



**Request for Proposals (RFP)**  
**For Affordable Housing Project(s)**  
**For the**  
**Village of Oak Park, Illinois**

The Village of Oak Park will accept completed proposals at the office of the Department of Development Customer Services located at Village Hall, 123 Madison Street, Oak Park, Illinois, 60302, Monday through Friday, 8:30 a.m. to 5:00 p.m. Proposals should be addressed to Ms. Dawn Stockmo, Neighborhood Services Manager. Proposals will be accepted until **3:00 p.m. on MONDAY FEBRUARY 12, 2018**. Proposals will be evaluated and interviews scheduled for the top candidates.

**PURPOSE**

The Village requests proposal(s) for the use of \$500,000 or \$1,000,000 of grant funds for affordable housing project(s). Proposals may include, but are not limited to, the creation of new affordable units, improvement of existing housing stock, preventing the loss of existing units, and/or strategies to increase housing affordability.

**CHARACTER OF THE AREA**

The Village of Oak Park, Illinois, is an inner ring suburban community of about 52,000 people located immediately west of the City of Chicago and known for its architectural heritage and diverse population. Within its 4.5 square miles lives one of the region's most diverse mixes of cultures, races, ethnicities, professions, lifestyles, religions, ages and incomes. Oak Park shares its eastern border with the Austin neighborhood of the City of Chicago. Both Oak Park and its surrounding areas are mature, built-out communities featuring tremendous opportunity for infill and reinvestment capitalizing on significant existing public infrastructure, including public transit amenities. The Village of Oak Park borders the community of Galewood within the City of Chicago to the north, the City of Chicago's Austin community to the east, the Villages of River Forest and Forest Park to the west and the City of Berwyn and the Town of Cicero to the south.

## **BACKGROUND**

According to a 2013 analysis by the Illinois Housing Development Authority (IHDA), the Village of Oak Park has 3,991 units of affordable housing, i.e. 18.4% of all housing is affordable to homebuyers at 80% of regional median household income and to renters at 60% of the regional median household income.

The Village of Oak Park has a number of proactive programs for income qualified homeowners and renters including the Lead Abatement Grant Program (funding from both Cook County and the Village), Small Rental Properties Rehabilitation Loan Program, Single Family Rehabilitation Loan Program, Sewer Backup Protection Program, Multi-Family Housing Incentives Grant Program. In addition, the Village of Oak Park has a Housing Authority (OPHA) that administers the Housing Choice Voucher (HCV) Program (formerly known as the Section 8 housing program). The OPHA also operates rental housing that is specifically designed to serve the Village's low-income elderly and disabled population. Working with its affiliate, the Oak Park Residence Corporation, the OPHA manages three rental developments containing nearly 300 units. Tenants of these developments receive Federal rent subsidies.

## **FUNDING SOURCE**

The grant funds will be paid by the Village of Oak Park's Affordable Housing Fund.

## **PROPOSALS**

Respondents should provide the following documents in addition to the narrative:

- Proposed project and basic budget information, including a full budget if available
- A map of identified geographic project area, with the data described in the narrative portion of this grant proposal related to needs and opportunities in this area.

## **NARRATIVE QUESTIONS**

1. Please describe your organization including an explanation of your track record.
2. Please describe the challenges faced in the geographic area including relevant data informing your proposal.
3. Please describe the population served.
4. Please describe your readiness to proceed, including resources you have secured or intend to secure and a proposed implementation timeline. Please explain where the resources available through this RFP are needed.
5. Please outline how you define success and what measures you are using.

## **QUALIFICATIONS**

All RFP applicants should provide the following supporting documents:

- Audited financial statement, tax returns and/or 990 for the past two years
- Most current interim financial statements
- Bios of key staff
- Board list, including affiliations, for nonprofit applicants
- IRS 501©3 Determination Letter for nonprofit applicants

## **EVALUATION CRITERIA**

The following list of criteria (order of list is without regard to importance or priority and is not inclusive) is representative of what the Village of Oak Park will use to evaluate proposals:

- Demonstrated qualifications of the applicant
- Leveraging of Village funding
- Levels of Affordability reached
- Benefits to the Village, including both quantitative and qualitative factors
- Project schedule and anticipated project completion

## **SUBMISSION DEADLINE**

Proposals will be accepted via email at [housing@oak-park.us](mailto:housing@oak-park.us) or by mail at the Village of Oak Park, Department of Development Customer Services located at 123 Madison Street, Oak Park, IL, - Monday through Friday, 8:30 a.m. to 5:00 p.m. until 3:00p.m. CST MONDAY, FEBRUARY 12, 2018. Proposals received after this deadline will not be considered. The Village reserves the right to accept or reject any and all proposals or to waive technicalities, or to accept any item of any proposal.