2016

# Hardest Hit Fund: Blight Reduction Program

Program Guide

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# Chapter 1 – Program Overview

**1.1 IHDA**

The Illinois Housing Development Authority ("IHDA") is a self-supporting state agency that finances the creation and the preservation of affordable housing throughout Illinois to increase the supply of decent and safe places for people of low or moderate means to live. IHDA accomplishes its mission as a bonding authority and independently sells bonds, based on its own good credit, and finances affordable housing in Illinois through the administration of a number of federal and state funding resources on behalf of the state. Since its creation in 1967, IHDA has allocated more than $14.6 billion and financed more than 245,000 affordable units across the state.

**1.2 Hardest Hit Funds**

Through an expansion to the Toxic Asset Relief Program (TARP), the Housing Finance Agency Innovation Fund for the Hardest Hit Housing Market was created. The U.S. Department of the Treasury established the Hardest Hit Fund Program in February 2010 to provide targeted aid to families in states hit hard by the economic and housing market downturn. Eighteen states and the District of Columbia were approved to receive program funds used to develop foreclosure prevention programs that aim to assist at-risk homeowners. Illinois was approved to receive $445,603,557. IHDA, as the State housing finance agency, was selected to administer these funds.

IHDA has created four unique Hardest Hit Funds ("HHF") programs. The HHF Homeowner Emergency Loan Program provides temporary mortgage payment assistance to households that are struggling with income loss while continuing to work in hopes of regaining sufficient income to keep their home. The HHF Home Preservation Program provides funding toward principal reduction to facilitate a modification for employed homeowners who are not otherwise eligible for assistance under the federal Making Home Affordable programs. Specific Illinois lenders participate in this program and apply for assistance on behalf of borrowers requesting a modification for loans they service and own. The HHF Mortgage Resolution Fund Program works to purchase pools of delinquent mortgages at a discounted rate and invests in long-term solutions for each property either to maintain ownership or to recycle the property into the housing market. The following program guide focuses on the fourth program, HHF Blight Reduction Program that aims to decrease preventable foreclosures and stabilize neighborhoods, support partnerships between Illinois Unit of Local Government ("ULG") and their Not-For-Profit Partners ("NFP"), and provide funding to target blighted, vacant, residential properties in specific communities ("BRP Target Area") for demolition, greening, and eventual reuse, repurpose and/or redevelopment ("Revitalization").

**1.3 Blighted Property Problems**

Vacant and abandoned blighted residential properties have a large variety of negative effects on communities. Abandoned properties can create a danger to residents of the community creating the possibility for fires, squatters, and illegal activity. Blighted properties are also often littered with garbage and other debris which create safety and environmental concerns. Consequently, the surrounding properties experience a decline in value as the property condition and illegal activity worsens. Similar to foreclosed properties, blighted properties suppress new construction efforts, home sales, and even refinancing efforts leading to additional abandonment and blight. Even communities with economic improvement plans or revitalization plans may have these efforts stifled by blighted properties. Demolition is a critical component of strategies to stabilize home values.

**1.4 HHF-Blight Reduction Program Purpose**

The HHF-Blight Reduction Program ("BRP" or "Program") strategically targets residential areas with blighted residential properties in need of demolition and greening. These funds will help Units of Local Government who struggle to find sufficient funding to address blight and demolition concerns damaging their community. BRP aims to decrease preventable foreclosures and stabilize neighborhoods, support partnerships between Illinois Units of Local Government and their Not-For-Profit Partners, and provide funding to target blighted, vacant, residential properties in specific communities ("BRP Target Area") for Revitalization.

**1.5 Eligible Applicants/Partners**

Applicants are required to be a Unit of Local Government in Illinois such as cities, municipalities, or counties ("Applicants" or "ULG") that struggle with sufficient funding to address blight and demolition concerns damaging their community. Applicants must partner with a not-for-profit developer or agency ("Not-For-Profit Partner" or "NFP") with demonstrated experience applicable to demolition and greening of residential properties. This partnership between the Applicant and NFP will ensure effective use of the BRP dollars to reduce foreclosures and stimulate revitalization efforts at the Unit level while incorporating municipal and non-profit interests.

**1.6 Eligible Costs/Activities**

Per Unit assistance: $35,000 (per Unit maximum) which may include the following on a per Unit basis (if applicable):

- Acquisition (purchase price, lien extinguishment, legal costs, title, recording and transfer fees)
- Demolition
- Lot treatment/greening
- Maintenance ($3,000 per unit)
- Administrative expenses ($1,750 per unit)

BRP funds will reimburse the costs incurred by Applicants and their NFP at the Unit level.
(Maintenance and Administration expenses are fixed costs and front funded at closing.)

**1.7 Units**

Properties assisted with BRP funds can be sourced from existing municipal inventory, a tax foreclosure list, be purchased, donated, or conveyed through condemnation or other means.

*Eligible Properties*

- 1-4 unit residential properties in the State of Illinois
- Properties deemed blighted and in need of demolition by the municipality
- Manufactured home taxed as real property with a foundation and no hitch or wheels
- Properties within census tracts of the proposed BRP Target Area
- Properties may have garages, outbuilding, and/or sheds (demolition/removal of these buildings is an eligible cost)

*Ineligible Properties*

- Residential properties knowingly occupied by legal or non-legal resident(s)
- Properties that have been demolished prior to BRP application approval

- Individual properties surrounded by non-residential land uses
- Historically registered properties
- Commercial, industrial, or agricultural properties
- Properties in adequate and safe condition to be currently occupied, as deemed by the municipality
- Properties that can be repaired, rehabbed, for minimal cost as deemed by the municipality
- Mixed use properties with a residential unit component

**1.8 General Steps of BRP**

1. IHDA posts a Request for Application ("RFA") based on available funds.

2. Municipalities and counties ("Applicants") respond to the RFA. Applicants must include a Not-For-Profit Partner able to:
   a. Hold legal title
   b. Have an enforceable lien applied
   c. Meet the loan agreement obligations during the three (3) year recapture period.

3. IHDA reviews and scores the RFA submissions.

4. IHDA takes recommended participants before the IHDA Loan Committee and Members of the Board for approval.

5. Approval is indicated through a Conditional Commitment Letter and a Tri-Party Agreement (the agreement will include IHDA, ULG, and the NFP).

6. Implementation training is offered to the awarded Applicants and their Not-for-Profit Partners covering the payment request/submission process and addressing guidelines covered in the commitment letter.

7. The ULG coordinates all required pre-demolition inspections and permitting at the Unit level and provides IHDA a letter from the Illinois Historic Preservation Agency (IHPA) prior to demolition. IHDA will confirm receipt of IHPA letter to NFP prior to demolition.

8. Before demolition and greening work are started, ULG must transfer clear title and debt (based on eligible uses of funds) to the NFP and fund the Eligible Uses with a loan to the NFP with an instrument of debt.

9. Demolition and greening work proceed and is overseen by the NFP or ULG.

10. After the work is complete, the NFP will submit all contracts/subcontracts, itemized costs, all receipts, and billing reports to BRP program staff.

11. BRP program staff reviews funding documentation from NFP and upon approval schedules a closing at their selected title company where loan documents are executed by the NFP and funds disbursed.

12. NFP uses the loan proceeds (BRP funds) to pay for/reimburse eligible costs. The NFP disburses funds to reimburse those parties who performed the eligible uses, who may include the ULG, other municipality/county entities, contractors, subcontractors, the NFP, etc.

13. NFP and/or ULG then uses the maintenance and administrative funds provided at closing to pay for the maintenance and administration of the Unit through the three (3) year recapture period including any interim use or until the Unit is returned to reuse/redevelopment/resale of the Unit.

## 1.9 Funding Availability and Allocation of Funds

For Round 1, Applicants were able to request up to $35,000 maximum per unit under the Program, with an aggregate request of no less than $250,000. They had to submit a minimum of 10 properties and up to 5 alternate properties in their application.

For Round 2, Applicants were able to request up to $35,000 maximum per unit under the program with an aggregate request of no less than $250,000. They were required to submit a minimum of 10 properties and up to 25 alternate properties in their application. IHDA deems it in the best interest of the Program to allow for the substitution of properties under certain circumstances as described in Section 9.9 of the Program Guide.

In Round 1, $5,390,000 was awarded to Applicants for the acquisition, strategic removal, and greening of vacant and blighted residential properties of 1-4 units throughout Illinois.
In Round 2, $10,535,000 was awarded to Applicants for the acquisition, strategic removal, and greening of vacant and blighted residential properties of 1-4 units throughout Illinois.

## 1.10 Publicity

As stated in Section 20 of the Tri-Party Agreement ("Agreement") entered into between the ULG, NFP, and IHDA, neither the ULG nor NFP shall communicate any public messages or advertisements related to the Program, the Project, the Funds, the Loans, the Units, nor any of the obligations or terms of any agreements with the Authority including without limitation the execution of the Loan Documents and the provision of the Funds and of each Loan (collectively, the “Publicity”) without the prior written approval of the Authority. Both the ULG and NFP shall consult with the Authority to develop a communication and outreach strategy to ensure that any public messages related to any Publicity is consistent with the intent of the Program. Each of ULG and NFP shall notify the Authority at least ten (10) business days in advance and provide a copy of any proposed press releases, Publicity or any other public statements that refers to the Program, their participation therein, the results thereof. The Authority shall have the right to object to or modify such press release, statement or any other Publicity, in its sole discretion. This right shall survive the termination or expiration of the Agreement.

## 1.11 Contact Information

Questions concerning the Blight Reduction Program should be directed to HHFBRPinfo@ihda.org.

# Chapter 2 – U.S. Treasury Term Sheet / Treasury Guidance

**Section 2.1 - SERVICE SCHEDULE B-4**
**Illinois Housing Development Authority**

**Hardest Hit Fund Blight Reduction Program (BRP)**

**Summary Guidelines**

| | |
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| **1. Program Overview** | The purpose of the Hardest Hit Fund Blight Reduction Program ("BRP") is to decrease preventable foreclosures and stabilize neighborhoods by strategically targeting those residential areas with vacant and abandoned blighted residential properties in need of demolition and greening. The Illinois Housing Development Authority ("IHDA") will work with units of government and their not-for-profit partner(s) within the state of Illinois to implement the program. |
| **2. Program Goal** | The goal of BRP is to decrease preventable foreclosures through neighborhood stabilization achieved through the demolition and greening of vacant, abandoned, and blighted residential properties throughout Illinois. Such vacant, abandoned, and blighted residential properties will be returned to use through a process overseen by approved units of government and their not-for-profit partner(s).<br><br>IHDA will work with units of government and their not-for-profit partner(s) to identify and track meaningful indicators of program effectiveness throughout the life of the program. |
| **3. Target Population / Areas** | BRP activity will be limited to targeted areas that are approved by IHDA. All activity must be part of a comprehensive local strategy to stabilize home values and prevent foreclosures. IHDA guidelines will ensure that demolition and greening have a positive effect on preserving existing neighborhoods. |
| **4. Program Allocation (Excluding Administrative Expenses)** | Program allocation amount on file with Treasury |
| **5. Property Eligibility Criteria** | IHDA will determine property eligibility per program guidelines.<br><br>1-4 unit residential properties, that are located in Illinois:<br>• determined to be vacant and abandoned, and<br>• qualify for lawful demolition. |

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| **6. Ownership/Loan Eligibility Criteria** | Title to the property must be held by the applicable not-for-profit partner such that: (i) the loan can be modified or extinguished and (ii) an enforceable lien can be placed on the property. |
| **7. Program Exclusions** | BRP funds cannot be used for the rehabilitation of existing residential structures, commercial structures, or properties listed on a national, state, or local historic register. |
| **8. Structure of Assistance** | IHDA will determine project sites in direct consultation with the applicable not-for-profit partners.<br><br>The applicable not-for-profit partners will be responsible for acquisition of the property (if necessary), demolition work and on-going property maintenance.<br><br>Units of government and their not-for-profit partner(s) must submit in their application to IHDA for BRP funds, information including, but not limited to, the following:<br><br>• A full and complete list of all properties the applicant seeks to make eligible;<br>• Property ownership and/or acquisition information;<br>• Pre-demolition inspection information, including, but not limited to any third party environmental inspection reports;<br>• The post-demolition goal for each property;<br>• Cost estimates and/or evidence of the expenditures on a per property basis including, but not limited to: (i) all eligible activities required to bring the property into compliance with program guidelines, (ii) removal of all debris, (iii) backfill of basements or cellars, and (iv) any necessary environmental remediation required by law; and<br>• Any other miscellaneous information identified regarding the property (e.g., hazards, adverse findings, easements...etc.)<br><br>Upon receipt of appropriate documentation confirming the completion of BRP activities, IHDA will provide Hardest Hit funding to the applicable partner after execution of a secured lien mortgage and note in favor of IHDA. The lien will be recorded in the public records and releases will be conducted by IHDA.<br><br>The secured lien and notes will be structured as zero percent, non-amortizing loans, secured by a lien on the property. Loans will |

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| | expire three years after their origination date ("Expiration Date"). Prior to the Expiration Date, loans will be forgiven at a rate of 33.3% per annum as long as covenants are met.<br><br>In most cases, the outstanding loan balance will become due and payable if the property is sold, its title transferred, or it is used for an unauthorized purpose prior to the Expiration Date. However, in certain cases, special considerations may be made by IHDA to release or subordinate its lien prior to the Expiration Date based upon the merit of the request and the proposed positive impact to the community as set forth in the program guidelines. The method for calculating the outstanding balance will be determined based upon the time and method of transfer. The outstanding balance may include any and all net sale proceeds and/ or the full principal balance of the loan.<br><br>Prior to the Expiration Date, all proceeds will be due and payable to IHDA. All proceeds returned to the IHDA from the BRP may be recycled until December 31, 2017; thereafter, the funds must be returned to Treasury. |
| **9. Per Property Assistance** | $35,000 (per unit maximum) which may include the following on a per unit basis (if applicable):<br>• Acquisition (purchase price, lien extinguishment, legal costs)<br>• Closing costs (if applicable, *i.e.,* title, recording and transfer fees)<br>• Demolition<br>• Lot treatment/greening<br>• Maintenance ($3,000 flat fee)<br>• Administrative expenses ($1,750) |
| **10. Duration of Assistance** | One time assistance per property. |
| **11. Estimated Number of Properties** | Approximately 150. Program will be expanded if successful and funds are available. |
| **12. Program Inception / Duration** | The program is expected to launch in the Summer of 2015. |
| **13. Program Interactions with Other HFA Programs** | BRP will complement existing efforts of Illinois' Abandoned Properties Residential Property Municipality Relief Fund. |

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| **14. Program Interactions with HAMP** | None |
| **15. Program Leverage with Other Financial Resources** | None |
| **16. Qualify as an Unemployment Program** | ☐ Yes ☑ No |

**Section 2.2 – Updates to Treasury Guidance**

From time to time, the U.S. Department of Treasury may issue clarifying guidance for all HHF blight elimination programs. The following is clarifying guidance issued to date.

**a. Issued 1/15/2016**

For any requests submitted on or after January 15, 2016, the property must not be legally occupied at the time of any review or approval by the HFA or eligible entity (as applicable) for blight elimination activity.

# Chapter 3 – Unit of Local Government (ULG) and Not-for-Profit (NFP) Partner Considerations

# Blight Reduction Program - Units of Local Government Considerations

**3.1 Applicant Capacity**

- Does the Unit of Local Government have any plans or initiatives to revitalize a certain residential area?
- Within that area, are there properties identified that are stifling redevelopment or neighborhood improvement?
- Would the Unit of Local Government be capable of clearing liens against proposed properties?
- Would the Unit of Local Government be capable of expediting the permitting and inspections process in order to get BRP properties ready for demo?
- Would the Unit of Local Government want to take the lead on the demo work, greening work, 3-year maintenance, etc.? Would the Unit of Local Government want control of the Unit after the 3-year recapture period was complete if the Unit is not redeveloped in that timeline?
- Has the Unit of Local Government done demolition work in a successful manner in the last few years? What were the costs incurred to the Unit of Local Government ? Is there more need than funding to do demolitions in the community?

**3.2 BRP Target Area Planning**

- What areas are in transition and have blighted properties holding back revitalization?
- Where were foreclosures congregated over the last few years?
- Where have you already targeted demolition work?
- Are there any partners or resources already established in this area that make sense to leverage?
- Is there a long-term vision or community anchor in this area that work to realize redevelopment?

**3.3 Property Level Planning**

- What formal determination has been made for certain properties that are blighted and in need of demo?
- Who owns the property and what are the delinquent taxes and delinquent utilities (i.e., water liens)?
- How does the property's location fit with the surrounding land uses?
- What is immediately adjacent to the property?

**3.4 Partnership Planning**

- Do you have an existing agreement, MOU, contract with a Not-For-Profit Developer or agency to do similar work like construction, property management, demolition, rehab, etc.? Would you want to extend your existing contract to encompass this program?
- What potential Not-For-Profit Partner is rooted in the community that you are proposing as a BRP Target Area? Are there any Not-For-Profit Developer or agencies doing work there now? Are there NSP or CDBG related funding projects?
- What kind of Instrument of Debt would the Unit of Local Government like to create to transfer properties to the Not-For-Profit Partner?

# Not-For-Profit Partner Considerations

**3.5 Agency Capacity**

- Has the agency done any demo, construction, rehab, property management work in the past that could apply to BRP?
- Has the agency worked with any governmentally funded programs in the past that required compliance and ongoing reporting?
- Would it be acceptable within the agency to expand the mission and work performed to include something like property management and possibly managing contractors?
- Does the agency have roots and investment in the community proposed as the BRP Target Area?
- Has the agency identified properties that are in need of demolition due to safety, impact on neighborhood, impact on redevelopment that the city is not addressing?

**3.6 Partnership Planning**

- Does the agency have any formal agreement in place with the Unit of Local Government that may cover BRP or be amended to include BRP?
- Has the agency worked with the Applicant Unit of Local Government before? How did that go? Does the agency see the Unit of Local Government as a partner that can help make this program effective?
- Would the agency accept that the Unit of Local Government would direct much of the process? The process includes selection of properties, possibly the demolition and greening work, and possibly the maintenance work as well. How would the partner like to split the roles after the title is transferred to the Not-For-Profit?

# Chapter 4 - Strategic Planning and Research (SPAR)

**4.1 Overview**

The Strategic Planning and Research (SPAR) Department is responsible for coordinating market analysis and policy research for IHDA. SPAR's analysis of Q3 2013 USPS Vacancy data shows the following highlights:

- The State of Illinois has an overall vacancy rate of 3.3%.
- 18 of the 102 counties in Illinois have vacancy rates above the state average.
- 1,663 of the 4,222 census tracts in Illinois have vacancy rates above the state average.
- 1,588 of the 4,222 census tracts in Illinois have vacancy rates above the local county average.

To arrive at the above conclusions vacancy rates were organized by municipality. Note that in more rural areas the census tracts often include more than one municipality or pieces of several municipalities. As a result, 1,168 census tracts will show up under more than one municipality. That imperfection notwithstanding, the chart on the following pages presents a rough picture of which municipalities have the most serious abandoned/vacant property issues.

Application rounds will be offered based on available funding. Scored Request for Application ("RFA") responses will be prioritized based on a Target Area Market Score which focuses on factors such as vacancy rates, home loan trending, purchase price trending, and foreclosure trending as well as overall score. For all categories, SPAR will utilize the most current data available, trending from 2010. IHDA plans to target areas with vacancy rates higher than state average. For example, a funding round could require that municipalities or counties have RFA score of 70 or above, and/or a vacancy rate higher than 5% in order to receive funding. This will ensure that areas of the state with highest rates of vacancy get funding as early as possible. The BRP program is also designed to work in concert with the State's Abandoned Properties Program.

IHDA will issue Request for Application rounds on an ongoing basis and will notify municipalities about the opportunity for funding.

| Counties | AMS_RES[1] | RES_VAC[2] | NOSTAT_RES[3] | Vacancy Rate | Vacancy Rate (Alt) |
|---|---|---|---|---|---|
| ST. CLAIR | 160271 | 10057 | 18150 | 6.3% | 18% |
| VERMILION | 48799 | 2813 | 6090 | 5.8% | 18% |
| ALEXANDER | 8644 | 474 | 2123 | 5.5% | 30% |
| MACON | 67292 | 3518 | 9496 | 5.2% | 19% |
| MADISON | 160888 | 8351 | 15865 | 5.2% | 15% |
| WINNEBAGO | 162485 | 8062 | 18840 | 5.0% | 17% |
| PEORIA | 114714 | 5618 | 11323 | 4.9% | 15% |
| SANGAMON | 118922 | 5458 | 16702 | 4.6% | 19% |
| COOK | 2328649 | 102271 | 165912 | 4.4% | 12% |
| MORGAN | 26988 | 1173 | 4074 | 4.3% | 19% |
| STEPHENSON | 37045 | 1497 | 6197 | 4.0% | 21% |
| JACKSON | 45035 | 1816 | 8526 | 4.0% | 23% |
| ROCK ISLAND | 84831 | 2954 | 9348 | 3.5% | 15% |
| CLINTON | 39764 | 1371 | 6197 | 3.4% | 19% |
| WHITESIDE | 40000 | 1375 | 5063 | 3.4% | 16% |
| ADAMS | 38304 | 1304 | 4990 | 3.4% | 16% |
| CHAMPAIGN | 111838 | 3795 | 16271 | 3.4% | 18% |
| CRAWFORD | 18491 | 623 | 2859 | 3.4% | 19% |
| LASALLE | 91182 | 3020 | 17390 | 3.3% | 22% |
| KNOX | 43179 | 1420 | 8567 | 3.3% | 23% |
| GREENE | 19777 | 646 | 2640 | 3.3% | 17% |
| EDGAR | 17910 | 576 | 3060 | 3.2% | 20% |
| WARREN | 24771 | 779 | 5167 | 3.1% | 24% |
| MACOUPIN | 43470 | 1362 | 4852 | 3.1% | 14% |
| COLES | 39684 | 1236 | 4421 | 3.1% | 14% |
| FRANKLIN | 35735 | 1104 | 5188 | 3.1% | 18% |
| LAKE | 333614 | 10268 | 36950 | 3.1% | 14% |
| FULTON | 36597 | 1098 | 7033 | 3.0% | 22% |
| TAZEWELL | 99944 | 2903 | 17163 | 2.9% | 20% |
| BUREAU | 41871 | 1214 | 11572 | 2.9% | 31% |
| MCDONOUGH | 25164 | 729 | 5863 | 2.9% | 26% |
| WILLIAMSON | 54532 | 1575 | 10189 | 2.9% | 22% |
| CARROLL | 23213 | 662 | 4381 | 2.9% | 22% |
| WHITE | 13761 | 388 | 3429 | 2.8% | 28% |
| MASSAC | 11731 | 327 | 2967 | 2.8% | 28% |
| LAWRENCE | 14428 | 396 | 2976 | 2.7% | 23% |
| PUTNAM | 13008 | 354 | 4031 | 2.7% | 34% |
| LIVINGSTON | 39021 | 1056 | 8618 | 2.7% | 25% |

| | | | | | |
|---|---|---|---|---|---|
| MARION | 33155 | 893 | 6141 | 2.7% | 21% |
| CHRISTIAN | 35010 | 938 | 7770 | 2.7% | 25% |
| WABASH | 12251 | 323 | 2684 | 2.6% | 25% |
| PULASKI | 11724 | 295 | 2923 | 2.5% | 27% |
| MONTGOMERY | 34488 | 851 | 7202 | 2.5% | 23% |
| STARK | 16967 | 416 | 5772 | 2.5% | 36% |
| RANDOLPH | 24515 | 600 | 4207 | 2.4% | 20% |
| DOUGLAS | 20651 | 502 | 4072 | 2.4% | 22% |
| LOGAN | 31408 | 758 | 8069 | 2.4% | 28% |
| IROQUOIS | 22749 | 543 | 4865 | 2.4% | 24% |
| MCLEAN | 107109 | 2526 | 19941 | 2.4% | 21% |
| JO DAVIESS | 18787 | 441 | 5086 | 2.3% | 29% |
| LEE | 35762 | 835 | 7290 | 2.3% | 23% |
| WASHINGTON | 23818 | 544 | 4261 | 2.3% | 20% |
| DUPAGE | 466992 | 10457 | 32185 | 2.2% | 9% |
| JEFFERSON | 34804 | 761 | 6162 | 2.2% | 20% |
| CASS | 13585 | 294 | 2782 | 2.2% | 23% |
| KANE | 286414 | 6149 | 32203 | 2.1% | 13% |
| MONROE | 29180 | 619 | 2725 | 2.1% | 11% |
| CLARK | 14946 | 313 | 2279 | 2.1% | 17% |
| FAYETTE | 32920 | 687 | 7227 | 2.1% | 24% |
| PERRY | 21970 | 453 | 4117 | 2.1% | 21% |
| HENRY | 44825 | 900 | 9851 | 2.0% | 24% |
| PIKE | 17419 | 345 | 3374 | 2.0% | 21% |
| DEWITT | 24643 | 485 | 6685 | 2.0% | 29% |
| RICHLAND | 22713 | 433 | 5369 | 1.9% | 26% |
| SALINE | 23980 | 450 | 4985 | 1.9% | 23% |
| SHELBY | 35706 | 662 | 7542 | 1.9% | 23% |
| SCHUYLER | 13539 | 249 | 3380 | 1.8% | 27% |
| EDWARDS | 11207 | 205 | 3757 | 1.8% | 35% |
| GRUNDY | 47428 | 864 | 8621 | 1.8% | 20% |
| MOULTRIE | 21509 | 379 | 5107 | 1.8% | 26% |
| BOND | 18014 | 316 | 3377 | 1.8% | 21% |
| MARSHALL | 23933 | 416 | 8292 | 1.7% | 36% |
| FORD | 31228 | 542 | 8521 | 1.7% | 29% |
| OGLE | 50856 | 880 | 9217 | 1.7% | 20% |
| EFFINGHAM | 24835 | 421 | 3340 | 1.7% | 15% |
| MCHENRY | 182209 | 3063 | 25037 | 1.7% | 15% |
| WILL | 348033 | 5774 | 39868 | 1.7% | 13% |
| HANCOCK | 17285 | 281 | 4527 | 1.6% | 28% |

| | | | | | |
|---|---|---|---|---|---|
| MASON | 22158 | 357 | 6129 | 1.6% | 29% |
| UNION | 19069 | 299 | 4303 | 1.6% | 24% |
| WOODFORD | 50217 | 786 | 11158 | 1.6% | 24% |
| DEKALB | 85526 | 1314 | 15286 | 1.5% | 19% |
| JERSEY | 26414 | 381 | 3680 | 1.4% | 15% |
| KANKAKEE | 65935 | 949 | 13293 | 1.4% | 22% |
| CUMBERLAND | 16889 | 240 | 2512 | 1.4% | 16% |
| JASPER | 20015 | 278 | 3152 | 1.4% | 17% |
| BROWN | 11354 | 143 | 2847 | 1.3% | 26% |
| WAYNE | 25011 | 314 | 7894 | 1.3% | 33% |
| PIATT | 29421 | 367 | 7154 | 1.2% | 26% |
| SCOTT | 7141 | 84 | 1450 | 1.2% | 21% |
| BOONE | 53527 | 542 | 9348 | 1.0% | 18% |
| KENDALL | 104710 | 936 | 19070 | 0.9% | 19% |
| CLAY | 21187 | 176 | 5522 | 0.8% | 27% |
| MERCER | 17378 | 123 | 4368 | 0.7% | 26% |
| MENARD | 18008 | 124 | 4875 | 0.7% | 28% |
| HAMILTON | 16317 | 105 | 4380 | 0.6% | 27% |
| HARDIN | 4764 | 17 | 1167 | 0.4% | 25% |
| CALHOUN | 6798 | 21 | 1964 | 0.3% | 29% |
| GALLATIN | 8551 | 23 | 2052 | 0.3% | 24% |
| JOHNSON | 20117 | 43 | 5762 | 0.2% | 29% |
| POPE | 13792 | 7 | 4206 | 0.1% | 31% |
| HENDERSON | 10581 | 5 | 3706 | 0.0% | 35% |
| **Grand Total** | **7598999** | **248140** | **980574** | **3.3%** | **16%** |

[1] *AMS_RES – Residential Housing Units*

[2] *RES_VAC – Vacant Residential Housing Units*

[3] *NOSTAT_RES – Residential Housing Units that have not accepted mail in over six months (and may be vacant)*

# Chapter 5 - Roles

**5.1 Applicants**

Units of Local Government ("Applicants" or "ULG"), which can include counties, municipalities, cities, townships, etc., are eligible to apply for BRP funds. The processes for demolition vary across the state and even within counties as dictated by municipal codes, budgets, market conditions, construction trends, and other factors. Some municipalities simply take "control" over blighted properties they plan to demolish whereas other municipalities work through the judicial process to foreclosure and acquire title (ownership) of the Unit before performing any work. Units of Local Government in Illinois are typically familiar with demolition work and have processes in place to demolish blighted homes with due consideration for all laws, regulations, and ordinances that apply to the work of demolition. In addition, Units of Local Government have plans (formal and informal) for reuse or repurpose of the Unit.

BRP program guidelines do not dictate the form of control that a Unit of Local Government uses to take a blighted property through the demolition and greening process. The Unit of Local Government must have ownership or be able to take ownership and be able to transfer the property to the Not-for-Profit Partner without liens. BRP relies on local standards, codes, and practices that municipalities have formed, enforce, and abide by as the measure for appropriate demolition procedures with due consideration for regulatory compliance.

**5.2 Partners: Not-for-Profits**

Each Applicant must partner with a Not-For-Profit developer or agency in order to have a property funded under the BRP program. The Not-For-Profit Partners will bring a non-governmental perspective and skillset to the process that may represent community interest and may expedite the redevelopment or reuse efforts of the Unit. Each individual Unit that the Applicant proposes for BRP funding must identify the Not-For-Profit Partner that will hold title, execute loan documents for financing, oversee post-demolition maintenance, and monitor interim uses and/or reuse during the three (3) year recapture period.

Not-For-Profit Partners must have the capacity to fulfill the tasks assigned to them in the BRP program. The Applicant should identify the non-profit's experience in areas such as demolition, blight reduction programs, development, redevelopment, renovation, energy assistance programs, building maintenance, rental housing ownership, community greening efforts, community parks programs, IHDA programs, Neighborhood Stabilization Program, city programs, federal programs, etc.

Not-For-Profit Partners could include any kind of non-profit in Illinois with demonstrated experience applicable to demolition and greening of residential properties, with services provided and an office near the Applicant and the homes proposed for demolition.

BRP program guidelines do not dictate that the Not-For-Profit Partners must actually perform post demolition and greening duties. The specific work can be sub-contracted out to another not-for-profit, private company, or back to the Applicant. BRP relies on local standards, codes, and practices that municipalities have formed, enforce, and abide by as the measure for appropriate demolition procedures with due consideration for regulatory compliance.

# Chapter 6 – Finance Structure

**6.1 Financing**

The U.S. Treasury requires that BRP funds are used to reimburse all costs associated with demolition and greening through a refinance process. This added step aligns the BRP process with the allowable use of funds designated by the Toxic Asset Relief Program ("TARP") as enacted as a part of the Emergency Stabilization and Security Act.

**6.2 BRP Lien**

Funds provided to refinance Eligible Costs are secured through a lien to each Unit within the Program. The lien must replace/refinance an existing debt on the Unit that represents the amount of Eligible Costs sought to be refinanced under the Program. The lien period is for three (3) years. Following the execution of a Conditional Commitment Letter and Tri-Party Agreement, awardees will be required to provide all required documentation for individual Unit Closings. Upon receipt and approval of appropriate documentation confirming the completion of BRP (eligible) activities, IHDA will fulfill its obligations under the agreement and forward funds (maximum $35,000 per Unit) to a title company of the NFP's choosing (as approved by IHDA). The lien and notes will be structured as zero percent, non-amortizing loans, which expire three (3) years after their origination date, the "Expiration Date."

After the loan agreement is executed by the NFP, the mortgage secured by the real estate will be recorded in the public records. Releases will be conducted by IHDA. In most cases, the outstanding loan balance will become due and payable if the Unit is sold, its title transferred, or it is used for an unauthorized purpose prior to the expiration date of the three (3) year lien. Repayment, if any, will be calculated based on a forgiveness rate of 33.3% per annum (1/36 per month) as long as covenants are met. The method for calculating the outstanding balance will be determined based upon the time and method of transfer and intended reuse. The outstanding balance may include any and all net sale proceeds and/or the full principal balance of the loan.

In certain cases, special considerations may be made by IHDA to release or subordinate its lien prior to the expiration date based upon the merit of the request and the proposed positive impact to the community as set forth in the program guidelines. NFPs and ULGs requesting consideration for an early release will be required to submit a BRP Early Lien Release Request Form. Upon early release, funds distributed for maintenance may be required to be repaid to IHDA, at the Authority's sole discretion. If required, the repayment will be calculated based on a rate of 33.3% per annum (1/36 per month) from the Unit's Closing date to the early lien release date. However, funds distributed for administration of the Unit will not be required to be repaid.

The following disposition options are pre-approved for early release provided the detailed requirements set forth below are met: residential side lots, public use, and non-profit organizations. Disposition for business or residential development may qualify for early release provided all Net Proceeds of the sale are first used to repay the BRP loan as evidenced by the Unit's note and secured by the Unit's mortgage. For purposes of an early lien release, "Net Proceeds" are the proceeds of the sale or transfer of the Unit after the payment of reasonable and customary closing costs.

*1) Residential Side Lot*

Units transferred as a residential side lot may be eligible for early lien release with a reduced repayment or without a full payoff of the BRP loan (as evidenced by the Unit's note and secured by the Unit's mortgage); Net Proceeds generated as a result of these transfers, if any exists, must first be applied

towards the BRP loan. Units to be transferred as an acceptable residential side lot do not need to be transferred at fair market value.

To qualify as a residential side lot, at minimum the following requirements must be met (as determined by IHDA, in its sole discretion):

- The adjacent neighbor is an owner occupant that shares at least a 50% common boundary line with the subject Unit.
- The Unit is physically contiguous to the adjacent neighboring property; for BRP purposes, properties that are across the street from a Unit are not contiguous.
- The adjacent neighboring property is in compliance with the local building and zoning regulations.
- The adjacent neighboring property is current on all real estate taxes and assessments, and its owner is current on real estate taxes and assessments for other properties he or she owns in the subject county.
- The adjacent owner was not a prior owner of real property in the subject county that was transferred as the result of tax foreclosure proceedings after January 1, 2011.
- The adjacent owner was not a prior owner of the Unit (either directly or indirectly).

As a condition of a residential side lot transfer, IHDA strongly recommends the ULG or NFP enter into an agreement with the transferee that the Unit (now a residential side lot) transferred will be consolidated with the transferee's property (and included in the legal description of the contiguous lot), by filed recorded deed and not subject to subdivision or partition, within a one (1) year period following the date of the transfer. ULG or NFP must maintain supporting documentation clearly demonstrating the adjacent neighbor's side lot eligibility under these BRP guidelines, the ULG/NFP internal side lot policies and procedures, and all local laws and regulations in accordance with the document retention requirements set forth in the Tri-Party Agreement.

*2) Public Use*

Units transferred for a public use may be eligible for early lien release with a reduced payment or without a full payoff of the BRP loan (as evidenced by the Unit's note and secured by the Unit's mortgage); Net Proceeds generated as a result of these transfers, if any exists, must first be applied towards the BRP loan. Units to be transferred for an acceptable public use transfers do not need to be conveyed for a fair market value.

Transfer to a political subdivision for use such as parks, recreation areas, infrastructure projects, and community gardens owned by a public entity is an eligible use if construction or operation for public use begins within one (1) year of the transfer. To be eligible for a public use transfer, IHDA will require the following documentation: an approval from the public entity stating that the conveyance of the subject Unit is required for the proposed public use/facility, and that the public use/facility will commence construction or operation within one (1) year of the Unit's conveyance.

*3) Non-Profit Organizations*

Units transferred to non-profit organizations may be eligible for early lien release with a reduced payment or without a full payoff of the BRP loan (as evidenced by the Unit's note and secured by the Unit's mortgage); Net Proceeds generated as a result of these transfers, if any exists, must first be applied toward

the BRP loan. Units transferred to an acceptable non-profit organization do not need to be conveyed for a fair market value.

To qualify as a transfer for an acceptable non-profit organization use, at minimum the following requirements must be met (as determined by IHDA, in its sole discretion):

- The Unit proposed for release is adjacent to an existing property owned by a non-profit corporation with an associated community oriented non-profit use.
- Non-profit groups, community development corporations, churches/religious organizations qualify, but community benefit must be demonstrated in order for lien release.
- The Unit may be conveyed to a non-profit corporation for use in that non-profit organization's continued community oriented non-profit use. Furthermore, the subject Unit may be transferred to a non-adjacent non-profit corporation owner if that owner will expand their associated community oriented non-profit use to the subject Unit. In either case, the community oriented non-profit development must commence construction or operation within one (1) year of the Unit conveyance.

Documentation necessary will include proof of tax-exempt status, and a detailed description of the entity's community activities along with how the proposed use of the subject Unit will benefit the community. In addition, the existing Unit owned by the non-profit corporation must be in compliance with local building and zoning codes. Documentation showing that the subject Unit is properly zoned for its new use is also required.

*4) Business or Residential Development*

Units that are transferred for business or residential development may qualify for early lien release provided, however, that the Unit is transferred at a fair market value as determined at the time of the transfer and all Net Proceeds of that transaction are first applied to repaying the BRP loan (as evidenced by the Unit's note and secured by the Unit's mortgage).

To qualify as a transfer for an acceptable business or residential development use, at minimum the following requirements must be met (as determined by IHDA, in its sole discretion):

- The Unit proposed for release will need to be developed in accordance with local zoning regulation, and the development shall commence construction or operation within one (1) year of the Unit conveyance. An adjacent and existing owner may be conveyed the subject Unit for development including ancillary uses like parking lots and accessory buildings that will be used by the existing owner. Additionally, the subject Unit may be transferred to a non-adjacent owner if that owner will develop the subject Unit.
- The proposed owner was not a prior owner of real property in the subject county that was transferred as the result of tax foreclosure proceedings after January 1, 2011.
- The adjacent owner was not a prior owner of the Unit (either directly or indirectly).
- The adjacent neighboring property is current on all real estate taxes and assessments, and its owner is current on real estate taxes and assessments for other properties he or she owns in the subject county.

Required documentation includes a purchase agreement and proof that the proposed owner is current on all real estate taxes and assessments in the subject county. In addition, if the proposed owner is adjacent to the subject Unit, then the adjacent Unit must be in compliance with local building and zoning codes. Documentation showing that the subject Unit is properly zoned for its new use is also required.

**6.3 BRP Debt Replacement/Refinance**

BRP requires that the lien 'replaces or refinances' an existing debt on the Unit that represents the costs associated with demolition and greening. This means that when the Applicant transfers a Unit to their selected Not-For-Profit Partner, they must develop a debt instrument that is then eliminated in the process of BRP funding, closing, and loan document execution. The instrument of debt can take any form acceptable to the Unit of Local Government and the Not-For-Profit Partner, examples could include, but are not limited to: a demand note, mortgage, recapture agreement, any lien that is recorded with the county recorder of deeds and encumbers the Unit. Program guidelines do not require that the lien be any specific format. However, the debt must be in evidence at the time of Unit Closing or no funds can be disbursed.

# Chapter 7 – Guide and Application

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## Section 7.1 Application Guide

**Program Overview**

The Blight Reduction Program ("BRP") was created in 2014 by the Illinois Housing Development Authority ("IHDA") under the Hardest Hit Fund Program funded through the Troubled Asset Relief Program ("TARP"), a U.S. Treasury managed resource dedicated to foreclosure prevention and neighborhood stabilization. BRP aims to decrease preventable foreclosures and stabilize neighborhoods, support partnerships between Illinois units of local government and their Not-For-Profit Partners, and provide funding to target blighted, vacant, residential properties in specific communities ("BRP Target Area") for demolition, greening, and eventual reuse, repurpose and/or redevelopment ("Revitalization").

**Applicants**

Applicants for BRP are Illinois Units of Local Government (ULG) (e.g. cities, townships, municipalities, counties, or land banks) ("Applicant"). BRP requires that the Applicant control the permitting, inspection, and lien extinguishment process for all properties proposed. The Applicant will lead the identification of BRP Target Areas, the title clearance process, and transferring the clear title of the properties selected for demolition to the Not-for-Profit.

**Not-For-Profit Partner**

The Applicant must partner with a not-for-profit developer or agency ("Not-For-Profit Partner") with demonstrated experience that pertains to BRP (demolition, greening, revitalization). Due to the structure of TARP funding and its unique requirements, the Not-For-Profit Partner must take ownership (title) of the properties identified for BRP assistance prior to any demolition work, execute HHF loan documents, and be the receiver of the BRP funds. The Not-For-Profit Partner will also provide regular compliance reports on each property and is liable should a recapture event occur during the 3-year lien period. They will also be responsible for reporting data on redevelopment efforts and use of administration and maintenance funds during the 3-year lien.

**Arrangement**

The Applicant and Not-For-Profit Partner will be responsible for creating an agreement acceptable to both parties outlining their roles during the BRP process (i.e., who will oversee demolitions, who will oversee greening). This arrangement will ensure that BRP dollars are effectively used to reduce foreclosures, reduce blight, stimulate revitalization efforts, and promote municipal and non-profit interests.

**Application**

IHDA requires that each Applicant and the Not-For Profit Partner request no less than $250,000 and/or identify no less than 10 proposed properties, and up to 25 alternate properties, to be assisted with BRP funding. Applications must be received by IHDA by 9/25/2015. Applications that are submitted by this deadline, and determined to be acceptable to IHDA may be funded as BRP funds become available based upon scoring. No application is guaranteed funding and an application may receive only a portion of the requested amount.

Submit the completed application in DIGITAL FORM ONLY by 9/25/2015 at 3:00 p.m. CST. E-mail one copy of your complete BRP application to HHFBRPinfo@ihda.org and submit one flash drive copy to:

Community Affairs BRP Team
c/o Illinois Housing Development Authority
401 North Michigan Avenue, Suite 700
Chicago, IL 60611

For more information regarding the program including the FAQ, programmatic updates, etc. please visit http://www.ihda.org/my-community/revitalization-programs/. Any questions you may have can be directed to HHFBRPinfo@ihda.org.

**Properties**

Properties assisted with BRP funds can be sourced from an existing municipal inventory, tax foreclosure list, be purchased, donated, or conveyed through condemnation or other means.

**Eligible Properties**

- 1-4 unit residential properties in the State of Illinois
- Properties deemed blighted and in need of demolition by the municipality
- Manufactured home taxed as real property with a foundation and no hitch or wheels
- Properties within census tracts of the proposed BRP Target Area
- Demolition/removal of garages, outbuildings, and/or sheds is an eligible cost if a primary residence on site is being serviced under the program

**Ineligible Properties**

- Residential properties knowingly occupied by a legal or non-legal residents
- Properties that have been demolished prior to BRP application approval
- Individual properties surrounded by non-residential land uses
- Historically registered properties
- Commercial, industrial, or agricultural properties
- Properties in adequate and safe condition to be currently occupied as deemed by the municipality
- Properties that can be repaired, rehabbed, for minimal cost as deemed by the municipality
- Mixed use properties with a residential unit component

**Eligible Costs/Activities**

The maximum per unit reimbursement is $35,000. A legal residential dwelling or property eligible for BRP assistance is considered a ("Unit"). For multifamily Units (up to 4) each Unit must qualify. BRP funds will reimburse the following eligible costs:

- Acquisition (purchase price, lien extinguishment, legal costs, title, recording and transfer fees)
- Demolition
- Greening

The following costs will be front funded at the time of Unit Closing:

- Maintenance ($3,000 per Unit)
- Administrative expenses ($1,750 per Unit)

Disbursement of BRP funds ***follows*** completion of demolition and greening work. Acquisition costs, legal costs, closings costs, demolition costs, and greening costs are reimbursed at the Unit level, IHDA will front-fund ongoing allowable administrative and maintenance costs. BRP funds are disbursed through a title company to the Not-For-Profit Partner as the sole owner of the Unit at the Unit Closing.

**Ownership Transfer**

The U.S. Treasury requires that BRP funds be structured as a refinance of debt incurred for eligible BRP costs through a lien. The Not-For-Profit Partner must take title to the Unit prior to demolition. The Applicant and their Not-For-Profit Partner must develop an instrument of debt acceptable to both parties, which can take the form of a mortgage, forgivable loan, recapture agreement, or demand note. The instrument of debt can be for all or a portion of the eligible costs or activities incurred at the Unit level and does not require a specific dollar amount to be eligible for reimbursement from IHDA through BRP. This instrument of debt between the two

parties is refinanced by IHDA with a 3-year forgivable loan. The instrument of debt must be the sole lien encumbering the Unit prior to demolition.

**Demolition and Greening**

The demolition and greening of a BRP Unit must comply with all local, state, and federal laws and regulations. The Applicant, Not-For-Profit Partner, or a third party contractor can perform demolition and/or greening work. Either the Applicant or Not-For-Profit Partner can do oversight of the demolition and greening work as determined by the roles assigned in the agreement between the two parties. BRP will not reimburse demolition costs that include backfilling of basement cavities with demolition debris. BRP will not reimburse greening costs that are limited to grading the lot unless immediate revitalization is underway. Demolition debris must be appropriately removed from the site and disposed of in accordance with local laws. IHDA supports demolition and greening work that is performed responsibly and comprehensively. Examples *could* include:

- deconstruction prior to demolition
- debris recycling and salvaging
- waste stream mitigation
- incorporating job training
- incorporating local youth initiatives
- incorporating ex-offender initiatives
- working with contractors that are certified business enterprises (i.e., minority-women-veteran-disabled person-owned businesses)
- incorporating landscaping features such as trees, flowers, benches, fencing, park features
- promoting property security and beautification through landscape design
- preparing the property for interim/end uses such as community gardens, pocket parks, tot lots

**Loan Terms**

BRP funds are secured through a note for each Unit, structured as a zero percent (0%), non-amortizing loan, secured by a recorded lien. The loan will be subject to a three (3) year recapture period, during which the Not-For-Profit Partner agrees to repay the loan if a recapture events occurs. The loan will be forgiven (and the outstanding loan amount reduced) at a rate of 33.3% per annum (1/36 per month) as long as certain covenants are met.

**Revitalization**

The proposed end-use should support the revitalization efforts within the BRP Target Area. Revitalization initiatives can vary and may include such strategies as neighbor side lot purchase programs, community garden initiatives, redevelopment plans for affordable housing, market rate purchase, and reuse. IHDA supports any interim use activities for the vacant lots while revitalization plans are being implemented. Highest scoring applications will demonstrate a revitalization plan already in progress.

# Section 7.2 BRP Process Flow

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## BRP Application Attachments

You must **follow the labeling instructions below** when submitting your application. IHDA reserves the right to deduct five (5) points from the total application score if documents are incomplete or are labeled incorrectly.

- ☐ Map for each proposed BRP Target Area with:
  - a clear perimeter or outline of the BRP Target Area
  - marked addresses proposed for demolition
  - any significant community locations, amenities, or infrastructure that have applicability to the overall plan and revitalization efforts (e.g. schools, churches, transit hubs, parks, or employment centers.)
  - clear labels and a legend that explain the map and the identified elements

  **[label instruction*: 1.BRPTargetAreaMapFor<insert community name>]***

- ☐ Executive summary of Community Revitalization Plan(s) covering BRP Target Area(s)
  **[label instruction: *2.ExecutiveSummaryCommunityRevitalizationPlanFor<insert community name>]***

- ☐ Community Revitalization Plan(s) covering BRP Target Area(s)
  **[label instruction: *3.CommunityRevitalizationPlanFor<insert community name>]***

- ☐ Applicant agreement with Not-For-Profit Partner
  **[label instruction: *4.ApplicantNotforProfitAgreement]***

- ☐ Applicant's certification of status as a Unit of Local Government
  **[label instruction: *5.CertificationofLocalGovernment]***

- ☐ Applicant's Management Letter or Summary Page from their most recent Fiscal Audit performed by an independent third party. NOTE: Management Response and/or Corrective Action Plan MUST be on Applicant's letterhead and be signed by the Mayor, or City Manager. IHDA reserves the right to use lack of corrective action or findings to determine funding.
  **[label instruction: *6.ExecutiveSummaryApplicantAudit]***

- ☐ Applicant's most recent Fiscal Audit performed by an independent third party
  **[label instruction: *7.ApplicantAudit]***

- ☐ Not-For-Profit Partner's certification of Good Standing with the State of Illinois
  **[label instruction: *8.CertificationofGoodStanding]***

- ☐ Not-For-Profit Partner's Management Letter or Summary Page from their most recent Fiscal Audit performed by an independent third party. Management Response and/or Corrective Action Plan MUST be on Applicant's letterhead and be signed by the Chief Executive Officer, President, or Executive Director. IHDA reserves the right to use lack of corrective action or findings to determine funding.
  **[label instruction: *9.ExecutiveSummaryNotForProfitPartnerAudit]***

- ☐ Not-For-Profit Partner's most recent Fiscal Audit performed by an independent third party
  **[label instruction: *10.NotForProfitAudit*]**

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## Section 7.3 Application

| Unit of Local Government Name | | | |
|---|---|---|---|
| Main Office Street Address | City | State | Zip Code |
| Website | Primary Contact's Name | Title | |
| Phone Number | E-Mail Address | | |
| Secondary Contact Person | Title | | |
| Phone Number | E-Mail Address | | |

1. What is the population of your county/municipality (based on the 2010 U.S. Census)?

2. Approximately how many properties are in need of demolition throughout your community?

3. Please fill out the table below:

| BRP Target Area Name* | Census Tract(s) | Not-For-Profit Partner | Funds Requested |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |

***NOTE: If proposing more than one BRP Target Area, you must complete Scoring Category 4 of the application for each Target Area.**

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**Not-for-Profit Partner(s) information**

| Not-for-Profit Name | | | |
|---|---|---|---|
| Main Office Street Address | City | State | Zip Code |
| Website | Primary Contact's Name | Title | |
| Phone Number | E-Mail Address | | |
| Secondary Contact Person | Title | | |
| Phone Number | E-Mail Address | | |

| Not-for-Profit Name | | | |
|---|---|---|---|
| Main Office Street Address | City | State | Zip Code |
| Website | Primary Contact's Name | Title | |
| Phone Number | E-Mail Address | | |
| Secondary Contact Person | Title | | |
| Phone Number | E-Mail Address | | |

***Note: You may duplicate this page for additional Not-for-Profit Partners proposed.**

**Scoring Category 1: Partnership and Capacity – Maximum 30 Points**

Up to eight (8) points will be awarded to Applicants that effectively identify municipal processes for dealing with blight, vacant and abandoned homes, and demolition. Specific reference should be made for lien extinguishment processes, title change processes (ownership or control by municipality), permitting, historical preservation, and environmental practices regarding demo. (Q. 4-5)

Up to five (5) points will be awarded for the Applicants that demonstrate experience managing housing related programs or grants. (Q. 6-7)

Up to eight (8) points will be awarded for Not-For-Profit Partners selected with demonstrated experience working in demolition, greening, blight reduction programs or initiatives applicable to BRP, for example involvement with the Neighborhood Stabilization Program. Applicable experience may include experience in construction, deconstruction, demolition, property management, and property rehab. (Q. 8-10)

Up to nine (9) points will be awarded to applications that demonstrate how the Applicant and Not-For-Profit Partner have worked together previously, have appropriately divided the roles for BRP, and are invested in the BRP Target Area proposed. (Q. 11-13)

4. Describe the Applicant's experience managing demolition and blight previously, currently, and looking forward (including any municipal processes in place). (5 points)

5. Please describe Applicant's approach for lien extinguishment, title transfer, permitting, historic preservation, and environmental practices with regard to demolition. (3 points)

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6. What department and staff person(s) will be responsible for the administration of this program from the Applicant's office? Please detail their experience with demolition efforts and program administration. (2 points)

7. Complete the chart below; including housing related programs and funds the Applicant has been involved in during the last 2 years such as HOME, CDBG, Trust Fund, NSP, or locally funded programs similar and pertinent to BRP. (3 points)

| Grant Name & Award Period | Source | Amount | Activities Undertaken | Successfully Completed? (Y/N/In Process) If no, why? | Staff Responsible |
|---|---|---|---|---|---|
| | | | | | |
| | | | | | |
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8. Describe the Not-For-Profit Partner's experience with construction, demolition, property management, residential rehab, deconstruction, or other development activities that are similar and pertinent to BRP. (3 points)

9. Which staff person(s) will be responsible for the administration of this program from the Not-For-Profit's office? Please detail their experience with demolition efforts and program administration. (2 points)

10. Complete the chart below; including any housing-related programs the Not-For-Profit Partner has been involved in during the last 2 years such as HOME, CDBG, Trust Fund, NSP, or locally funded programs similar and pertinent to BRP. (3 points)

| Grant Name & Award Period | Source | Amount | Activities Undertaken | Successfully Completed? (Y/N/In Process) If no, why? | Staff Responsible |
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11. Describe how the Applicant and Not-For-Profit Partner have worked collaboratively in the past with focus on project objectives, division of roles, and outcomes. (3 points)

12. Describe the proposed roles in the BRP program for the Applicant and the Not-For-Profit Partner as detailed in the agreement between the two parties. (3 points)

13. How have the Applicant and the Not-For-Profit Partner been involved in the BRP Target Area previously (both together and individually)? (3 points)

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**Scoring Category 2: Plan and Programmatic Impact – Maximum 30 Points**

Up to eighteen (18) points may be awarded to applications that effectively summarize and cite any community revitalization plans or initiatives underway that align with the aims of BRP. Evidence of other funding applied for and/or local resources utilized for revitalization to combat the ill effects of foreclosure and blight is preferred. Highest scoring will be given to applications that demonstrate a revitalization plan already in progress. (Q.14-16)

Up to six (6) points may be awarded to Applicants and their Not-For-Profit Partners that plan to engage with community programs that are referenced under Demolition and Greening on page 3 of this application (Q. 17)

Up to six (6) points may be awarded to applicants that detail how their demolition and greening processes will be specifically environmentally sensitive as referenced under Demolition and Greening on page 3 of this application (Q. 18)

14. Describe/Summarize your community's revitalization plan(s), any progress that is currently underway, and how it references abandoned and vacant homes or blight. (6 points)

15. Describe how BRP funding will assist in carrying out the whole community's revitalization plan(s). (6 points)

16. Have either the Applicant or the Not-for-Profit Partner applied for any federal or state demolition or blight reduction assistance programs and did either receive funding? If so, how much was awarded and when? Have any local resources been dedicated? (6 points)

17. Please describe how you will engage with community programs to perform any demolition, acquisition, and greening process for BRP as comprehensively as possible. Examples could be ex-offender programs, youth training and hiring, veteran hiring, police and fire safety training, or unemployment/under employment training. (6 points)

18. Please describe how your demolition and greening processes will be specifically environmentally sensitive to provide a positive programmatic impact beyond applicable federal, state, and local environmental laws. Examples could include deconstruction, storm water management focus, community gardens, park, or open green space. (6 points)

**Scoring Category 3: Target Area Market Score - Maximum 10 Points**

Up to ten (10) points are based on community need determined by the Strategic Planning and Research Department (SPAR) at IHDA, which will perform a BRP Target Area Market Score. Scoring Category 3 is designed to give an edge to communities with: moderately high vacancy rates (but not extremely high); decreasing number of vacant units; increasing homebuyer activity; increasing home values; and decreasing foreclosure activity. This same data will later be measured on a periodic basis for funded Applicants to determine program impact post-BRP assistance. The following will be measured:

- Vacancy Rate (American Community Survey 2013 5-Year Estimates)
  10% - 25% = 2 Point

- Vacant Unit Trending (Total vacant residential units from ACS 5-Year Est. in 2010 and 2013)
  Decrease over time = 2 Point

- Home Lending Trending (home purchase loans from Home Mortgage Disclosure Act reports in 2010, and 2013)
  Increase over time = 2 Point

- Purchase Price Trending (median loan amount from Home Mortgage Disclosure Act reports in 2010, and 2013)
  Increase over time = 2 Point

- Foreclosure Trending (foreclosures in the BRP Target Area or applicable zip code/s in 2010 and in 2013)
  Decrease over time = 2 Point

*NOTE: all analysis outlined above, with the exception of 'Foreclosure Trending,' will be conducted based on an approximation of the BRP Target Area using 2010 Census Tracts. If the BRP Target Area has boundaries that precisely follow 2010 Census Tract boundaries than the area of analysis will be the same. When the boundaries differ, SPAR will determine the best possible fit. Also, for 'Purchase Price Trending' SPAR will select the median census tract purchase price value in that year.

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**Scoring Category 4: BRP Target Areas – Maximum 20 Points**
*(Address each question for each Target Area)*

Up to twelve (12) points may be awarded for applications that effectively describe why a BRP Target Area(s) was selected, the historical context, and the housing market condition that imply a chance for Revitalization. (Q. 19-20)

Up to eight (8) points may be awarded for applications that effectively describe other activities, resources, and partners targeting Revitalization currently in the BRP Target Area. (Q. 21-22)

19. Please describe why you have chosen this specific BRP Target Area. Reference the historical context of the neighborhood. Include at minimum times of prosperity, stability, and decline (detailing the causes). (8 points)

20. What physical elements of the BRP Target Area, including its housing stock, make it a good programmatic investment and why? (4 points)

21. What current activities in the BRP Target Area indicate that Revitalization or reinvestment is in process? (4 points)

22. Are there other agencies or organizations involved in making the Revitalization and reinvestment in the BRP Target Area a reality? If so, how are they involved? Please include contact information for each organization listed. (4 points)

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**Scoring Category 5: Readiness to Proceed – Maximum 10 Points**

One (1) point will be awarded for each property proposed that is eligible under the Program and detailed by answering the table below, for a maximum of 10 points. A minimum of 10 properties must be proposed and each will be scored. Up to 25 alternate properties can be proposed beyond the 10 mandatory but will not impact score in this section. (Q. 23)

*Properties registered as historic are ineligible for BRP assistance*. A letter of confirmation from the Illinois Historic Preservation Agency will be needed for funding purposes for approved Applicants but NOT for the application submission.

23. Complete the following table of potential Units you have identified as viable for BRP assistance that align with your BRP Target Area plan (**minimum of 10 Units** and up to 25 alternates).

**TABLE KEY – Minimum 10 Unit**

I. Common Property Address (including town and zip)
II. PIN #
III. Current Title Holder/Owner
IV. Briefly, what is the interim use plans for the lot if any?
V. Briefly, what are end use goals for the lot?
VI. What is the expected cost of the overall acquisition, demolition, and greening? (do not include the allowable $3,000 maintenance and $1,750 administrative expenses per unit)

| I | II. | III. | IV. | V. | VI. (max. $30,250) |
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Note: Only the first ten properties listed will impact score.

Alternates will be listed on the chart on the next page.

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| ALTERNATE PROPERTY LIST (Up to 25 Units) | | | | | |
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| I | II. | III. | IV. | V. | VI. (max. $30,250) |
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## Applicant Standard Requirements and Certifications

Every awarded Applicant under the program will be required to comply with these certifications and requirements:

1. Applicant certifies that all statements and representations herein are true, accurate and complete;
2. Applicant has entered into an agreement acceptable to both parties with the Not-For-Profit Partner outlining its roles and responsibilities concerning its participation in the Hardest Hit Fund Blight Reduction Program;
3. Applicant has obtained all of the applicable resolutions, ordinances or other approvals necessary to participate in the Program, to utilize the proposed Units in the Program, and to partner with the Not-For-Profit Partner in connection with Program;
4. Applicant is an eligible recipient of BRP funds based on Illinois Hardest Hit Fund Blight Reduction Program Term Sheet as approved by U.S. Treasury;
5. Applicant will not permit any discrimination against on the basis of their gender, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability in connection with its participation in the BRP program;
6. Applicant will ensure expenditures of BRP funds are for eligible uses under the Program;
7. Applicant will maintain records in connection with administration of the Program for five years after the maturity date of the loan;
8. Applicant will comply with the terms and conditions of the Program;
9. Applicant will comply with monitoring and evaluation of the Program for five years after the maturity date of the loan;
10. Applicant will comply with all federal/state/local laws and regulations, including, but not limited to historical preservation, environmental, demolition and lead based paint laws; Applicant agrees and acknowledges that it is its responsibility to determine which laws and regulations apply;
11. Applicant certifies that for all properties proposed for demolition the Applicant has legal authority and rights to complete the demolition; and
12. Applicant certifies that all procurements/vendor contracts have been and will comply with all applicable laws and regulations, including applicable municipal procurement policies and procedures;

On behalf of _____, the Applicant, I certify that the information contained herein accurately reflects my organization's commitment and ability to participate fully in the Blight Reduction Program.

| _____ | _____ | _____ |
|---|---|---|
| Name | Title | Date |

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## Not-for-Profit Partner Standard Requirements and Certifications

Every identified Not-For-Profit Partner for an awarded application will be required to comply with these certifications and requirements:

1. Not-For-Profit Partner certifies that all statements and representations herein are true, accurate, and complete;
2. Not-For-Profit Partner has entered into an agreement acceptable to both parties with the Applicant outlining its roles and responsibilities concerning its participation in the Hardest Hit Fund Blight Reduction Program;
3. Not-For-Profit Partner is an eligible recipient of BRP funds based on Illinois Hardest Hit Fund Blight Reduction Program Term Sheet as approved by U.S. Treasury;
4. Not-For-Profit Partner is not barred from participating in or receiving funds under any federal program or any program of the state;
5. Not-For-Profit Partner is not delinquent in the payment of any debt to the State of Illinois (or if delinquent has entered into a deferred payment plan to pay the debt);
6. Not-For-Profit Partner will not permit any discrimination on the basis of their gender, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability in connection with its participation in the Program ;
7. Not-For-Profit Partner will ensure expenditures of BRP funds are for eligible uses under the Program;
8. Not-For-Profit Partner acknowledges and agrees to ensure the promotion of the goals of the Program, including, but not limited to the Revitalization of the Units;
9. Not-For-Profit Partner will maintain records in connection with administration of the Program for five years after the maturity date of the loan;
10. Not-For-Profit Partner will comply with the terms and conditions of the Program;
11. Not-For-Profit Partner will comply with monitoring and evaluation of the Program for five years after the maturity date of the loan;
12. Not-For-Profit Partner will comply with all federal/state/local laws and regulations, including but not limited to historical preservation, demolition, and environmental and lead based paint laws; Not-For-Profit Partner agrees and acknowledges that it is its responsibility to determine which laws and regulations apply;
13. Not-For-Profit Partner certifies that it has satisfied and will continue to satisfy all applicable laws and regulations, including any applicable municipal procurement policies and procedures for all procurements/vendor contracts it has entered into in connection with the proposed Units.

On behalf of _____, the Not-For-Profit Partner, I certify that the information contained herein accurately reflects my organization's commitment and ability to participate fully in the Blight Reduction Program.

| _____ | _____ | _____ |
|---|---|---|
| Name | Title | Date |

*Congratulations! You have completed the application. Best wishes for a successful BRP application.*

# Chapter 8 – Process and Project Selection

## 8.1 Application Process

IHDA staff collaborates to prepare IHDA's participant application using guidance from experience with other programs and any documents containing Program requirements (i.e. Service Schedule B-4). In this instance, the collaboration occurred with the Community Affairs, Hardest Hit Fund, and Legal Departments with additional input from the Policy Coordinator and the Legislative Liaison.

IHDA-BRP staff works with the Marketing and Communications Department to release the application. The application for BRP funds is posted on the IHDA website (www.ihda.org), sent to the Illinois Municipal League, the Metropolitan Mayors' Caucus, the Government Finance Officers Association, the elected officials statewide (including mayors, representatives, senators), and previous Applicants of other IHDA programs. Applications and all supporting documentation must be submitted to HHFBRPinfo@ihda.org.

## 8.2 Application Attachments

IHDA will review the following items when selecting participants:

- Map for each proposed BRP Target Area with a clear perimeter or outline of the BRP Target Area, marked addresses proposed for demolition, any significant community locations, amenities, or infrastructure that have applicability to the overall plan and revitalization efforts (e.g. schools, churches, transit hubs, parks, or employment centers), and clear labels and a legend that explain the map and the identified elements
- Executive summary of Community Revitalization Plan(s) covering BRP Target Area(s)
- Community Revitalization Plan(s) covering BRP Target Area(s)
- Agreement with Not-For-Profit Partner
- Applicant's certification of status as a Unit of Local Government
- Applicant's Management Letter or Summary Page from their most recent Fiscal Audit performed by an independent third party. NOTE: Management Response and/or Corrective Action Plan MUST be on Applicant's letterhead and be signed by the Mayor, or City Manager. IHDA reserves the right to use lack of corrective action or findings to determine funding
- Applicant's most recent Fiscal Audit performed by an independent third party
- Not-For-Profit Partner's certification of Good Standing with the State of Illinois
- Not-For-Profit Partner's Management Letter or Summary Page from their most recent Fiscal Audit performed by an independent third party. Management Response and/or Corrective Action Plan MUST be on Applicant's letterhead and be signed by the Chief Executive Officer, President, or Executive Director. IHDA reserves the right to use lack of corrective action or findings to determine funding
- Not-For-Profit Partner's most recent Fiscal Audit performed by an independent third party

## 8.3 Partnership and Capacity

Applicants are required to describe their experience managing demolition and blight previously, currently, and looking forward. They must detail their approach to lien extinguishment, title transfer, permitting, historic preservation, and environmental practices with regard to demolition. IHDA will look for identification of the staff person and department that will be working on the administration of the Program at the municipality level as well as their previous experience with housing related programs in the last two years (funding amounts, activities, and whether it was successfully completed).

The NFP must identify their experience with construction, demolition, property management, residential rehab, deconstruction, or other development activities that are similar and pertinent to BRP. IHDA will look for identification of the staff person and department that will be working on the administration of the Program at the not-for-profit level as well as their previous experience with demolition efforts. They will also have to explain their previous experience with housing related programs in the last two years (funding amounts, activities, and whether it was successfully completed).

The Applicant and NFP will have to describe their previous collaborations with focus on project objectives, division of roles, and outcomes. They will have to clearly describe the proposed role of each entity and fully explain their previous involvement in their proposed BRP Target Area.

## 8.4 Plan and Programmatic Impact

IHDA will request a description/summary of the community's revitalization plan(s), any current progress, and how it references abandoned and vacant homes or blight. They must describe how BRP funding will assist in carrying out the whole community's revitalization plans. They will need to express fully the other partners and resources outside of BRP that will assist in carrying out the revitalization plans as well as any federal or state demolition or blight reduction assistance programs, or any dedicated local resources.

Full explanation of how they will engage with existing community programs to perform any demolition, acquisition, and greening process for BRP as comprehensively as possible is required (examples could be ex-offender programs, youth training and hiring, veteran hiring, police and fire safety training, or unemployment/under employment training). Detailed description of how the demolition and greening processes will be specifically environmentally sensitive to provide a positive programmatic impact beyond applicable federal, state, and local environmental laws (examples could include deconstruction, storm water management focus, community gardens, park, or open green space) will be reviewed.

## 8.5 Target Area Market Score

The IHDA department of Strategic Planning and Research (SPAR) will score this section. It is designed to give an edge to communities with moderately high vacancy rates (but not extremely high); decreasing number of vacant units; increasing homebuyer activity; increasing home values; and decreasing foreclosure activity. This same data will be measured on a periodic basis for funded Applicants to determine program impact post-BRP assistance. The following will be measured:

- Vacancy Rate (American Community Survey 2012 5-Year Estimates)
- Vacant Unit Trending (Total vacant residential units from ACS 5-Year Est. in 2010 and 2012)
- Home Lending Trending (home purchase loans from Home Mortgage Disclosure Act reports in 2010, and 2012)
- Purchase Price Trending (median loan amount from Home Mortgage Disclosure Act reports in 2010, and 2012)
- Foreclosure Trending (foreclosures in the BRP Target Area or applicable zip code/s in 2010 and in 2012)

NOTE: all analysis outlined above, with the exception of 'Foreclosure Trending' (which will be measured at the zip code level), will be conducted based on an approximation of the BRP Target Area using 2010 Census Tracts.

If the BRP Target Area has boundaries that precisely follow 2010 Census Tract boundaries than the area of analysis will be the same. When the boundaries differ, SPAR will determine the best possible fit. In addition, for 'Purchase Price Trending' SPAR will select the median census tract purchase price value in that year.

**8.6 BRP Target Areas**

Applicants must provide a description of why the specific BRP Target area was chosen along with a full historical context of the neighborhood (times of prosperity, stability, and decline) and the physical elements that make it a good programmatic investment. The current activities in the BRP Target Area must indicate that revitalization or reinvestment are in process, including a full description and listing of any other agencies and/or organizations involved in making these reinvestment activities a reality.

**8.7 Readiness to Proceed**

Applicants are required to provide a table with a minimum of 10 (ten) properties and a list of alternate properties. For each property, they will have to provide the address, current title holder/ owner, information on the status of pre-demolition inspections, PIN, historic registry status, when the NFP will take title, and the dates of demolition and greening. Detail of the expected costs of acquisition, demolition, and lot treatment/greening, per address must also be included. Applicants will have to explain the interim and end uses of the Units.

**8.8 BRP Application Review**

IHDA-BRP staff creates a scoring process for the Application using guidance from scoring categories in the application, the Program documents, and other similar programs. Once IHDA receives all applications, a review team of IHDA employees from the Community Affairs department and the Hardest Hit Fund department will each individually review each Application and collectively determine Application scores. The review team will use a spreadsheet to track their individual scores per question.

**8.9 Certifications**

Every Applicant and Not-for-Profit Partner agrees in their application submission to comply with the following certifications and requirements:

- Applicant and Not-for-Profit Partner are eligible recipients of BRP funds based on Illinois Hardest Hit Fund Blight Reduction Program Term Sheet as approved by U.S. Treasury
- Applicant and Not-for-Profit Partner certify that all statements and representations herein are true, accurate and complete
- Applicant and Not-for-Profit Partner has entered into an agreement acceptable to both parties with both outlining its roles and responsibilities concerning its participation in the Hardest Hit Fund Blight Reduction Program
- Applicant and Not-for-Profit Partner will comply with all federal/state/local laws and regulations, including, but not limited to historical preservation, environmental, demolition and lead based paint laws; Applicant and Not-for-Profit agrees and acknowledges that it is its responsibility to determine which laws and regulations apply
- Applicant and Not-for-Profit Partner will comply with monitoring and evaluation of the Program for five years after the maturity date of the loan
- Applicant and Not-for-Profit Partner will comply with the terms and conditions of the Program

- Applicant and Not-for-Profit Partner will ensure expenditures of BRP funds are for eligible uses under the Program
- Applicant and Not-for-Profit Partner will maintain records in connection with administration of the Program for five years after the maturity date of the loan
- Applicant and Not-for-Profit Partner will not permit any discrimination against on the basis of their gender, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability in connection with its participation in the BRP program
- Applicant certifies that all procurements/vendor contracts have been and will comply with all applicable laws and regulations, including applicable municipal procurement policies and procedures
- Applicant certifies that for all properties proposed for demolition the Applicant has legal authority and rights to complete the demolition
- Applicant has obtained all of the applicable resolutions, ordinances or other approvals necessary to participate in the Program, to utilize the proposed Units in the Program, and to partner with the Not-For-Profit Partner in connection with Program
- Not-For-Profit Partner acknowledges and agrees to ensure the promotion of the goals of the Program, including, but not limited to the Revitalization of the Units
- Not-For-Profit Partner certify that it has satisfied and will continue to satisfy all applicable laws and regulations, including any applicable municipal procurement policies and procedures for all procurements/vendor contracts it has entered into in connection with the proposed Units
- Not-For-Profit Partner is not barred from participating in or receiving funds under any federal program or any program of the state
- Not-For-Profit Partner is not delinquent in the payment of any debt to the State of Illinois (or if delinquent has entered into a deferred payment plan to pay the debt)

**8.10 BRP Participant Selection**

Once the individual review is complete, the review team meets and averages all individual scores. There is thorough discussion regarding each application and each reviewer's scores. Each reviewer must justify points given and present their final scores to the group. Once completed, reviewers determine a baseline that Applicants must exceed to participate and select those above the line as participants. When participants have been agreed upon, the review team presents the recommendations to the IHDA Loan Committee and welcomes any discussion. The IHDA Loan Committee is comprised of senior staff members and offers a forum for internal vetting and discussion prior to board presentation. Once approved by Loan Committee, selections are presented to the IHDA board members for approval.

**8.11 BRP Participant Award Amounts**

IHDA-BRP staff will work with HHF staff and Executive to determine the amount of recycled HHF program funds available. This dollar amount will help determine the amount awarded to those selected. In addition, reviewers will also examine Target Market Scores, the need of the area, the capacity of the participant, the impact, the predicted costs, and the readiness to proceed when determining awards. Typically, there is a determination of a baseline amount for all chosen, followed by a tier system that rewards the highest scoring applications with additional funds.

# Chapter 9 – Program Administration

**9.1 Program Period**

Funds will be reserved for successful Applicants after execution of a Conditional Commitment Letter. Demolition and greening work begins with the execution of the Tri-Party Agreement. The demolition activities will close out with the submission of the final reimbursement requests, which are due on or before May 30, 2017. The program period will continue while the properties remain in control of the ULG and NFP and until all liens are released.

**9.2 Agreements**

All participants must execute a Conditional Commitment Letter within ten (10) days of receipt and a Tri-Party Agreement with IHDA thereafter by the date provided by IHDA. Initial Closing will occur upon the delivery and approval of all legal documents and executed agreements as required by IHDA and further specified in the Tri-Party Agreement and the closing checklist. The Unit Closings will occur quarterly as described in Section 9.4.

**9.3 Loan Terms**

BRP funds are secured through a note for each Unit, structured as a zero percent (0%), non-amortizing loan, secured by a recorded lien. The loan will be subject to a three (3) year recapture period, during which the NFP agrees to repay the loan if a recapture events occurs. The loan will be forgiven (and the outstanding loan amount reduced) at a rate of 33.3% per annum (1/36 per month) as long as certain covenants are met.

**9.4 Reimbursement and Disbursement of Funds**

The NFP must submit a quarterly Reimbursement Request for Unit Closings, on forms supplied by IHDA, itemizing all costs on a per Unit basis, via HHFBRPinfo@ihda.org. Attached to this Request must be all items and all supporting documentation required to verify activities completed on each Unit as shown on the BRP Reimbursement Checklist. This supporting documentation must include but is not limited to documentation of the instrument of debt, pictures before/during/after for Unit (times stamped and preserving perspective), proof of demolition/greening/acquisition expenses and payment, documentation of hazardous materials identification survey and disposal, documentation of insurance per property, site survey, property tax information, historical preservation documents, and authority for demolition (title, consent, court order, etc.). All reports must be submitted by Unit in individual PDFs. Incomplete reports will be returned to the participant. IHDA reserves the right to withhold or delay full or partial payment where additional documentation is requested to substantiate the funding request amount.

IHDA staff will review the Requests for Reimbursements and their attachments before authorizing payment to the title company on behalf of the NFP. No payments shall be issued prior to execution and/or recording of the mortgage and note. Payments will be made to a title company selected by the NFP. Questions regarding disbursements or Reimbursement Requests should be submitted to HHFBRPinfo@ihda.org. Reimbursements for partially completed items are prohibited.

Awardees must have a minimum of three successful Unit Closings within six months and at least half of the units successfully closed within 12 months from the execution of the Tri-Party Agreement. Exceptions can be made at the Authority's sole discretion.

**9.5 Eligible Uses of Funds**

$35,000 (per Unit maximum) which may include the following on a per Unit basis (if applicable):

- Acquisition (purchase price, lien extinguishment, legal costs, title, recording and transfer fees)
- Demolition
- Lot treatment/greening
- Maintenance ($3,000)
- Administrative expenses ($1,750)

**9.6 Unit Substitution**

In consideration of facts outside of the control of the ULG and their Not-For-Profit Partners, IHDA deems it in the best interest of the Program to allow for the substitution of Units under the following conditions:

1) Unit must be in a census tract stated in the original application submitted as to not impact Scoring Category 3 – Target Area Market Score and Scoring Category 4 – BRP Target Areas.
2) ULG and NFP provide a narrative indicating why there is a demonstrated need for substitution (i.e. property in court; funding awarded less than anticipated affecting a revitalization strategy of contiguous or closely located properties).
3) Unit PIN provided. IHDA reserves the right to confirm substitutions are eligible Units/properties.
4) ULG provides property information for application Scoring Category 5 – Readiness to Proceed – Table Section I through VIII for each property. Scoring must be at least equal to the Applicants original per property score.
5) ULG and NFP shall continue to abide by all program requirements including all standard requirements and certifications.
6) Illinois Historic Preservation Agency letter dated prior to date of demolition and submitted to IHDA upon receipt.

IHDA will provide a template (available at http://www.ihda.org/my-community/revitalization-programs/) for presenting the requirements above to be used in submitting any substitute Units. IHDA reserves the right to accept the substitution request(s) in whole or in part in its sole discretion. The ULG and NFP cannot consider the Unit substituted until the proposed substitution is approved by IHDA in writing.

**9.7 Acquisition**

Many Applicants may already control or hold title to the vacant and abandoned properties included in the application and there may be no acquisition costs associated. If there is a purchase price tied to the transfer or sale of the Unit to the NFP, BRP funds can reimburse these costs along with legal costs and lien extinguishment costs necessary to clear title.

BRP requires that the NFP own the properties receiving reimbursement at the time of demolition and greening. Program guidelines do not dictate how the transfer occurs. Properties submitted for demolition assistance can start under ULG control and be transferred to the NFP. Forms of transfer could include but are not limited to:

- transfer of ownership from the ULG to the NFP
- NFP already owns the proposed Unit for demo
- ULG purchases the Unit and sells the Unit to the NFP
- NFP may acquire/purchase the Unit from an entity other than the ULG

Transfer of the Unit must include a debt that will be refinanced by BRP funds, which will be secured by a loan agreement with the NFP. In repurposing, reselling, and reusing properties that have been demolished, it is necessary for the Unit to be unencumbered by multiple liens. BRP Units should be free of all liens excluding the BRP lien. This will allow reuse of the Unit, resale, or redevelopment to happen quickly and effectively.

Delinquent property taxes, municipal fines, or a delinquent mortgage should not encumber the property preventing effective reuse in accordance with the application. The Applicant may consider checking the title on Units proposed in the application prior to submitting their Request for Application ("RFA") or immediately upon receipt of the Conditional Commitment Letter. Legal requirements and the time needed to obtain "clean" title may vary by property. By the time of the closing, title issues and encumbrances need to be resolved as evident in the title policy that will be required for closing.

The NFP must submit a letter from the Illinois Historic Preservation Agency (IHPA) to IHDA **prior** to the demolition of each Unit. IHDA will confirm receipt of IHPA letter to NFP prior to demolition.

## 9.8 Closing Costs

Costs associated with the transfer of the Unit from ULG to the NFP as well as closing costs such as recording charges, title policy, and other closing costs typical of real estate transactions should be itemized and supported to make them eligible for reimbursement under acquisition. ULG or NFP will be responsible for finding a title company to perform the closing. Upon satisfying all requirements of closing, IHDA will wire BRP funds and send loan documents to a licensed closing agent.

## 9.9 Demolition

Demolition for BRP means that the lot is cleared of all structures or improvements including the removal of any subsurface impediments. The site is backfilled, graded, and greened in preparation for reuse/redevelopment. If the proposed reuse dictates, the Applicant may request retention of the foundation and limit post demolition work to grading of the lot in preparation for construction and redevelopment. Timelines between demolition and redevelopment will be a factor for approving such requests. Per the U.S. Environmental Protection Agency, construction and demolition (C&D) materials consist of the debris generated during the construction, renovation, and demolition of buildings, roads, and bridges. C&D materials often contain bulky, heavy materials that include:

- concrete,
- wood (from buildings),
- asphalt (from roads and roofing shingles),
- gypsum (the main component of drywall),
- metals,
- bricks,
- glass,
- plastics,
- salvaged building components (doors, windows, and plumbing fixtures), and
- trees, stumps, earth, and rock from clearing sites. (Although we encourage greening, as it is a major component of the program, it is up to the discretion of the municipality whether removal of trees is in the best interest of the community's revitalization efforts.)

Reducing and recycling C&D materials conserves landfill space, reduces the environmental impact of producing new materials, creates jobs, and can reduce overall building project expenses through avoided purchase/disposal costs.

Each awardee will receive amounts not to exceed a maximum of $35,000 per Unit. The total costs associated with the demolition work must be reported, and would include:

- work performed
- equipment rental
- equipment use expenses
- permit costs
- clean up costs
- subcontracting costs
- debris removal and hauling
- fuel costs for equipment use
- Any efforts to reuse or repurpose the debris from the demolition are reimbursable costs and IHDA promotes any efforts to minimize construction debris from entering a landfill.

Eligible demolition hard costs would include:

- Clearance of pre-existing debris and garbage (illegal dumping, junk vehicles, etc.)
- Deconstruction expenses
- Removal of asbestos
- Removal of other hazardous materials
  Demolition of buildings
- Clearance of structures (poles, fences, walls, driveways, service walks, etc.)
- Removal of underground storage tanks and utility services
- Removal and/or filling/capping of septic systems and wells
- Regulatory permit and inspection fees
- Other expenses approved on a case-by-case basis by IHDA

## 9.10 Greening and Lot Treatment

Following demolition work and lot clearing, grading and lot treatment (greening) must be performed to enhance appearance, interim use, or to promote the end reuse consistent with the goal of preventing/discouraging foreclosure and abandonment among proximal occupied properties. The community impact of vacant homes is typically a negative one, and greening and lot treatment requirements reduce the unfavorable impacts of vacant lots during periods of transition. Communities will support greening efforts and concerns for new problems associated with vacant lots will be reduced if the lot is secure, clean, and appealing to the community. Greening activities may include but are not limited to the following:

- Planting
- Grading
- Laying sod
- Mulching

- Laying gravel in sections but not covering the entire lot
- Paving sections but not covering the entire lot
- Grass or plant seeding
- Installation of bioswales for water runoff management
- Fencing / barrier

Additional allowable but non-reimbursable expenses to consider:

- Installation of lighting for security, functional or decorative use
- Installation of seating
- Installation of park equipment

**9.11 Maintenance**

During the 3-year lien term, if the Unit is not reused, redeveloped, or sold, BRP requires maintenance of the Unit and provides $3,000 per Unit for maintenance.
Maintenance costs may include:

- Shoveling sidewalks and walkways
- Fencing and securing the lot
- Cutting grass
- Maintaining plants and grass
- Garbage and debris removal
- Lighting
- Monitoring of the lot as required by IHDA compliance

A shortened lien term may require that maintenance dollars be repaid to IHDA. If required, the repayment will be calculated based on a rate of 33.3% per annum (1/36 per month) from the Unit's Closing date to the early lien release date. Although invoices will not be requested for maintenance work, they may be subject to compliance/reporting review. Failure to maintain program properties and comply with IHDA reporting requirements may result in a recapture event under the project loan agreement.

**9.12 Administrative Costs**

An administrative fee of $1,750 is included per Unit funding to provide for the administrative costs associated with Unit maintenance and compliance activities. A shortened lien term will not require that administrative dollars be repaid. Although invoices will not be requested, administrative work may be subject to compliance/reporting review. Failure to maintain program properties and comply with IHDA reporting requirements may result in a recapture event under the project loan agreement.

**9.13 Program Income**

It is reasonable to anticipate that revenues may be generated during the BRP process. Program Income is any money that is received by a ULG and/or NFP relating to a Unit under the Program. Program Income begins to accrue at the time the Conditional Commitment Letter is signed and continues until the end of the three-year lien period for the last outstanding Unit (or the release of the last outstanding Program Requirements, if sooner) and will include, but is not limited to any reclamation or recycling income from the sale of a deconstructed Unit.

All Program Income must be accounted for. All receipts for Program Income from salvage, recycling, or other deconstruction income must be supplied with the Request for Reimbursement at the time of Unit Closing. Program Income earned/accrued prior to a Unit Closing (i.e. the closing of the Unit's Loan and start of the three-year lien period) can be applied to offset expenses on total Unit costs. Any Program Income that is not (completely) applied by the ULG and/or NFP for a Unit, can be applied toward additional Eligible Uses or for other approved Units under the Program. Any additional Units, not previously approved, must go through the Unit Substitution process as described in Section 9.6 before such Program Income can be applied to such units. Any funds not disbursed by the Funding Deadline will be held by IHDA.

All Program Income that may occur during the three-year lien period, such as, but not limited to, leases, rental income, etc. must be tracked and available for review, if necessary, by HHF Compliance, U.S. Treasury, or for any other auditing purposes.

**9.14 Davis-Bacon Act Requirements**

All Participants must comply with all the requirements set forth in the Davis-Bacon Act, 40 USC 276a et seq. This act requires that all laborers and mechanics employed in connection with the Project must be paid at least the prevailing wage rates ("Prevailing Wages") as determined by the United State Secretary of Labor. Additionally, Participants shall require that all contracts (including any subcontracts) for any of the Eligible Uses will provide for the payment of Prevailing Wages. Additional information can be found on the Department of Labor's website or by clicking the link below.

http://www.dol.gov/whd/regs/statutes/dbra.pdf

# Chapter 10 – Compliance and Reporting

## 10.1 Compliance Monitoring

The ULG and NFP must comply with all IHDA, U.S. Treasury, and/or third-party quality control and compliance measures that IHDA deems necessary; these measures may include site visits, remote desktop reviews of supporting documentation, file audits, and other measures to ensure compliance with requirements set forth in the Conditional Commitment Letter, Tri-Party Agreement, and Program Guide.

Site Visits

ULG and NFP agree to comply with IHDA's requests to schedule site visits of units, ULG's and/ or NFP's offices, and other relevant locations. Site visits will be conducted as deemed necessary by IHDA, U.S. Treasury and other third-party auditors. Site visits may include staff interviews, on-site record reviews, unit inspections, and other activities deemed necessary by IHDA, U.S. Treasury, and other third-party auditors.

File Audit

At any time with reasonable notice and as often as IHDA may deem necessary and in such a manner as not to unreasonably interfere with the normal business operations, the ULG and/or NFP shall make available to IHDA, for examination, all of its records with respect to matters covered by the BRP program including records of personnel and conditions of employment and shall permit IHDA to audit, examine, and make excerpts or transcripts from such records.

Financial Audit

If applicable, the ULG and NFP shall furnish the Authority with a compliance audit, prepared in accordance with the requirements of 24 CFR Part 85, OMB Circular A-133 (audits of State of Local Governments) and OMB Circular A-110, no later than ninety (90) days after the end of its fiscal year.

If a Compliance Audit is not required in accordance with 24 CFR Part 85 Circular A-133, the ULG and/or NFP shall provide annual audited financial statements to the Authority ninety (90) days after the end of its fiscal year.

You may submit your financial audit to HHFcompliance@ihda.org

Corrective Actions

IHDA may issue a review report at the conclusion of all monitoring activities, site visits, or desktop reviews. Any areas of potential non-compliance will be highlighted and IHDA will require the ULG and/or NFP to develop a Correction Plan. Additional site visits, conference calls, and/or other methods to remedy findings will be detailed in the Correction Plan.

## 10.2 Quarterly Status Report

As set forth in the Conditional Commitment Letter, the NFP shall provide reports to IHDA on a quarterly basis. Using the Quarterly Report Form, NFP will submit the following information for the reporting period, as appropriate:

- Unit status
- Estimated demolition and greening completion dates
- Maintenance completed for the quarter
- Citations or violations received on the property
- End use plan

- Post-closing income
- Staffing changes
- Marketing plan
- Key successes and challenges

The due date for each report will be the 15th day following the end of the quarter. If the 15th falls on a non-business day, the report will be due the first business day following the 15th. Due dates will be:

- January 15th
- April 15th
- July 15th
- October 15th

***10.3 Document Retention***

The ULG and NFP shall retain all data, books, reports, documents, audit logs and records, including electronic records, or copies thereof, related to the BRP program in accordance with the Conditional Commitment Letter unless otherwise directed by IHDA.

The language in Section C paragraph 12 of the Conditional Commitment Letter stipulates that the NFP shall retain their respective Records for a period beginning on the Initial Closing Date and expiring five (5) years from the last Unit Closing Date. Upon expiration of the Retention Period, Unit of Local Government or NFP may dispose of its Records, provided that, it has electronically submitted all Records to the Authority and has received confirmation by the Authority of the receipt of said Records. Both the Unit of Local Government and NFP agree that the disposal of the Records will be by a method that will permanently destroy the records, such as shredding.

***10.4 Suspected Fraud and Resources***

All suspected fraud in connection with HHF shall be reported to IHDA for review. IHDA reserves the right to decline funding or participation if fraud is determined to have occurred.

Resources for reporting suspected fraud are available on the IHDA BRP website and include:

- Report fraud to IHDA:
  HHFcompliance@ihda.org
- U.S. Department of Treasury
  www.treasury.gov
- The Office of the Special Inspector General for the Troubled Asset Relief Program (SIGTARP)
  http://www.sigtarp.gov
- Financial Stability
  www.financialstability.gov
- U.S. Department of Justice
  http://www.justice.gov/

# Chapter 11 - Glossary

***11.1 What is blight?***

There are references to blight in the Illinois Municipal Code Section 11-74.4-3 (http://www.ilga.gov/legislation/publicacts/94/094-0268.htm). This information defines blighted areas, not specifically properties, Units, or lots. For the purposes of BRP and in alignment with the municipal code referenced above, residential buildings that qualify could be characterized as:

- Dilapidated
- Obsolete
- Deteriorated
- Containing structures or elements below minimum code standards
- Vacant or abandoned property without a lawful occupant

BRP does not require a highest and best use analysis be performed by an appraiser to qualify a Unit. Code violations are not a requirement to define a property as blighted. A property may be characterized as blighted in one community and be deemed eligible for rehabilitation in another when factoring in surrounding land use, incidents of crime, concerns for safety, community building standards, and end use plans for that specific lot. Units of Local Government are responsible for demonstrating to IHDA how they determined the property to be blighted. This will include past activities, current condition, and plan for reuse. Justification for why a property is deemed blighted and in need of demolition will be substantiated in the application. IHDA will review the Unit submission in the application for funding and request further Unit information if the demolition proposed is questionable as the best use for the property.

***11.2 What is vacant and abandoned?***

The formal definitions of abandoned correspond with many elements of blight. Abandoned property is 'not occupied by any mortgagor or lawful occupant as a principal residence, or contains an incomplete structure that is empty or otherwise uninhabited and is in need of maintenance, repair or securing'.

Conditions that support the property being vacant and abandoned might include:

- construction was initiated and was discontinued;
- multiple windows on the property are boarded up, closed off or smashed through, broken off or unhinged, or multiple window panes are broken and unrepaired;
- doors on the property are smashed through, broken off, unhinged, or continuously unlocked;
- property has been stripped of copper or other materials, or interior fixtures to the property have been removed;
- gas, electric or water services to the entire property have been terminated;
- one or more written statements of the mortgagor or the mortgagor's personal representative or assigns, including documents of conveyance, indicate a clear intent to abandon the property;
- law enforcement officials have received at least one report of trespassing or vandalism or other illegal acts being committed at the property in the last 6 months;
- property has been declared unfit for occupancy and ordered to remain vacant and unoccupied under an order issued by a municipality or county authority or a court of competent jurisdiction;
- local police, fire or code enforcement authority has requested the owner or other interested or authorized party to secure or winterize the property due to the local authority declaring the property to be an imminent danger to the health, safety and welfare of the public;
- property is open and unprotected and in reasonable danger of significant damage due to exposure to the elements, vandalism or freezing; or
- other evidence indicates a clear intent to abandon the property, or the real estate is zoned for residential development and is a vacant lot that is in need of maintenance, repair, and securing.

Each Applicant submission by property should include details on the specific property and why they are deeming it vacant and abandoned. Other conditions not referenced in the above list may be included.

***11.3 What defines a blighted property?***

For the purposes of BRP, a blighted property is real estate that is either:

1) not occupied by any mortgagor or lawful occupant as a principal residence; or
2) contains an incomplete structure if the real estate is zoned for residential development, when the structure is empty or otherwise uninhabited and is in need demolition.

Two or more of the following conditions must be shown to exist in order for a property to be eligible:

•construction was initiated and was discontinued prior to completion leaving a building
•unsuitable for occupancy, and no construction has taken place in 6 months;
•multiple windows on the property are boarded up, closed off or smashed through, broken off or unhinged, or multiple windowpanes are broken and unrepaired;
•doors on the property are smashed through, broken off, unhinged, or continuously unlocked;
•the property has been stripped of copper or other materials, or interior fixtures to the property have been removed;
•gas, electric or water services to the entire property have been terminated;
•one or more written statements of the mortgagor or the mortgagor's personal representative or assigns, including documents of conveyance, indicate a clear intent to abandon the property;
•law enforcement officials have received at least one report of trespassing or vandalism or other illegal acts being committed at the property in the last 6 months;
•the property has been declared unfit for occupancy and ordered to remain vacant and unoccupied under an order issued by a municipality or county authority or a court of competent jurisdiction;
•the local police, fire or code enforcement authority has requested the owner or other interested or authorized party to secure or winterize the property due to the local authority declaring the property to be an imminent danger to the health, safety and welfare of the public;
•the property is open and unprotected and in reasonable danger of significant damage due to exposure to the elements, vandalism or freezing; or
•other evidence indicates a clear intent to abandon the property, or the real estate is zoned for residential development and is a vacant lot that is in need of maintenance, repair, and securing.

***11.4 What is demolition?***

Demolition for BRP means that the lot is cleared of all structures or improvements, removal of any subsurface impediments is done, and the site is backfilled and graded to prepare the way for reuse or redevelopment. Per the U.S. Environmental Protection Agency, construction and demolition (C&D) materials consist of the debris generated during the construction, renovation, and demolition of buildings, roads, and bridges. C&D materials often contain bulky, heavy materials that include:

- concrete,
- wood (from buildings),
- asphalt (from roads and roofing shingles),
- gypsum (the main component of drywall),
- metals,
- bricks,
- glass,
- plastics,
- salvaged building components (doors, windows, and plumbing fixtures), and
- trees, stumps, earth, and rock from clearing sites.

Reducing and recycling C&D materials conserves landfill space, reduces the environmental impact of producing new materials, creates jobs, and can reduce overall building project expenses through avoided purchase/disposal costs.

Each time an Applicant proposes a site for demolition, the itemized costs associated with the demolition work must be reported, such as:

- work performed
- equipment rental
- equipment use expenses
- permit costs
- clean up costs
- subcontracting costs
- debris removal and hauling
- fuel costs for equipment use
- Any efforts to reuse or repurpose the debris from the demolition can be reimbursed costs and IHDA promotes any efforts to minimize construction debris from entering the landfill.

***11.5 What are Applicants?***

Applicants for BRP are Illinois Units of Local Government (e.g. cities, municipalities, counties, or land banks) ("Applicants" or "ULG"). BRP requires that the Applicant control the permitting, inspection, and lien extinguishment process for all properties proposed. The Applicant will lead the identification of BRP Target Areas, sourcing the properties proposed for demolition and the title clearance process for blighted properties.

***11.6 What is a Not-For-Profit Partner?***

The Applicant must partner with a not-for-profit developer or agency ("Not-For-Profit Partner" or "NFP") with demonstrated experience that pertains to BRP (demolition, greening, revitalization). Due to the structure of TARP funding and its unique requirements, the Not-For-Profit Partner must take ownership (title) of the properties identified for BRP assistance prior to any demolition work, execute HHF loan documents, and be the receiver of the BRP funds. The Not-For-Profit Partner will also provide compliance reports on each property and is liable should a recapture event occur during the 3 year compliance-recapture period.

***11.7 What are eligible properties?***

Properties assisted with BRP funds can be sourced from an existing municipal inventory, tax foreclosure list, be purchased, donated, or conveyed through condemnation or other means.

**Eligible Properties**

- 1-4 unit residential properties in the State of Illinois
- Properties deemed blighted and in need of demolition by the municipality
- Manufactured home taxed as real property with a foundation and no hitch or wheels
- Properties within census tracts of the proposed BRP Target Area
- Properties may have garages, outbuilding, and/or sheds (demolition/removal of these buildings is an eligible cost)

***11.8 What are Ineligible Properties?***

- Residential properties knowingly occupied by a legal or non-legal residents
- Properties that have been demolished prior to BRP application approval
- Individual properties surrounded by non-residential land uses
- Historically registered properties
- Commercial, industrial, or agricultural properties
- Properties in adequate and safe condition to be currently occupied as deemed by the municipality − Properties that can be repaired, rehabbed, for minimal cost as deemed by the municipality
- Mixed use properties with a residential unit component

***11.9 What are the eligible uses for funding under the Program?***

BRP funds will reimburse/refinance the costs incurred by Applicants and their NFP at the property level for:

- Acquisition (purchase price, lien extinguishment, legal costs, title, recording and transfer fees)
- Demolition
- Lot treatment/greening
- Maintenance ($3,000 per unit)
- Administrative expenses ($1,750 per unit)

The maximum per unit financing is $35,000. Costs may exceed $35,000 for all eligible activities listed above, but BRP will only reimburse a maximum of $35,000.

***11.10 What is the definition of a Unit?***

To be considered for BRP refinance assistance, a unit ("Unit") must be a legal, residential property that has at least one unique Property Index Number ("PIN"). An exception may be made where the Applicant and their NFP can provide evidence that each apartment located in the Unit is a separate, legal, residential property; such evidence could be confirmation from the Local Township/County Assessor verifying multiple separate apartments represented by one PIN. With such evidence, each apartment will be considered a Unit for program purposes (eligible for up to $35,000). In all instances, the ULG and NFP will be allocated a single maintenance fee of $3,000 and a single administration fee of $1,750 per PIN regardless of the number of apartments per PIN. IHDA reserves the right in its sole discretion to approve or deny any exception request.

***11.11 What is an instrument of debt?***

Per The Department of the U.S. Treasury Guidelines, the BRP funds are being used to refinance an existing debt between the ULG and the NFP. The debt finances the costs of Eligible Uses under the Program between the ULG and the NFP, in at least the amount the NFP intends to request from BRP (but not to exceed $30,250 – with the admin & maintenance fees deducted from the overall $35,000 loan). The BRP guidelines leave it open and flexible to the ULG and the NFP to determine how to structure the debt and what debt instrument (and other loan documents) will be used to evidence this debt. The NFP must take title to the Unit prior to demolition. The instrument of debt must be the sole lien encumbering the Unit prior to demolition.

***11.12 What is reimbursement?***

A reimbursement is a refinancing of a debt instrument and occurs after the ULG and/or NFP submits a request for funding of costs incurred for Eligible Uses and the Authority approves a disbursement of funds.

***11.13 What is a Unit of Local Government?***

Units of Local Government are cities, municipalities, counties, or land banks located in the State of Illinois.

***11.14 What is administration?***

An administrative fee of $1,750 is included per Unit funding to provide for the administrative costs associated with Unit maintenance and compliance activities. A shortened lien term may require that maintenance dollars be repaid to IHDA. If required, the repayment will be calculated based on a rate of 33.3% per annum (1/36 per month) from the Unit's Closing date to the early lien release date.Although invoices will not be requested for maintenance work, they may be subject to compliance/reporting review. Failure to maintain program properties and comply with IHDA reporting requirements may result in a recapture event under the project loan agreement.

***11.15 What is maintenance?***

During the 3-year lien term, BRP requires maintenance of the Unit and provides $3,000 per Unit for maintenance.

Maintenance costs may include:

- Shoveling sidewalks and walkways
- Fencing and securing the lot
- Cutting grass
- Maintaining plants and grass
- Garbage and debris removal
- Lighting
- Monitoring of the lot as required by IHDA compliance

A shortened lien term may require that maintenance dollars be repaid to IHDA. If required, the repayment will be calculated based on a rate of 33.3% per annum (1/36 per month) from the Unit's Closing date to the early lien release date.Although invoices will not be requested for maintenance work, they may be subject to compliance/reporting review. Failure to maintain program properties and comply with IHDA reporting requirements may result in a recapture event under the project loan agreement.