



LAND BANK CAPACITY PROGRAM (LBCP) &
TECHNICAL ASSISTANCE NETWORK (TA NETWORK)

GRANT PROGRAM REQUEST FOR APPLICATION

INITIAL SUBMISSION DEADLINE:

JANUARY 15, 2018 3:00 P.M. CST

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

For questions and comments please contact LBCPinfo@ihda.org



LAND BANK CAPACITY PROGRAM & TECHNICAL ASSISTANCE NETWORK REQUEST FOR APPLICATION

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APPLICATION GUIDE

PROGRAM PURPOSE

Land banks are effective tools in the elimination of blight and promotion of community revitalization. By acquiring, managing, and repurposing vacant and abandoned properties, land banks can help promote environmental improvements, housing redevelopment, economic investment, and reduce criminal activity. While research has shown that vacant and abandoned properties depress the values of neighboring properties, the removal or repurposing of these properties can foster many community benefits, such as an increased property tax base and improved quality of life for residents.

Land banks help local governments to acquire, develop, maintain, dispose of, and otherwise repurpose vacant and abandoned properties. These activities allow communities to return properties to productive use.

PURPOSE OF GRANT

The Land Bank Capacity Program (“LBCP”) and Land Bank Capacity Program Technical Assistance Network (“TA Network”)(collectively the “Program”) were created in 2017 by the Illinois Housing Development Authority (“IHDA” or “the Authority”) to help communities gain access to funding and technical assistance of land banks in the Downstate and southern portions of Illinois.

FUNDING

Funding for the Program is derived solely from a 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 that has provided \$25 billion in assistance nationally to homeowners harmed by fraudulent foreclosure and mortgage servicing practices.

The Program has two funding components:

- 1) Up to \$1,650,000 will be used to finance the Land Bank Capacity Program. Awards under this component will be made to eligible units of local government including municipalities, counties and land banks. Funds may be used to offset the costs of creating and operating land banks, including start-up, staffing, initial and ongoing property acquisition, demolition, redevelopment, and/or rehabilitation costs of acquired or donated parcels to address the need for quality affordable housing.
- 2) Up to \$150,000 will be used finance the Land Bank Capacity Program Technical Assistance Network to build capacity and sustainability Downstate by fostering responsible partnerships. Funds may be used to provide technical assistance to LBCP Eligible Applicants (defined in the “Eligibility” section below).

The size of the awards in either component will be determined by IHDA after its review of the RFAs. Assistance will be provided on a reimbursement basis for Eligible Grant Activities described below.

Funds must be awarded to Eligible Applicants by September 7, 2019. Recipients of funding under either component must expend LBCP award funds within twenty-four (24) months of the date of the award agreement with one or more options for a twelve (12) month renewal. TA Network funds must be awarded and expended by September 7, 2020.

ELIGIBILITY

Eligibility is determinate upon which of the two program components applicants apply for:

- **LAND BANK CAPACITY PROGRAM ELIGIBLE APPLICANTS:**

Awards under this RFA are set-aside for Downstate communities. For the purpose of this RFA, 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). Eligible Applicants for the LBCP must be a municipality,

county, or land bank located Downstate. A municipality, county, or land bank may join with other municipalities, counties, or land banks, and together submit a joint application.

Recipients of LBCP funding will be required to comply with all applicable laws in connection with the recipient's creation and operation of a land bank. IHDA will not provide legal or technical guidance to a recipient of LBCP funds. Recipients of LBCP funds acknowledge that recipients of TA Network funds (as defined below) will provide such technical assistance as needed.

▪ **TA NETWORK ELIGIBLE APPLICANTS:**

Eligible Applicants for the TA Network may be a for-profit or not-for-profit organization with demonstrated experience in increasing the development capacity of communities and land banks supported through this funding source. Eligible Applicants for the TA Network may be a municipality, county, or land bank located Downstate. For the purpose of this RFA, 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). 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.

ELIGIBLE GRANT ACTIVITIES

Eligibility of grant activities are determinate upon which of the two program components applicants apply for:

▪ **LAND BANK CAPACITY PROGRAM ELIGIBLE GRANT ACTIVITIES:**

Recipients will be permitted to use LBCP funds to:

- i. Develop and submit to the applicable governing body documentation sufficient to form a land bank
- ii. Off-set legal expenses and holding costs incurred in connection therewith and/or in connection with on-going land bank creation, maintenance and other activities provided such fees are reasonable
- iii. Fund reasonable start-up costs (including staffing and legal fees for land bank creation), and initial acquisitions of 1-6 unit residential properties (including manufactured homes taxed as real property with a foundation and no hitch or wheels). Property acquisition costs may include:
 - a. Purchase price
 - b. Lien extinguishment (excepting property taxes, which are not eligible)
 - c. Legal costs
 - d. Title, recording, and transfer fees
 - e. Demolition costs
 - f. Costs of lot treatment and greening
 - g. Redevelopment and disposition of vacant and abandoned properties in order to return them to affordable housing and other productive use

For existing land banks, funds may also be used towards ongoing acquisitions, demolition, redevelopment, and/or rehabilitation of acquired or donated parcels. LBCP funds may also be used to fund enhanced/innovative land bank driven revitalization activities with preapproval by IHDA.

Recipients will be permitted to use LBCP funds to offset applicable administrative expenses, including staffing and other overhead costs related to the Program. General administration costs related to general management, oversight, coordination, staff, and overhead will be capped pursuant to terms outlined in the grant agreements.

It is acceptable to both propose future expenses and/or submit previous eligible activities occurring after January 1, 2016 for reimbursement. All program requirement, regulatory compliance, and certifications must be met for previous eligible activities to be reimbursed.

▪ **TA NETWORK ELIGIBLE GRANT ACTIVITIES:**

Recipients of TA Network funds will provide technical assistance to Downstate partners, which can include but not be limited to the following:

- i. Providing individualized planning, real estate and other assistance
- ii. Conducting webinars for Downstate communities looking to form land banks/access community revitalization tools for programs available via IHDA or others
- iii. Creating, updating, and/or disseminating video tutorials to be made available via IHDA's website, or otherwise made available to Recipients of TA Network funds
- iv. Creating, updating, and/or disseminating print media packages regarding land banks
- v. Providing any other technical assistance that would serve to meet the Program purpose described above

Recipients of TA Network funds will be permitted to use LBCP funds to offset reasonable administrative expenses including staffing, travel, and related overhead costs.

PROGRAM ELIGIBILITY

Program eligibility is determinate upon which of the two program components applicants apply for:

▪ **LAND BANK CAPACITY PROGRAM ELIGIBILITY CRITERIA:**

1. NEED

Applicants must demonstrate the effect(s) that vacant and abandoned properties have had on their 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 with the jurisdiction most in need of this resource.

2. CAPACITY

Applicants must demonstrate their 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, and/or other initiatives aimed at mitigating the negative effects that vacant and abandoned properties have on communities.

Applicants must also 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.

3. IMPACT

Applicants must demonstrate how the grant will positively impact their 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 or properties that will be affected, expected increase in property values and/or property tax base, and/or number of households that will be impacted.

4. BUDGET AND COST REASONABLENESS

Applicants must propose a complete and reasonable budget that includes all proposed uses of Program funds. Applicants must indicate if the work was or will be performed by municipal/county/land bank staff. If applicable, applicants must also document their process(es) to procure third-party vendors.

5. READINESS TO PROCEED

Applicants must propose a reasonable plan for the expeditious completion of activities, noting and identifying if specific properties have already been selected for use of Program funds. Responses should quantify any metrics used for measuring implementation when possible (i.e. time expected to complete, personnel required, resources needed to complete plan, etc.).

▪ TA NETWORK ELIGIBILITY CRITERIA:

1. EXPERIENCE

Applicants must demonstrate how they would use their past experience(s) to strategically assist one or more Downstate communities under this Program. 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.

APPLICATION FEE

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

APPLICATION

Applications for this Program will be accepted on a rolling basis with an initial submission deadline of January 15, 2018 by 3:00pm CST. Funding considerations will be based upon the eligibility requirements described above. A completed application and all supporting attachments must be submitted to the Authority via email. All materials must be digital; no hard copies will be accepted. Each exhibit must be submitted as an individual PDF document. Email one copy of your completed application package to LBCPinfo@ihda.org. Please direct all questions to LBCPinfo@ihda.org.

Additional resources and Program information, including notice of any application/technical assistance webinars will be available at IHDA's website (<https://www.ihda.org/my-community/revitalization-programs/>).

LAND BANK CAPACITY PROGRAM & TECHNICAL ASSISTANCE NETWORK GRANT PROGRAM APPLICATION

APPLICANT INFORMATION

Program component for which you are applying

LAND BANK CAPACITY PROGRAM APPLICANTS ONLY

TA NETWORK APPLICANTS ONLY

County/Municipality/Land Bank Name

Name of Organization

ALL APPLICANTS

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

*****If more than one entities are applying jointly,
duplicate this page to include additional partner contact information*****

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](https://data.census.gov/tables/)). 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

LAND BANK CAPACITY PROGRAM CRITERIA

Program eligibility will be determined based on responses to the criteria listed below. Please describe how each of these elements will be addressed in a brief narrative.

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.

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.

15. In the space provided below, indicate how your organization would use its past experience(s) to strategically assist one or more Downstate communities under this Program.

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. 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.

AUDIT INFORMATION

Units of local government applying for funds 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.

16. Date that audit was performed

17. Dates which audit covered (Fiscal year)

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

19. Pages containing Corrective Action Plan, if applicable. If not applicable, indicate "N/A"

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

EXHIBIT CHECKLIST

Submit your completed application and all supporting attachments to the Authority via email at LBCPinfo@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 LBCPinfo@ihda.org.

Application

Name: Application for <insert applicant name>

Audit

Units of local government applying for funds 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>

Complete and reasonable budget

Name: Budget for <insert applicant name>

Any additional and appropriate documents to support your proposal

Examples of additional information can include revitalization plans, vacant property registries, etc.

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 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.

On behalf of _____, I certify that the information contained herein accurately reflects my jurisdiction and/or organization's commitment and ability to participate fully in the Land Bank Capacity Program and Technical Assistance Network.

Name

Title

Date

Signature of Authorized Official