



ABANDONED RESIDENTIAL PROPERTY
MUNICIPALITY RELIEF PROGRAM (APP)

ROUND 3 GRANT APPLICATION

DUE ON DECEMBER 1, 2017 3:00 P.M. CST

Submit completed application and attachments
electronically to APPinfo@ihda.org

For questions and comments please contact APPinfo@ihda.org



ABANDONED RESIDENTIAL PROPERTY MUNICIPALITY RELIEF PROGRAM (APP) ROUND 3 GRANT APPLICATION

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APPLICATION GUIDE

PROGRAM OVERVIEW

The Abandoned Residential Property Municipality Relief Fund (“Abandoned Property Program,” “APP,” or the “Program”) was created in 2010 with the passage of the Save Our Neighborhoods Act. Funding for the Program was expanded by subsequent legislation in 2013. Please review the [Program Rules](#) for a complete description of the program guidelines.

PURPOSE OF GRANT

The purpose of the Program is to use funding in the Abandoned Residential Property Municipality Relief Fund to make grants to municipalities, counties, and land banks to assist with their costs incurred for the securing, maintenance, and demolition of abandoned residential property in the jurisdiction, as defined in Section 381.202 of the [Program Rules](#).

ELIGIBILITY

Applicants must be a municipality, county, or land bank located in the State of Illinois. A county or municipality may join with other counties/municipalities and together submit a single application; however, each county/municipality may only apply once per funding round.

ELIGIBLE GRANT ACTIVITIES

Grant funds may be used for securing, maintaining, demolishing, or rehabilitating abandoned homes. The rehabilitation of an abandoned residential property is strictly limited in scope to address exterior building safety concerns such as repairing the roof, windows, doors, masonry, or walkways of an abandoned residential property. A list of specific activities allowed as part of securing, maintaining, and demolishing properties can be found in the Abandoned Residential Property Municipality Relief [Program Rules](#).

ELIGIBLE PROPERTIES

- 1-6 unit residential properties in the State of Illinois
- Properties that meet the definition of “abandoned” per Program Rules
- Manufactured homes taxed as real property with a foundation and no hitch or wheels
**Properties may have garages, outbuilding, and/or sheds (demolition/removal of these buildings is an eligible cost if associated residential property meets the definition of “abandoned” per Program Rules)*

INELIGIBLE PROPERTIES

- Residential properties knowingly occupied by legal or non-legal residents
- Historically registered properties
- Commercial, industrial, or agricultural properties
- Mixed use properties with a residential unit component

It is acceptable to submit previous eligible activities occurring after January 1, 2016, and never billed to a previous rounds of APP, or to propose future expenses for reimbursement. All Program requirements, regulatory compliance, and certifications must be met to be reimbursed for previous eligible activities. Applicants awarded funds will be expected to submit before and after photos.

FUNDING

Funding for the Program is derived solely from foreclosure filing fees paid by lending institutions and collected by the county clerk in which the foreclosure is filed. The collection of additional filing fees began in June of 2013. Of the total amount received each year:

1. 30% will be granted in Cook County (or municipality within, other than the City of Chicago);
2. 25% will be granted to the City of Chicago;
3. 30% will be granted in the Collar Counties (DuPage, Kane, Lake, McHenry, and Will); and
4. 15% will be granted in other areas of the State not previously defined.

These statutory apportionments are collectively referred to as “geographic set-asides.”

There is expected to be one cycle per year with the option of a future cycle based on applications received and funds available. Maximum grant amounts are determinate upon funding availability and geographic set-aside. For Round 3, the maximum grant amount allowed for applicants in the Other Areas of the State set-aside is \$75,000. For applicants in all other set-asides, excepting the City of Chicago, the maximum grant amount allowed is \$250,000 (without a waiver). There will be a minimum request requirement of \$20,000 per application. Awards will be determined based on the amount of funding available in the geographic set-aside, as well as the applicant’s documented need for funding, the capacity of the applicant to undertake the planned activities, the amount of impact to be achieved, cost reasonableness, and readiness to proceed, as further described in this Application. Applications will be scored and ranked according to the criteria set forth in this Application, and will be funded according to their rank in each geographic set-aside.

An applicant in the Other Areas of the State set-aside may request a waiver of the maximum grant amount by completing the requested information in this Application. An applicant must illustrate exemplary capacity, need, and impact in order to be considered for such a waiver. IHDA will consider waiver requests on a case-by-case basis, taking into account the amount of funding available in the geographic set-aside, along with the criteria set forth above, to determine whether to grant the waiver¹. In no case may any grant exceed \$250,000² to any grantee within a geographic area outside the City of Chicago³.

SCORING (100 POINTS TOTAL)

Applications will be ranked against other applications in the geographic set-aside to determine points to be awarded. Answers should fit in the provided space within the application. If there is no answer for an area, please explain why; do not leave it blank.

1. NEED – MAXIMUM 20 POINTS

- a. Up to ten (10) points may be awarded for applications that provide data requested in this Application under this scoring category on foreclosure activity and abandoned properties.
- b. Up to twenty (20) points may be awarded for applications that provide the information in (a) above and additional detail on the effect abandoned properties have had on the jurisdiction, as further described under this scoring category in this Application. Maximum points will be given to applicants most affected, and that best document it by (1) including the amount of time and resources expended in the previous three fiscal years in maintaining and demolishing abandoned residential properties; (2) demonstrating the financial burden foreclosures and abandoned properties have placed on the jurisdiction; and (3) identifying specific areas within the jurisdiction most affected by foreclosures and abandoned properties.

2. CAPACITY – MAXIMUM 20 POINTS

- a. Up to five (5) points may be awarded to applicants demonstrating previous experience managing grants.

¹ Nothing contained in this grant application shall prohibit IHDA from considering an application waiver above the \$75,000 limitation if IHDA, in its sole discretion, determines that such increase is necessary to meet the purposes of Section 7.31(a) of the Illinois Housing Development Act and the Program

² This is maximum amount that can be awarded to an applicant receiving a waiver

³ The City of Chicago, pursuant to 7.31(b) of the Illinois Housing Development Act, may apply for 25% of the moneys in the Fund that have been appropriated, subject to the annual receipt of funds

- b. Up to ten (10) points may be awarded to applications that demonstrate successful management of a housing grant/program within the jurisdiction. Housing grants/programs will be interpreted to include any public or private program that improves the condition of housing or housing choice within the jurisdiction.
- c. Up to twenty (20) points may be awarded to applicants that clearly show previous experience managing housing grants/programs and document an active plan to mitigate abandoned properties within the jurisdiction (i.e. maintaining a vacant or abandoned property registry), including demolition of abandoned residential properties, and have a person designated to administer this grant with previous experience managing grants having similar requirements.

3. IMPACT – MAXIMUM 20 POINTS

- a. Up to ten (10) points may be awarded to applications that provide a narrative detailing how the grant will be used for eligible uses that have (or has) positively impact(ed) the jurisdiction, along with evidence of other resources utilized for local revitalization to combat the ill effects of foreclosure on the jurisdiction, which may speak to a specific area of that jurisdiction.
- b. Up to twenty (20) points may be awarded to applications that currently have an active revitalization plan underway in the jurisdiction and clearly demonstrate how this grant will impact proposed activities to be carried out under that plan. Consideration will be given to communities that have identified troubled residential properties causing blight in the local community for which there is no cost effective solution other than demolition. Points will be given to applications that focus on specific geographic areas within the jurisdiction, submit current, relevant revitalization plans, and include documentation that such plan has had a demonstrably positive impact on the jurisdiction.

4. BUDGET AND COST REASONABLENESS – MAXIMUM 20 POINTS

- a. Up to ten (10) points may be awarded to applications that include a complete and reasonable budget.
- b. Up to twenty (20) points may be awarded to applications that include a cost-effective, reasonable budget in the application, including a detailed explanation of the process for ensuring the reasonableness of all costs associated with the proposed or reimbursable activities, and documentation of the process used to procure all third-party vendors. Points will be given to applications that demonstrate a systematic, thorough, well-documented approach to ensuring reasonable costs.

5. READINESS TO PROCEED – MAXIMUM 20 POINTS

- a. Up to ten (10) points may be awarded to applications that request reimbursement for documented, previously performed eligible activities or demonstrate a reasonable plan for the expeditious completion of proposed activities.
- b. Up to twenty (20) points may be awarded to applications that demonstrate a thorough, detailed, and reasonable plan for the expeditious completion of proposed and reimbursable activities. Maximum points will be given to applications that document a plan for their community's revitalization that clearly complement this grant, and/or where specific properties have already been selected.

APPLICATION FEE

IHDA will not charge a fee for processing applications under this Program.

APPLICATION

A completed application and all supporting attachments must be received by December 1, 2017 at 3:00 p.m. CST. All materials must be digital; no hard copies will be accepted. Each exhibit must be submitted as an individual PDF document. See the Exhibit Checklist for specific naming instructions. Email one copy of your completed application package to APPinfo@ihda.org. Please direct all questions to APPinfo@ihda.org.

The Illinois Housing Development Authority will be hosting application/technical assistance seminars via webinar. Please visit <https://www.ihda.org/my-community/revitalization-programs/> and look for emails from APPinfo@ihda.org for future information regarding the time and dates of webinars.

ADDITIONAL RESOURCES

- [Program Rules](#)
- [Program FAQ](#)

ABANDONED RESIDENTIAL PROPERTY MUNICIPALITY RELIEF PROGRAM ROUND 3 GRANT APPLICATION

APPLICANT INFORMATION

County/Municipality Name

Main Office Street Address, Line 1

Street Address, Line 2

City

State

Zip Code

Website

Primary Contact Name

**Individual to be the primary recipient of all grant correspondence*

Title

Telephone Number

E-mail Address

Secondary Contact Name

Title

Telephone Number

E-mail Address

Geographic Set-Aside

**Check all that apply*

City of Chicago

Cook County (*Cook County, or municipality within other than the City of Chicago*)

Collar Counties (*DuPage, Kane, Lake, McHenry, or Will Counties, or municipality within*)

Other Areas of State (*all other counties, or municipality within*)

Geographies to be covered by this grant – provide census tracts if possible

JURISDICTIONAL INFORMATION

Please report the following information for your jurisdiction. Figures should be gathered from the most recent U.S. Census Bureau information when possible (we recommend using the [U.S. Census QuickFacts Tool](#)). Your application will not be evaluated based on the information reported below. Please contact APPinfo@ihda.org if you need additional support gathering this information.

1. Population of your Jurisdiction

2. Number of properties defined as “Abandoned”

**As defined by Program Rules*

3. Number of Housing Units

4. Number of Vacant Residential Lots

GRANT REQUEST INFORMATION

Applicants under Round 3 of the Abandoned Property Program are eligible to apply the grant amounts maximums as designated by their geographic set-asides listed below. Additionally, applicants in the Other Areas of the State set-aside may apply for the option to waive the maximum grant amount should (1) their application demonstrate exemplary capacity, need, and impact, and (2) are able to provide a 1:1 match for every dollar requested above their geographic set-aside’s maximum. Please indicate below your requested grant amount (not to exceed the set-aside maximum), and whether or not you intend to apply for a waiver.

<u>SET-ASIDE</u>	<u>MAXIMUM GRANT AMOUNT (NO WAIVER)</u>	<u>MAXIMUM GRANT AMOUNT WITH WAIVER</u>
City of Chicago	25% of total grant appropriation	N/A
Cook County	\$250,000.00	N/A
Collar Counties	\$250,000.00	N/A
Other Areas of the State	\$75,000.00	\$250,000.00

5. Requested grant amount

6. Will you request a waiver of the maximum grant amount?

7. If “Yes”, how much are you requesting in additional funds?

**If “No” or “Not Applicable”, report \$0.00*

8. Total grant request amount with waiver, if applicable

**This figure does not include your match dollars*

9. Complete the chart below showing the number of properties that you plan to address under each of the eligible program uses as defined by the Program Rules.

ELIGIBLE EXPENSE CATEGORY	DO YOU PLAN TO PERFORM THIS ACTIVITY UNDER YOUR AWARD?	IF SO, HOW MANY PROPERTIES WILL BE AFFECTED?
Cutting of neglected weeds or grass		
Trimming of trees or bushes and removal of nuisance bushes		
Extermination of pests or prevention of the ingress of pests		
Removal of garbage, debris, and graffiti		
Boarding up, closing off, or locking windows or entrances, or otherwise making the interior of a building inaccessible to the general public		
Surrounding part or all of a property with a fence or wall, or otherwise making all/part of the property inaccessible to the general public		
Demolition of abandoned residential property		
Rehabilitation (strictly limited to address exterior building safety)		

SCORING CATEGORY 1: NEED

MAXIMUM 20 POINTS

10. Complete the chart below to the best of your ability by providing the data requested to demonstrate the burden that vacant and abandoned residential properties have placed on your jurisdiction throughout the past 3 years.

JURISDICTIONAL DATA	2015	2016	2017
Number of foreclosures			
Number of residential vacant lots/parcels			
Number of abandoned residential properties			
Number of vacant and/or abandoned residential properties owned by jurisdiction			
Amount that the jurisdiction has expended on maintaining and demolishing abandoned residential properties			

11. What source(s) was/were used to gather the information provided in #10? Please indicate if these figures are actual or estimated.

12. To better express need, complete short responses providing information for the following content areas for your jurisdiction. Provide quantifiable evidence where you are able.

CONTENT AREA	RESPONSE
Increased crime and vandalism surrounding abandoned residential properties to be alleviated by this grant	
Decrease/increase in home values (EAV) year over year	
Declining property values resulting from proximity to abandoned residential properties	
Specific areas in your jurisdiction affected most by foreclosures and abandoned properties	
Marked change in enrollment of children in the local public school district	
Additional financial burden that foreclosures and abandoned properties have placed on the jurisdiction (i.e. activities defunded, staff layoffs, etc.)	

13. Please utilize this space to provide us with any additional information regarding the need of your community that you were not already able to describe in the questions above.

SCORING CATEGORY 2: CAPACITY

MAXIMUM 20 POINTS

Applicants must provide a copy of their most recent independent financial audit. If a Management Letter was issued, a copy of the letter must also be attached. NOTE: Include any Management Response and/or Corrective Action Plan. The Management Response and/or Corrective Action Plan MUST be on applicant's letterhead and be signed by the Mayor, Chief Executive Officer, or chief executive of the applicant. IHDA reserves the right to use lack of corrective action or lack of response to findings to determine funding.

14. Date that audit was performed

15. Dates which audit covered (fiscal year)

16. Summarize any audit findings, including page numbers of findings and solutions. If no findings, indicate "N/A"

17. Page(s) containing Corrective Action Plan, if applicable. If not applicable, indicate "N/A"

18. List the staff member(s) who will be responsible for the administration of this grant, and detail their experience with similar grants and programs by completing all fields below.

NAME	TITLE	EXPERIENCE ADMINISTERING GRANTS?	EXPERIENCE WITH HOUSING-RELATED PROGRAMS?	DETAILS

19. Complete the chart below by detailing housing-related grants and programs managed throughout the past 3 years. Be certain to include all grants and programs that you have participated in through IHDA. If you intend to have an outside administrator assist with this grant, their experience must be detailed below as well.

GRANT/PROGRAM NAME	WHO ADMINISTERED?	SOURCE OF FUNDING	DATES OF GRANT/PROGRAM	AMOUNT AWARDED	AMOUNT EXPENDED	ACTIVITIES UNDERTAKEN	QUANTIFIED OUTCOMES

20. If applicable, complete the chart below to detail any compliance findings or concerns regarding the grants/programs above. If not applicable, indicate "N/A"

GRANT/PROGRAM NAME	COMPLIANCE FINDING OR CONCERN	SOLUTION (IMPLEMENTED OR PROPOSED)

21. Answer whether or not your organization has experience managing compliance in the following areas:

Historical Preservation

Lead-based Paint Laws

Prevailing Wage

22. Please utilize this space to provide us with any additional information regarding the capacity of your organization to manage this grant that you were not already able to describe in the questions above.

SCORING CATEGORY 3: IMPACT

MAXIMUM 20 POINTS

Utilize the section below to detail any active or planned revitalization efforts within your jurisdiction to mitigate vacant and abandoned properties. Specifically address efforts that include revitalizing or demolishing abandoned residential properties. Include all plans/documents listed as attachments with your application submission.

<u>REVITALIZATION EFFORT</u>	<u>CURRENTLY IN-PLACE?</u>	<u>IF "NO", PLANNED?</u>	<u>HOW WILL APP FUNDS COMPLEMENT THIS EFFORT?</u>
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23. Local Legislation

**I.E. weeds ordinance*

24. Vacant Property Registry

25. Revitalization Plan

26. Comprehensive Plan

27.

28.

29.

30. Provide any quantifiable metrics to demonstrate the positive impact(s) that past and current efforts to address revitalization have had in your community.

31. Provide any quantifiable metrics to illustrate the positive impact(s) that you expect or hope to achieve with the assistance of this grant in addressing revitalization in your community.

32. If there are specific neighborhoods in your community that you intend to target with this grant, list them below. Indicate if you intend to work throughout your entire jurisdiction. Provide census tracts if possible.

33. If you listed specific neighborhoods above, provide an explanation as to why you are targeting these areas.

SCORING CATEGORY 4: BUDGET AND COST REASONABLENESS

MAXIMUM 20 POINTS

Total grant request amount as reported above:

34. Please provide an estimated budget for each of the following eligible activities under the Program. It is acceptable to submit previous eligible activities occurring after January 1, 2016.

ELIGIBLE EXPENSE CATEGORY	NUMBER OF ACTIVITIES/ OCCURRENCES	BUDGET	AVERAGE AMOUNT PER OCCURRENCE
Cutting of neglected weeds or grass			
Trimming of trees or bushes and removal of nuisance bushes			
Extermination of pests or prevention of the ingress of pests			
Removal of garbage, debris, and graffiti			
Boarding up, closing off, or locking windows or entrances, or otherwise making the interior of a building inaccessible to the general public			
Surrounding part or all of a property with a fence or wall, or otherwise making all/part of the property inaccessible to the general public			
Demolition of abandoned residential property			
Rehabilitation (strictly limited to address exterior building safety)			
TOTALS			---

35. List what percentages of work/expenses under this grant that you estimate to be undertaken by the following parties:

Third-Party Vendors	%
In-House Staff	%
TOTAL	%

36. List what work/expenses you intend to be undertaken by in-house staff, if applicable.

37. Describe your process(es) for procuring third-party vendors for work under this grant, if applicable.

38. Describe the specific steps that you will take to ensure that all costs under this grant are reasonable.

SCORING CATEGORY 5: READINESS TO PROCEED

MAXIMUM 20 POINTS

39. To demonstrate your reasonable work plan and timeline, please complete the following chart, detailing the activities that you have already undertaken or plan to undertake with this grant. Estimate to the best of your ability, and provide as much information as possible (and as applicable) to illustrate that this grant would be expended in a timely manner, thereby maximizing the immediate impact.

**Grantees may submit eligible expenses that occurred on after January 1, 2016 for reimbursement under Round 3*

ACTIVITY	DATE RANGE TO PERFORM ACTIVITY	NUMBER OF EMPLOYEES PERFORMING WORK	HOURS REQUIRED TO PERFORM ACTIVITY	NUMBER OF PROPERTIES AFFECTED	EXPECTED DOLLARS EXPENDED	ADDITIONAL INFORMATION

*****If you need to report more activities, duplicate this page*****

40. Please complete the following chart, detailing what specific properties you intend to perform or have already performed eligible grant activities on under this grant. Indicate whether or not you have already performed activities that you will seek reimbursement for on the properties listed.

**Grantees may submit eligible expenses that occurred on after January 1, 2016 for reimbursement under Round 3*

#	ADDRESS	PIN NUMBER	CITY	ZIP CODE	PAST ACTIVITIES?
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					

*****If you need to report more properties, duplicate this page*****

41. Please utilize this space to provide us with any additional information regarding your organization’s readiness to proceed in carrying out this grant that you were not already able to describe in the questions above.

REQUEST TO WAIVE MAXIMUM GRANT AMOUNT

Applicants falling within the Other Areas of the State geographic set-aside are allowed to apply for a waiver of the maximum grant amount of \$75,000. Applicants requesting this waiver are permitted to request up to \$250,000 in grant funds contingent upon their ability to meet the criteria outlined below. Applications seeking reimbursement solely for previously undertaken activities will not be considered for a waiver. In no case may any grant exceed \$250,000⁴ to any grantee within a geographic area outside the City of Chicago⁵.

Criteria that will determine an applicant's eligibility for a waiver of the maximum grant amount may include, but are not limited to the following:

- (1) Whether the jurisdiction has exceptional need based on the number of abandoned properties relative to total housing stock;
- (2) Whether the jurisdiction experienced a dramatically-increased financial burden as a result of the presence of abandoned residential properties over and above years prior;
- (3) Whether the proposed activities will be undertaken in conjunction with a concerted revitalization plan; and
- (4) Whether this grant will provide at least a 1:1 funding leverage evidenced by a commitment letter confirming commitment of match funds.

In the space below, please detail why you are requesting a waiver of the maximum grant amount of \$75,000. If not requesting a waiver, write "N/A"

⁴ This is the maximum amount that can be awarded to an applicant receiving a waiver

⁵ The City of Chicago, pursuant to Section 7.31(b) of the Illinois Housing Development Act, may apply for 25% of the moneys in the Fund that have been appropriated, subject to the annual receipt of funds

EXHIBIT CHECKLIST

Submit your completed application and all supporting attachments to the Authority via email at APPinfo@ihda.org. All materials must be digital; no hard copies will be accepted. Each exhibit must be submitted as an individual PDF document; please follow the naming conventions indicated below. Email one copy of your completed application package to APPinfo@ihda.org.

Application

Name: Application for <insert applicant name>

Audit

Applicants must provide a copy of their most recent independent financial audit. If a Management Letter was issued, a copy of the letter must also be attached. NOTE: Include any Management Response and/or Corrective Action Plan. The Management Response and/or Corrective Action Plan MUST be on applicant's letterhead and be signed by the Mayor, Chief Executive Officer, or chief executive of the applicant. IHDA reserves the right to use lack of corrective action or lack of response to findings to determine funding.

Name: Financial Audit for <insert applicant name>

Revitalization plans listed in questions #23 - 29

Name: Revitalization Plans for <insert applicant name>

Match commitment letter, if requesting a waiver of the maximum grant amount

Name: Match for <insert applicant name>

Any additional and appropriate documents to support your proposal

Name: Additional Information for <insert applicant name>

STANDARD REQUIREMENTS AND CERTIFICATIONS

Every grantee under the Program will be required to comply with these certifications and requirements:

1. Applicant certifies that all statement herein are true, accurate, and complete;
2. Applicant is an eligible recipient of grant funds based on Section 381.201 of the Program Rules;
3. Applicant will not permit any discrimination on the basis of 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;
4. Applicant will ensure expenditures of grant funds are for eligible uses under the Program;
5. Applicant will maintain records in connection with administration of the Program for five years after the date of termination of the Commitment;
6. Applicant will comply with the terms and conditions of the Program;
7. Applicant will comply with monitoring and evaluation of the Program through the full Commitment period;
8. Applicant will comply with all prevailing wage requirements;
9. 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;
10. Applicant certifies that all procurements/vendor contracts comply and will continue to comply with all applicable laws and regulations, including applicable municipal procurement policies and procedures;
11. Applicant certifies all properties assisted with this grant are Abandoned as defined by to Section 381.202 of the Abandoned Residential Property Municipality Relief Fund [Program Rules](#); and
12. Applicant certifies that they have legal authority and rights to complete the demolition for all properties proposed.

On behalf of _____, I certify that the information contained herein accurately reflects my jurisdiction's commitment and ability to participate fully in the Abandoned Residential Property Municipality Relief Program.

Name

Title

Date

Signature of Authorized Official