YOUR IHDA HAP TEAM

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Program Summary and Background

- IHDA is a designated administrator of the Affordable Housing Trust Funds pursuant to the Illinois Affordable Housing Act [310 ILCS 65].

- HAP provides funding to units of local government and non-profit organizations to provide home accessibility grants to prevent premature institutionalization of the elderly and persons with disabilities by funding necessary repairs that will allow them to remain in their homes.
Program Allocation

- Round 2 of the Home Accessibility Program provides $3,000,000 from the Trust Fund Program for a two-year program with grantees to be recommended after a Competitive Request for Applications.
Eligible Units

- Funds can be used towards rehabilitation of rental or owner-occupied single family homes.

  **Commercial properties are not eligible under this Program**
  **Mixed-use properties are not eligible under this Program**
  **Properties must be real property in the state of Illinois**

- Households must be at or below 80% AMI

- Owner or tenant must be a senior citizen with a physical limitation or a disabled person

- Participant households may be eligible for rehabilitation up to $25,000/home
Program Criteria

• Households needing accessibility modifications could receive up to $25,000 with a 5-year lien, forgiven at 1/60th a month.
  -Main improvement must be for accessibility

• Extended Warranties for accessibility equipment may be included.

• Resident income must not exceed 80% AMI.

• Must meet all state, federal and local laws, as applicable.
Benefits of the Home Accessibility Program

- Provide funding to rehabilitate homes of elderly and disabled persons to prevent premature institutionalization and allow occupants to remain in their home.
- Accessibility modifications to the home may allow applicant access to areas within the home that were not accessible before due to small doorways, inability to navigate stairs on exterior or interior of home.
- No payments on 5-year forgivable loan.
- Extended Warranty may be obtained that will service, repair or replace inoperable equipment.
- Can make repairs that they otherwise would not be able to afford making their home “insurable.”
Scoring Process

Applications will be ranked against other applications to determine points to be awarded in the following categories:

• Organization and Applicant Capacity  Maximum 20 points
• Team Capacity and Experience  Maximum 30 points
• Program Impact  Maximum 10 points
• Program Need and Demand  Maximum 10 points
• Budget and Cost Reasonableness  Maximum 10 points
• Readiness to Proceed  Maximum 20 points
Scoring Category 1: Organization and Applicant Capacity (max 20 points)

Questions 6 - 7:

- Provide your most recent audit and address deficiencies.
- What has your organization achieved in your community?
- What has your organization achieved in providing affordable housing?
Questions 8 - 10:

• Have you had staff turnover?

• Provide specific details of your past housing programs (5 years).

• Describe your past housing programs.
SCORING CATEGORY 2: TEAM CAPACITY AND EXPERIENCE (MAX 30 POINTS)

Questions 11 -13:

• Address the experience and capacity of all categories listed.

• Provide licenses, specific skills, resume, if applicable.

• Add additional attachments, if needed.
SCORING CATEGORY 2: TEAM CAPACITY AND EXPERIENCE (CONT.)

Questions 14 - 16:

- Rehab/Construction Specialist
- Property/Construction Inspector
- Environmental Specialist

Note: Individual may wear more than one hat, but you must address each category separately.
**Scoring Category 3: Program Impact (10 Points)**

**Question 17:**

- Provide community impact, reference data, housing studies, foreclosures
- Provide copy of ConPlan Certificate, if applicable
- Provide strategic plans, if available
- Be specific; be compelling
- “Tell your story”
Scoring Category 4: Program Need and Demand (10 points)

Questions 18 - 19

• Somewhat similar to Category 3; however, please focus on need.

• Be specific to households in your community.

• Supply waiting lists, if available.

• Provide community input, evidence of public hearings, letters of support for this application.

18. Describe the need for homeowner accessibility modifications, and rehabilitation for low-income households in the communities included in your application. Include current documentation that evidences this. Relevant studies may include market studies, case studies, third party studies, etc. Consider availability and condition of housing stock, average costs, income and special needs of participants.

Note: Do not include only raw census numbers as evidence of need. Successful applicants will demonstrate verifiable need for this program.

19. Describe the demand for homeowner accessibility modification rehabilitation for low-income households in the community.
   
   a. Describe any community input solicited by your agency for the proposed program, including public hearings, meetings, etc. Attach copies of letters of support from government officials, neighborhood groups, public agencies, and private individuals who are familiar with and supportive of your proposal. Letters of support should be no more than three months old.
**Scoring Category 5: Budget and Cost Reasonableness (10 Points)**

Question 20

### Scoring Category 5: Budget and Cost Reasonableness (max 10 points)

20. Please give an estimated budget amount for each of the following eligible Trust Fund expenses.

<table>
<thead>
<tr>
<th>Proposed Program Financing Plan:</th>
<th>Trust Fund</th>
<th>Other Sources</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Complete the chart for the average cost per home for the following:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Accessibility</td>
<td></td>
<td></td>
<td>0.00</td>
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<tr>
<td>b. Other Rehab</td>
<td></td>
<td></td>
<td>0.00</td>
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<tr>
<td>c. Lead-based paint</td>
<td></td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>d. Construction contingency</td>
<td></td>
<td></td>
<td>0.00</td>
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<tr>
<td>e. Construction Total (c+b+c+d)</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>f. Title search</td>
<td></td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>g. Third party inspection Fees</td>
<td></td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>h. Recording Fees</td>
<td></td>
<td></td>
<td>0.00</td>
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<tr>
<td>i. Lead wipes and lab fees</td>
<td></td>
<td></td>
<td>0.00</td>
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<tr>
<td>j. Relocation</td>
<td></td>
<td></td>
<td>0.00</td>
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<tr>
<td>k. Termite inspection/treatment</td>
<td></td>
<td></td>
<td>0.00</td>
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<tr>
<td>l. Other</td>
<td></td>
<td></td>
<td>0.00</td>
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<tr>
<td>m. Soft Cost Total (f+g+h+i+j+k+l)</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>n. Project Delivery per home</td>
<td></td>
<td></td>
<td>0.00</td>
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<tr>
<td>(max 15% of hard and soft costs)</td>
<td></td>
<td></td>
<td>0.00</td>
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<tr>
<td>o. Total Cost per Home* (c+m+n)</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>p. Projected number of homes</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>q. Total Cost Rehabilitation (p x o)</td>
<td>0.00</td>
<td></td>
<td>0.00</td>
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<tr>
<td>r. Administrative Fee (7%)</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>s. Total Program Cost – MFR (q+r)</td>
<td>0.00</td>
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<td>0.00</td>
</tr>
</tbody>
</table>

2) If other Sources are listed in the chart above, describe and attach evidence of commitment:

*Total cost per home may not exceed $25,000. Total Amount Requested should equal chart Amount (see page 2) in this application.*
SCORING CATEGORY 5: BUDGET AND COST REASONABLENESS (CONT.)

QUESTIONS 21 - 23

• Complete a reasonable budget for HAP.

• Include third-party vendor costs (title search, termite inspection, and lead inspection if contacted out).

• How will you budget your administrative fee?

• How will you insure rehabilitation costs are competitive and reasonable? Hint: Provide a sample of your computerized cost estimating system and describe your bidding procedure.

• What is your process for procuring third-party vendors and assuring their costs are reasonable?
Questions 21–23: Cost Reasonableness

21. Provide a detailed administrative budget for the program. Show all costs associated with implementing this program. IHDA will provide up to 7% of the grant amount for your administrative costs. Disbursement will be based on actual expenditures of funds for project costs. Please provide your cost allocation plan for indirect costs.

22. Please describe the specific steps the applicant takes to ensure that rehabilitation costs and accessibility modifications are competitive, necessary, and reasonable.

23. Please describe the specific steps the applicant takes to ensure that third party vendor costs are competitive, necessary, and reasonable.

How are you using your admin?

Explain cost estimating and bidding procedures.

How are you determining reasonable third party vendor costs?
SCORING CATEGORY 6: READINESS TO PROCEED (20 POINTS)

Questions 24 - 28

- Complete a Participant Selection Plan and submit with your application.
- Complete all questions in the Readiness to Proceed Section with details and evidence of all procedures asked for.
- Readiness to Proceed includes processes for the following:
  - Intake and Selection of participants
  - Selection and prequalification of certified lead contractors and subcontractors
  - Selection and prequalification of contractors
  - Outreach and inclusion of MBE/WBE contractors
  - Construction management procedures (including lead procedures, and monitoring and inspecting work)
  - Disbursement of funds on a reimbursement basis

This section will likely require additional attachments in order to answer fully.
APPLICATION REQUIREMENTS

• Completed Application
• Most recent independent financial audit
• Local elected officials information
• Revitalization plan(s), if applicable
• Any other appropriate document to support your proposal

Name each exhibit as stated in the application, and electronically submit all documents as PDFs contained within a zipped file(s)
(email attachments cannot exceed 35 MB)
(Important Note: No .exe or similar extensions on any files or subfiles)

Applications are due no later than Friday, November 30 by 3:00pm
VISIT AND USE OUR WEBSITE

http://www.ihda.org/my-community/revitalization-programs/
A HEALTHY HOUSING MARKET

is essential to the overall economic prosperity of Illinois. IHDA is an economic engine, providing liquidity to Illinoisans to fuel the home buying process.
IHDA WEBSITE

IHDA’s website contains additional guides, FAQs, and presentations for your reference.

Navigate to the following website:

→ https://www.IHDA.org
→ My Community
→ Revitalization and Repair Programs
→ Home Accessibility Program (HAP)
IHDA WEBSITE

-REVITALIZATION AND REPAIR PROGRAMS

-HOME ACCESSIBILITY PROGRAM (HAP)

- Find application

- Access program documents and Guidance

Abandoned Property Program (APP) and Blight Reduction Program (BRP)

Land Bank Capacity Program (LBCP) and Technical Assistance Network (TA Network)

Home Accessibility Program (HAP)

Funded by the Illinois Affordable Housing Trust Fund, HAP provides funding to units of local government and non-profit organizations throughout the State to provide home accessibility grants to their local constituency. These grants help people stay in their homes and prevent premature or unnecessary institutionalization of the elderly and people with disabilities.

IHDA is pleased to announce that we are now accepting applications for Home Accessibility Program (HAP)-Round 2. IHDA will make funds available through its Affordable Housing Trust Fund Home Accessibility Program (HAP) to applicant organizations that demonstrate a plan to assist income-qualified households (elderly with physical limitation or persons with disabilities) to facilitate necessary repairs to remain in their homes by improving accessibility and safety.

Applications are now available for units of local government and non-profit organizations to access this grant funding. Applications are due no later than November 30, 2018. More information on the program, application process, and eligibility requirements can be found by visiting the FAQ or by participating in the Application Tutorial Webinar. Registration details for the webinar are listed below:

Home Accessibility Program (HAP)-Round 2 Webinar

Date: Thursday, November 8, 2018

Time: 11:00 a.m.

Event Number: 808 944 605

Audio Conference Number: (240) 454-0879

Link to Webinar: https://illinois2.webex.com/illinois2/onstage/g.php?MTID=e6e6152b074bee8b3f5300e05331a9d6

For more information contact our Community Affairs Department at TFHAPinfo@ihda.org.

IHDA does not directly fund homeowners. If you are a homeowner looking for repair funds, CLICK HERE for a listing of funded organizations that you may contact.

Home Accessibility Program Documents
• Find application
• Access program documents and guidance

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**Home Accessibility Program Documents**

- Home Accessibility Program (HAP)-Round 2 Application
- Program Rules
- Single Family Rehab (SFR) and Home Accessibility Program (HAP) Forms and Policy Updates
- Webinar Recording
- Single Family Rehab (SFR) and Home Accessibility Program (HAP) Forms and Policy Updates
- Webinar Slides
- Webinar Recording 3/23/2018
- Webinar Slides 3/23/2018
- HAP Frequently Asked Questions
- 2018 Income Limits
- Participant Selection Plan (PSP)
- IHDA Property Standards
- Income Calculator
- HAP Program Manual
- HAP Reservation Manual and Document Uploading Guide
- Appendix A-Guidance & Samples
- Appendix B-Checklists
- Appendix C-Application Info & Forms
- Appendix D-Environmental & SHPO
- Appendix E-Accessibility Documents
- Appendix F-Contractor Forms
- Appendix G-Summary & Payout Forms
- Appendix H-MITAS Manual and Forms
- Fillable Notes and Mortgages
**IHDA WEBSITE**

- Review Updated FAQs

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### FAQs

<table>
<thead>
<tr>
<th>Program</th>
<th>FAQs</th>
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<tbody>
<tr>
<td>Abandoned Property Program (APP) FAQs</td>
<td></td>
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<tr>
<td>Mortgage Assistance Program (MARP) FAQs</td>
<td></td>
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<tr>
<td>Housing Accessibility Program (HAP) FAQs</td>
<td></td>
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</tbody>
</table>

Note: This is a partial list of program requirements and is meant to serve as a general guide. This FAQ may be updated from time to time. Please check back.
HINTS

• Be thorough. Every point counts.
• Tell your story completely.
• Add attachments as needed. Make sure submission is complete.
• Review available resources.
OTHER RESOURCES

• IHDA Property Standards are available on the Revitalization and Repair Programs section, under My Community of IHDA webpage, [https://www.ihda.org/my-community/revitalization-programs/](https://www.ihda.org/my-community/revitalization-programs/) along with other HAP forms

• HAP Program Manual - rehabilitation requirements for the construction component of HAP (coming soon)

• Remember Prevailing Wage does not apply for this Trust Fund program
QUESTIONS?
Trust Fund Home Accessibility Program (HAP) Round 2

Applications are due no later than Wednesday, November 30th by 3:00pm