner's participation in a qualifying income-based rental subsidy program (if in a program)

• A written statement identifying the household income for every household occupying an affordable unit and certifying that the household income does not exceed the maximum income limits allowable for the area in which the residential real property is located
• You are almost done!

• Two items left to submit:
  1. Tenant Certification of Household Income
  2. Rental Information/Tenant Household Income Report Form

• Why do we ask for all this info?
  • To ensure compliance!
Certification of Tenant Household Income

• Find the form via the link at the bottom of Part II application
• Click the link in blue

Affordable Housing Supplemental Documents.docx
This supplement is for your information.
COOK COUNTY ASSESSOR’S OFFICE
APPLICATION FOR AFFORDABLE HOUSING SPECIAL ASSESSMENT PROGRAM PART II

AFFORDABLE HOUSING SPECIAL ASSESSMENT PROGRAM CERTIFICATION OF TENANT HOUSEHOLD INCOME

Your apartment is a unit under the Cook County Assessor’s Office Affordable Housing Special Assessment Program. Affordable units must be occupied by households whose incomes are within the limits set by the
• Form must be completed for each affordable unit

Address of Building: ___________________________ Unit Number: ____________

Date lease begins: ___________________________ Date lease ends: ____________

List person in household and attach an additional sheet, if necessary.

<table>
<thead>
<tr>
<th>Name</th>
<th>Source of Income*</th>
</tr>
</thead>
<tbody>
<tr>
<td>___________________________</td>
<td>__________________</td>
</tr>
<tr>
<td>___________________________</td>
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<td>__________________</td>
</tr>
<tr>
<td>___________________________</td>
<td>__________________</td>
</tr>
</tbody>
</table>
Complete and sign

Total Number of Persons in my household: ____________

Total Household Income: $ ______________________

I declare and certify under penalty of perjury that the foregoing is true, correct and complete. I consent to and authorize the disclosure of the information above to the Cook County Assessor’s Office and consent to and authorize it use for verification purposes.

_____ day of __________, 20____

Signature of Tenant

______________________________________________________________

Signature of Owner
Household Income - what is included

• Income that must be included in your total household income:
  • Wages, salaries, and tips,
  • Net business income,
  • Interest, and Dividends,
  • Social Security income, including lump sum payments,
  • Payments from insurance policies, annuities, pensions, disability benefits and other types of
    periodic payments,
  • Unemployment and worker’s compensation and severance pay,
  • Alimony, child support, and other regular monetary contributions,
  • Public assistance*

*Public assistance includes government assistance such as food stamps, housing subsidies, and cash assistance.
Household Income - what is not included

• Not included
  • earnings of children under age 18;
  • temporary income such as cash gifts;
  • reimbursement for medical expenses;
  • lump sums from inheritance, insurance payments, settlements for personal or property losses;
  • student financial assistance paid directly to the student or to an educational institution;
  • foster child care payments;
  • receipts from government-funded training programs;
  • assistance from the Supplemental Nutrition Assistance Program (SNAP).
Certification of Tenant Household Income

• Once completed, upload the completed forms via clicking the attachment icon here

1. REQUIRED DOCUMENTATION

The documents referenced below do not need to be included with the application; how they do need to be available for inspection.

Please submit the following:

1. If the basis for the application is rehabilitation, the applicant must submit proof of rehabilitation cost including copies of building permits and contractor’s sworn affidavit notarized.
2. Documentation from appropriate municipal agency that the property is in compliance
If 25 units or less, complete this form at the end of the part 2 application here.

### Rental Information/Tenant Household Income Report Form

<table>
<thead>
<tr>
<th>Building:</th>
<th>Instructions:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please fill in green areas of this template to submit a complete inventory of the rentable spaces in the specified building. All data or text outside the green rows below will not be uploaded into the system, but you may keep notes in that space for you based government.</td>
<td></td>
</tr>
</tbody>
</table>

### Table: Rental Information

<table>
<thead>
<tr>
<th>Unit</th>
<th>Months vacant during prior 12 months</th>
<th>Vacant on date of submission</th>
<th>Affordable / Subsidized</th>
<th>Garden apartment</th>
<th>Owner Occupied on date of submission</th>
<th>Square feet (exact or best guess)</th>
<th>Bedrooms</th>
<th>Bathrooms</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>-- select -- -- select -- select -- select --</td>
<td>-- select -- -- select -- select --</td>
<td>-- select -- -- select -- select --</td>
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<td>-- select -- -- select -- select --</td>
<td>-- select -- -- select -- select --</td>
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</tr>
</tbody>
</table>
Rental Information/Tenant Household Income Report Form

• If more than 25 units, download and complete the excel version via clicking here

Please note, the Rental Information/Tenant Household Income Report Form included in Part 2 of the Eligibility has a limit of 25 units. If your project has more than 25 units, please download the excel version and upload it as part of your attachments corresponding to the Required Documentation section in part 2 of the application. For an example of a completed Rental Information/Tenant Household Income Report Form, download here.

Eligibility Application
Part 1

Eligibility Application
Part 2

Have you recently applied for the Affordable Housing Special Assessment Program? We appreciate your
Sample Rental/Income form

• An example of a completed form is on the Affordable Housing program page at the area highlighted below

Please note, the Rental Information/Tenant Household Income Report Form included in Part 2 of the Eligibility has a limit of 25 units. If your project has more than 25 units, please download the excel version and upload it as part of your attachments corresponding to the Required Documentation section in part 2 of the application. For an example of a completed Rental Information/Tenant Household Income Report Form, download here.

Eligibility Application Part 1

Eligibility Application Part 2
If you used the excel version of the form, once completed, upload the completed form via clicking the attachment icon here.

I. REQUIRED DOCUMENTATION

The documents referenced below do not need to be included with the application; however, they do need to be available for inspection.

Please submit the following:

1. If the basis for the application is rehabilitation, the applicant must submit proof of rehabilitation cost including copies of building permits and contractor’s sworn affidavit notarized.
2. Documentation from appropriate municipal agency that the property is in compliance
Finalize and Sign

- Complete certification section

I, [Property Owner Name], certify that the foregoing, and all uploaded documents are true, correct, and complete.

I certify that this proposed project will stay within income and rent limits that qualify for the Affordable Housing Special Assessment Program pursuant 35 ILCS 200/15-178.

I consent to and authorize the disclosure of the information above to the Cook County Assessor’s Office and consent to and authorize its use for verification purposes.

Signature of Property Owner

1/28/2022 | 1:00 PM CST
• We appreciate your patience as applications are processed.
• Our staff must review your application and documents and verify eligibility.
• When this process is complete, you will receive an email from our office that will indicate whether the application has been accepted ("Completed") or had to be denied ("Declined").
• If your application is denied, you will receive notice of the deficiencies upon which the denial was based. You will then have 30 days from the date of the email notification to provide supplemental information showing compliance with the requirements of this program.
Once in the program, owners are subject to continuing requirements of the program for the duration of the reduction in assessed value received and may be annually or periodically verified by the Assessor.

Annual Submittal Form will be released on or before January 1\textsuperscript{st}, 2023.
Term Limits

- Owners can apply through December 31, 2027
- 10 year term of program with option to renew prior to the expiration of each term
- Limit of three ten year terms
If you have comments, questions, or concerns about your application, please send a detailed email to assessor.affordablehousing@cookcountyil.gov, and include the Project Name and 14 digit PIN(s) associated with your application.