LAND BANK CAPACITY PROGRAM AND TECHNICAL ASSISTANCE NETWORK

APPLICATION TUTORIAL WEBINAR

November 16, 2017

*Initial submission deadline is **January 15, 2018 at 3:00pm CST***

ILLINOIS HOUSING
DEVELOPMENT AUTHORITY

LAND BANK CAPACITY PROGRAM AND TECHNICAL ASSISTANCE NETWORK ESTABLISHMENT

- National settlement secured by the Illinois' Attorney General, in conjunction with other state attorneys general, the U.S. Department of Justice and the U.S. Department of Housing and Urban Development with the nation's largest banks

- IHDA awarded $2,500,000 in settlement funds

- $1,650,000 will finance awards under the Land Bank Capacity Program

- $150,000 will finance awards under the Technical Assistance Network

ELIGIBLE APPLICANTS

Land Bank Capacity Program

- Municipalities, counties, or land banks located in the Downstate region of Illinois

Technical Assistance Network

- For-profits, not-for-profits, municipalities, counties, or land banks with a service area in the Downstate region of Illinois

For the purpose of these programs, Downstate shall mean: all of Illinois but for counties included in the Chicago Primary Metropolitan Statistical Area (Cook, DuPage, Grundy, Kane, Kendall, Lake, McHenry, and Will counties)

**GEOGRAPHIC AREA OF
LAND BANK CAPACITY PROGRAM**

*All of Illinois but for counties included in the
Chicago Primary Metropolitan Statistical Area:*

- *Cook County*
- *DuPage County*
- *Grundy County*
- *Kane County*
- *Kendall County*
- *Lake County*
- *McHenry County*
- *Will County*

Eligible Uses of Funds

Land Bank Capacity Program

- Submit documentation sufficient to form a land bank

- Off-set legal expenses and holding costs incurred in connection therewith and/or in conjunction with on-going land bank creation, maintenance, and other activities

- Fund acquisitions, demolition, redevelopment, and disposition of vacant and abandoned properties

Technical Assistance Network

- Provide individualized planning, real estate, and other assistance

- Conduct webinars for Downstate communities looking to form land banks

- Create, update, and/or disseminate video tutorials

- Create, update, and/or disseminate print media packages regarding land banks

- Provide other technical assistance

FILING YOUR APPLICATION

APPLICATION

- Review the application in its entirety before completing your submission

APPLICATION

All Applicants:

- Applicant Information

- Funding Request Information

- Geographic Information

- Audit Information (units of local government only)

- Standard Requirements and Certifications

LBCP Applicants

- Questions #7 - 12

TA Network Applicants

- Questions #13 - 15

APPLICATION

All Applicants:

- Applicant Information

- Funding Request Information

- Geographic Information

- Audit Information (units of local government only)

- Standard Requirements and Certifications

LBCP Applicants

- Questions #7 - 12

TA Network Applicants

- Questions #13 - 15

GEOGRAPHIC INFORMATION

Please report the following information for the geographic areas which you intend to serve with this funding, as applicable. 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 LBCPinfo@ihda.org if you need additional support gathering this information.

1. Geographies to be covered by this funding – provide census tracts if possible

2. Population of this area

3. Number of properties defined as "Abandoned"

4. Number of Housing Units

5. Vacant Housing Units

FUNDING REQUEST INFORMATION

There is no maximum funding request amount for either the Land Bank Capacity Program or the TA Network. The size of the award in either program component will be determined by IHDA after its review of the applications.

6. Requested Funding amount

PROGRAM COMPONENT INSTRUCTIONS

LAND BANK CAPACITY PROGRAM APPLICANTS ONLY

a. Answer questions #7 - 12

b. Skip questions #13 – 15

c. Complete Audit Information

d. Complete Standard Requirements and Certifications

TA NETWORK APPLICANTS ONLY

a. Skip questions #7 – 12

b. Answer questions #13 - 15

c. Complete Audit Information, if applicable

d. Complete Standard Requirements and Certifications

APPLICATION

All Applicants:

- Applicant Information

- Funding Request Information

- Geographic Information

- Audit Information (units of local government only)

- Standard Requirements and Certifications

LBCP Applicants

- Questions #7 - 12

TA Network Applicants

- Questions #13 - 15

PROGRAM COMPONENT INSTRUCTIONS

LAND BANK CAPACITY PROGRAM APPLICANTS ONLY

a. Answer questions #7 - 12

b. Skip questions #13 – 15

c. Complete Audit Information

d. Complete Standard Requirements and Certifications

TA NETWORK APPLICANTS ONLY

a. Skip questions #7 – 12

b. Answer questions #13 - 15

c. Complete Audit Information, if applicable

d. Complete Standard Requirements and Certifications

SCORING CRITERIA

Applications will be ranked against others submitted to determine points to be awarded in the following categories:

Land Bank Capacity Program

1. Need
2. Capacity
3. Impact
4. Budget and Cost Reasonableness
5. Readiness to Proceed

Technical Assistance Network

Demonstrated comparable and relevant experience

APPLICATION FORMAT

Narratives demonstrating applicant's experience and plans for grant funds

CRITERIA 1: NEED

7. Describe the effect(s) that vacant and abandoned properties have had on your jurisdiction. Responses should include but are not limited to the following: quantifying the amount of time and resources expended to maintain, demolish, and/or repurpose residential properties; and identifying specific areas (i.e. scattered, target neighborhoods, near downtown, etc.) with the jurisdiction most in need of this resource. Please indicate what source were used to gather any information provided in your answer.

CRITERIA 2: CAPACITY

8. Describe your organization's experience with grant and/or program management, especially that which particularly relates to the mitigation of vacant and abandoned properties. Responses should include but are not limited to the following: quantifying and describing experience with creation/implementation of funding programs, vacant property registries, demolition, rehabilitation, and/or other initiatives aimed at mitigating the negative effects that vacant and abandoned properties have on communities.

CRITERIA 3: IMPACT

9. Describe how the grant will positively impact the jurisdiction, and how any other resources currently are being used or will be utilized for local revitalization. Responses should include but are not limited to the following: quantifying the number of properties that will be affected, expected increase in property values and/or property tax base, and/or number of households that will be affected.

APPLICATION FORMAT

Narratives demonstrating applicant's experience and plans for grant funds

CRITERIA 4: BUDGET AND COST REASONABLENESS

As a part of their application attachments, applicants will need to include a complete and reasonable budget that includes all proposed uses of their requested Program funds. Additionally, answer the questions below.

10. Was/will any work be performed by municipal, county, and/or land bank staff? If so, indicate what.

11. If any work was/will be performed outside of municipal, county, and/or land bank staff, explain your process(es) for procuring third-party vendors (i.e. demolition contractors, landscaping contractors, etc.).

CRITERIA 5: READINESS TO PROCEED

12. Describe a reasonable plan for the completion of proposed activities. Note if specific properties have already been selected for use of Program funds. List the proposed work along with a detailed time line. Responses should quantify any metrics used for measuring implementation when possible (i.e. time expected to complete, personnel required, resources needed to complete plan).

TECHNICAL ASSISTANCE NETWORK CRITERIA

Program eligibility will be determined based on responses to the criteria outlined below. Note that recipients of TA Network funds will be permitted to use funds to offset reasonable administrative expenses, including staffing, travel, and related overhead costs.

13. Detail any comparable experience to that listed under "TA Network Eligible Grant Activities" in the Application Guide above. Experience can include assisting communities in the following relevant areas to revitalization: strategic code enforcement, vacant property registry creation, organizational sustainability, tax enforcement, legal assistance and expertise, and land bank creation. Responses must include a sample list of entities similarly assisted by your organization. Include quantified outcomes of your assistance for each entity cited.

14. Provide at least one contact (name, phone number, email address) for each reference/entity cited in your response above.

APPLICATION REQUIREMENTS

1. Completed application

2. Most recent independent financial audit (units of local government only)

3. Complete and reasonable budget

4. 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 single zipped file
(email attachments cannot exceed 35MB)

STANDARD REQUIREMENTS & CERTIFICATIONS

1. Applicant certifies that all statements herein are true, accurate, and complete;

2. Applicant is an eligible recipient of grant funds based on requirements per the application;

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 grant agreement;

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 grant agreement 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. Should the Applicant be awarded grant funds under the Program, Applicant will comply with any and all requirements, as set forth in the grant agreements.

ADDITIONAL RESOURCES

MORE INFORMATION AND RESOURCES

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

CONTACT INFORMATION

LBCPinfo@ihda.org

Nicki Pecori Fioretti	312-836-7404
Director of Community Affairs	npecori@ihda.org
Mónica Medrano Enríquez	312-836-7431
Assistant Director of Community Affairs	menriquez@ihda.org
Robin Bacon	312-836-5331
Program Officer III	rbacon@ihda.org
Bill Erdmier	312-836-7448
Senior Program Officer	werdmier@ihda.org
Emily Mueller	312-836-7460
Program Data Analyst	emueller@ihda.org
Evan Ponder	312-836-7341
Program Officer	eponder@ihda.org

*Please zip all of your application materials and send as a single attachment. All applications and their accompanying materials should be submitted within a **single email**. After IHDA has received your application, we will send you a confirmation of receipt in response – ensure that you receive this confirmation, and that there were no errors in transmission.*

*Initial submission deadline is **January 15, 2018 at 3:00pm CST***

QUESTIONS?