Welcome to the Trust Fund Single Family Rehabilitation Program (SFR) with Roof Only Option (SFR-R)

March 20, 2019
INTRODUCTION TO IHDA’S COMMUNITY AFFAIRS STAFF
IHDA SFR TEAM

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Point of Contact
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Program Allocation

Total: $10 million to 21 units of local government and community based organizations

- Goal - 299 rehabilitated homes
- Statewide with the exclusion of the cities of Aurora, Chicago, Decatur, East St. Louis, Evanston, Joliet, Peoria, Rockford, Springfield, and the counties and consortia of Cook, DuPage, Kane, Lake, Madison, McHenry, St. Clair, Urbana, and Will
Program Summary

Single Family Rehab Program (SFR)

- The Single Family Rehabilitation Program (SFR), funded by the Affordable Housing Trust Fund, will assist low-income homeowners to repair their homes and remove health and safety hazards by replacing costly maintenance items. Eligible homeowners will receive up to $45,000 in assistance.
Program Summary

Single Family Rehab Program (SFR)

• Per unit limit is $45,000

• Total assistance limit per unit includes the following:
  – Hard costs for replacement and repairs
  – Hard costs for health and safety items
  – Soft costs, including title, recording fees, termite inspections

• Project delivery are the administrative costs associated with each project
  – Limited to 15% of the hard and soft costs for work write-ups, cost estimates, inspections, and permits (when excluded from contractor’s overhead costs)
Program Summary

Single Family Rehab Program with Roof Only Option (SFR-R)

- Under SFR-R, eligible homeowners may address only the roof on their home if no other health and safety issues are present. SFR-R offers up to $16,500 to mitigate against further roof damage and deterioration so that the property is insurable.

- To the extent funds are available, homeowners may transfer from SFR-R to SFR if health and safety issues are discovered. However, these two options may NOT be combined. Total funding may not exceed $45,000 per household.
Program Summary

Single Family Rehab with Roof Only Option (SFR-R)

- Per unit limit for roof only option is $16,500
- Total assistance limit per unit includes the following:
  - Hard costs for replacement and repairs of roof, including rafters, soffits, gutters, fascia, and downspouts
  - Soft costs, including title, recording fees, termite inspections
- Project delivery are the administrative costs associated with each project
  - Limited to 15% of the hard and soft costs for work write-ups, cost estimates, inspections, and permits (when excluded from contractor’s overhead costs)
Benefits of Single Family Rehab with Roof Only Option (SFR-R)

- The most critical and most expensive repair a homeowner faces is often repair or replacement of a roof.
- Fixing a roof safeguards the structural integrity and safety of the home against further disintegration, which is more costly in the long-run.
- A dilapidated roof will likely result in loss of insurability, putting the homeowner’s stability and ability to remain in their home at risk.
Eligible Units

- Funds must be used towards rehabilitation of owner-occupied single family homes.
- More than 1 unit is not eligible under this program
- Properties must be real property in the state of Illinois
- Households must be at or below 80% AMI
- Property must be clear of all contractor and tax liens
- Households must be at or below 80% AMI
- No reverse mortgages are allowed
Terms of Assistance

Single Family Rehab Program (SFR) with Roof Only Option (SFR-R)

• **SFR** - $2,000 to $45,000 as a five-year forgivable loan. Loan is forgiven at 1/60th per month over the affordability period.

• **SFR-R** - $2,000 to $16,500 as a three-year forgivable loan. Loan is forgiven at 1/36 per month over the affordability period.
VISIT AND USE OUR WEBSITE:

http://www.ihda.org/my-community/revitalization-programs/
IHDA Resources

- Appendices A-H (Containing all program forms)
- IHDA Property Standards, Program Manual, Income Calculator
IHDA Resources

- Review Updated FAQ’s
MITAS
MITAS SYSTEM ADMINISTRATOR ASSIGNMENT

Designate your MITAS Administrator (up to 3)

- Fill out MITAS System Administrator form and email to TFSFRinfo@ihda.org to request a User Name and Password
Community Affairs will email User Name and Password for your MITAS System Administrator(s)
IMPORTANT:
ALWAYS USE INTERNET EXPLORER
AS YOUR BROWSER FOR MITAS
MITAS FUNDS RESERVATION

• Refer to the MITAS Reservation Manual and Document Uploading Guide
  – Login to MITAS to Reserve funds: (https://ilrss.ihda.org/ilrss)
  – Enter information into required fields

• You will receive a Commitment Confirmation

Note: The Commitment Confirmation is NOT a ‘Pre-approval’
Commitment Confirmation

Loan Status: Reservation
Date:
Lender: IHDA SINGLE FAMILY LOANS
Branch: Trust Fund
User ID: RBACON
Loan Number: 1F000691
Lender Loan Number:
Mortgagor Last Name: JONES
Mortgagor First Name: JOHN
Mortgagor SSN: 123-45-1111
Loan Type Codes: TRUST FUND
Program Type: SFR - 50% AMI
Sub Program: Single Family Rehab - 50%
Unknown
Unknown
Unknown
Proposed Energy: No
LTV: .0000
PMI: .0000
Loan Amount: $45,000.00
Assistance Amount: $0.00
Loan Term: 060
P&I: $750.00
Program Rate:
Note Rate/Blended Note Rate: 0.0000
Legal Description:

Disclaimer

Valid for 0 days and will terminate and expire at the close of business on 00/00/0000. In the event the seller shall fail to submit the mortgage for inspection and purchase before the date of termination and expiration, the corporation shall have no obligation to purchase the mortgage.

Under the Program Compliance Underwriting Option, Seller has assumed full responsibility for credit and property requirements based on AHFC published guidelines.

Conditions/Comments:

Based on your behalf under the premise that accurate data has been input. The input of incorrect information may result in this confirmation being void. Please review this confirmation carefully and make appropriate offices for assistance.

Date Requested:
Due Date:
SUBMITTING YOUR PRE-APPROVAL TO BEGIN CONSTRUCTION
IHDA’S TRUST FUND INCOME CALCULATOR

- You will need to complete the income calculator for each household, to determine whether they meet income guidelines for the program (Below 80% AMI).
- The current income calculator based on IHDA’s 2018 Limits. The calculator will likely be updated in the near future for 2019. We will notify everyone once this is available. For now, please complete the 2018 income calculator.
- Trust Fund Calculator and User Guide will be found under Forms on IHDA’s SFR page at:
  
  http://www.ihda.org/my-community/revitalization-programs/
IHDA’S TRUST FUND INCOME CALCULATOR

Income Limit Page

Include:

- County
- AMI Group (30%/50%/80%)
- Number of household members
- Name
- Borrower and co-borrower
- Age
- Disability status

INSTRUCTIONS

Navigate through this form's tabs, completing all yellow answer boxes as applicable. Complete one tab (HH Member #) per income-or assistance-earning household member 18 years and older. Report all types of income and assistance earned.

If you need to report income or assistance for more than 8 household members, contact IHDA’s Community Affairs Department. After reporting income, complete the Adjusted Income tab, and review the household’s income eligibility on the Eligibility + Signatures tab. After obtaining all necessary signatures, return this completed form and all accompanying documents to the corresponding Trust Fund Program at the Illinois Housing Development Authority.

If you have questions, please contact the Community Affairs Department at CommunityAffairs@IHDA.org.

INCOME LIMIT INFORMATION

<table>
<thead>
<tr>
<th>County:</th>
<th>AMI Requirements by Program</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Habitat for Humanity Below 80% AMI</td>
</tr>
<tr>
<td></td>
<td>Home Accessibility Program Below 50% AMI</td>
</tr>
<tr>
<td></td>
<td>Single Family Rehab Below 80% AMI</td>
</tr>
</tbody>
</table>

| Number of household members: | 0 |

HOUSEOLD INFORMATION

<table>
<thead>
<tr>
<th>Borrower Co-Borrower Names:</th>
<th>Child Under 18</th>
<th>Full-Time Student 15 Or Older</th>
<th>62 Years Of Age or Older</th>
<th>Disabled</th>
</tr>
</thead>
<tbody>
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</table>
**IHDA’S TRUST FUND INCOME CALCULATOR**

**Household Member Page(s)**

Include:
- Job
  - Including annual/hourly wage
- Hours worked per week
- Assets:
  - Property and value
  - Investments
- Other Income
  - SSI/Veterans benefits/Pension/etc

### EMPLOYMENT WAGES

<table>
<thead>
<tr>
<th>Job/Position</th>
<th>Total</th>
<th>Job/Position</th>
<th>Total</th>
<th>Job/Position</th>
<th>Total</th>
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<tbody>
<tr>
<td>Weekly Hours</td>
<td>$</td>
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<td>Weekly Hours</td>
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<td>Hourly Wage</td>
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<td>Hourly Wage</td>
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<td>Hours Worked</td>
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</table>

- **Total Employment Income:** $ 

### ASSETS

<table>
<thead>
<tr>
<th>Asset Type</th>
<th>Asset Description</th>
<th>Current Cash</th>
<th>Actual Income from</th>
<th>Net Cash Asset Value: Total Actual Asset Income:</th>
</tr>
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<tbody>
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</table>

- **Total Asset Income:** $ 

### OTHER INCOME

- **Benefits and/or Pensions** $ 

- **Public Assistance** $ 

- **Other Income** $ 

<table>
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<tr>
<th>Description</th>
<th>Amount</th>
<th>Total</th>
<th>Description</th>
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</table>

- **Total Other Income:** $ 

- **Total Income:** $ 

- **Annual Income:** $ 

IHDA’S TRUST FUND
INCOME CALCULATOR

Deduction Page:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Household income</td>
<td>$</td>
</tr>
<tr>
<td>Total Adjustments</td>
<td>$</td>
</tr>
<tr>
<td>Adjusted Household income</td>
<td>$</td>
</tr>
</tbody>
</table>

**DEPENDENT DEDUCTION**

- Number of household members (excluding head or co-head) under 18, disabled, or non-degree seeking full-time students over 18:

**CHILDCARE DEDUCTION**

- Unreimbursable childcare expenses for children under 13 in the coming year:

**DISABILITY DEDUCTION**

- Unreimbursable disability expenses in the coming year:

**ELDERLY/DISABLED DEDUCTION**

- Is the head, spouse, or co-head of the household older than 62 years or disabled?
- Unreimbursable medical expenses in the coming year (costs cannot be covered by insurance or other entities):
- Are disability expenses reported?

Eligibility Page:

**Adjusted Income-Dependent Eligibility Assessment**

**FAMILY ELIGIBILITY**

Based on the Review of Source Documentation, the Sponsor has completed an Income Eligibility Analysis and has determined that the household is eligible for the Authority’s Trust Fund Program.

I further certify that the information contained in this certification is true and accurate to the best of my knowledge.

**SIGNATURES (mandatory for eligible households)**

- Signature of Reviewer:
- Printed Name:
- Date:

- Signature of Borrower:
- Date:

- Signature of Co-Borrower:
- Date:

**Attach source documents used for the review; maintain a copy in the homeowner’s file**
Pre-Approval Checklist

TRUST FUND SINGLE FAMILY REHABILITATION PROGRAM
W/ROOF ONLY OPTION PRE-APPROVAL CHECKLIST

Grantee: ____________________________ STF#: ____________________________
Prepared By: ____________________________ Phone: ____________________________ Email: ____________________________
Date: ____________________________
Name of Applicant: ____________________________
Property Address: ____________________________
City: ____________________________ Illinois Zip Code: ____________________________ County: ____________________________
Proposed Start Date: ____________________________ Requested Loan Amount: $ __________

Attached are the following documents:

☐ MITAS Commitment Confirmation
☐ Scope of Work Narrative (on your agency’s letterhead)
☐ Income Calculator (signed by grantee and applicant)
☐ Bid Tabulation
☐ Cost Estimate (lists price, materials and specifications of items replaced)
☐ Copy of State Historic Preservation Office Approval Letter
☐ FIRMette
☐ Mine Proximity Map
☐ Copy of Homeowner’s Insurance (listing IHDA as additional insured—include flood and mine subsidence coverage, if applicable)
☐ Pictures of work to be completed (before rehabilitation)

IHDA will notify grantee upon acceptance of pre-approval package.

Comments:
Scope of Work Narrative

- The Scope of Work Narrative will be a summary of all work to be performed.
- Narrative must be on grantee letterhead.
Bid Tabulation

• A minimum of two bids (preferably three) must be obtained on behalf of the homeowners for all projects. The existence of more than one bid helps your program in the following ways:
  – Assists you in assessing the validity of your cost estimate
  – Establishes that costs are reasonable for your market
  – Allows choice for the administrator and owner

• If there is only one bid, please add a comment on the checklist as to why that was the case
State Historic Preservation Office Clearance

- The State Historic Preservation Office must review all homes to be rehabilitated.
- Each pre-approval package will need a letter from the State Historic Preservation Office, indicating that:
  - A. The home is not a historic property
  - B. The scope of work complies with the State Historic Preservation Office requirements
- If your project is located in an historic area, additional documentation will most likely be required (Scope of work updates typically required).
- **Note:** You may **NOT** begin rehabilitation until you have received an approval/no comment letter back from the State Historic Preservation Office.
- When submitting a property for approval, keep in mind that there is typically at least a 30 day review turn-around.
State Historic Preservation Office Clearance

- Example letter indicating scope of work adjustments that must be made to meet State Historic Preservation Office requirements:

Dear [Name],

We have reviewed the additional information provided for the above referenced project. This property was previously determined eligible for listing on the National Register of Historic Places. Our comments are required by Section 106 of the National Historic Preservation Act of 1966, as amended, and its implementing regulations 36 CFR 800: “Protection of Historic Properties.”

The proposed project does not meet the Secretary of Interior’s Standards for Rehabilitation (Standards) for the following reasons:

- The demolition or alteration of distinctive historic features does not meet the Standards (2, 3, and 6). This project includes the demolition of the historic front door, historic windows on the primary façade of the house and the installation of vinyl siding and soffits on the exterior of the house.

The proposed project could meet the Standards provided the following conditions are met:

1. The installation of vinyl siding and soffits are removed from the scope of work.
2. The demolition of the historic front door and picture window are removed from the scope of work.
3. The bathroom window (located on the primary façade) should be retained on the exterior of the house. In the interior side of the window, translucent film should be installed on the glass and a one inch air gap left before installing wallboard, new studs and the new interior wall finish, which will remove the window from the interior of the room.

To increase energy efficiency of the existing historic windows and doors, any combination of the following actions would meet the Standards:

1. The addition of weather-stripping to the historic door and window frames.
2. The addition of high efficiency storm windows. Two companies are currently manufacturing double-glazed wood storm windows, they are Adams Architectural Millwork Co. (www.adamsarch.com) and Phoenix Window Restoration (www.phoenixwindow.net).

If you have any questions, please call 217-780-4836.

Sincerely,

[Name]
Proximity to an Underground Mine and Additionally Insured

- All insurance documents must list IHDA as additional insured
- IHDA requires that a map showing the proximity to underground mines be provided for each project to be funded.
- All properties within the proximity zone will be required to have mine insurance
- Example map of a project where the homeowner would need to carry mine insurance:
“Before” Photos

- Please ensure that there are photographs attached to the pre-approval package, indicating where rehab will take place.
- Please label pictures for ease of reference.
UPLOADING PRE-APPROVAL PACKAGE

• Upload Pre-Approval Package:
  – Pre-Approval Checklist
  – Documents listed on Pre-Approval Checklist (See SFR Program Manual Appendices under Forms)

• Save Pre-Approval Package as one file and upload into MITAS.

• Notify TFSFRinfo@ihda.org when your Pre-Approval Package has been uploaded for review.

• Community Affairs will review your Pre-Approval Package and email a ‘Pre-Approval’; or notify you of any discrepancies.

• If IHDA requests any edits be made to the disbursement or Pre-Approval package, please email the requested documents. Do not upload them to MITAS.

• Once you receive a pre-approval you may proceed with the construction of your project.
QUESTIONS?
Mortgage and Promissory Note Execution

• Review the Mortgage and Promissory Note in their entirety with the homeowner, to ensure the homeowner fully understands their obligation under the agreements.

• The amount listed on the mortgage will not reflect the actual loan amount. Review the “up to maximum $45,000” clause or “up to maximum $16,500” language.

• Refer the homeowner to the “Special Notice About Your Forgivable Loan”.

• The Project Completion Certificate will indicate the full dollar amount of the loan (hard costs of project).
**Legal and other Important Documents**

- The Mortgage and Promissory Note must be executed after the homeowner has been pre-approved and prior to any construction being done.

- The principal amount on the Mortgage and Promissory Note will not reflect a specific dollar amount for the hard costs. Review the “up to maximum $45,000” clause or “up to maximum $16,500” language. Do also discuss the recapture events.
Mortgage and Promissory Note Drafting

• When drafting the Mortgage and Promissory Note for the homeowner, be sure to update the template.
• Remove Form/Exhibit language (see screenshots)
• Delete the reference to $45,000 if it is a roof (SFR-R) only project
• Delete the reference to $16,500 if it is an SFR project.
Original Documents

- IHDA Executed Promissory Note
  - Sponsor will mail directly to IHDA after project completion
- Original Recorded Mortgage
  - Sponsor will mail to county recorder’s office
  - County recorder’s office will mail to IHDA:
    Illinois Housing Development Authority
    Community Affairs Department
    Suite 1000
    111 E. Wacker Dr.
    Chicago, IL  60601
**Special Notice About Your Forgivable Loan**

- Review the “Special Notice About Your Forgivable Loan” with the homeowner. While the mortgage and note will reflect the maximum assistance available, the grantee is only responsible for the hard cost dollar amount.

- Execute this document with the homeowner after they have been pre-approved. The signed document should be submitted to IHDA along with the promissory note and mortgage, once you are ready to submit a partial/final disbursement package.

- Place particular emphasis on the new “up to maximum $45,000” clause or “up to maximum $16,500” language.

- This amount will be identified in the “Project Completion Certificate” document, for the homeowner’s reference.
Special Notice About Your Forgivable Loan

Illinois Affordable Housing Trust Fund

Single Family Rehabilitation (SFR)

Congratulations and welcome to the SFR program! SFR provides funding to units of local government and non-profit organizations throughout the State to help homeowners make necessary repairs to their home. These entities are referred to as grantees within the SFR program. This is a notice from IHDA, to confirm that you have been awarded up to $45,000 for home repairs through the SFR program. The mortgage and note will reflect the maximum assistance available, although you are only responsible for the rehabilitation (hard costs) dollar amount.

Please keep in mind that the actual loan amount may differ, depending on the agreed upon scope of work dollar amount. The note and mortgage must be executed by the homeowner prior to any construction being done.

I, __________________________ (borrower name) understand that the actual loan amount may vary from the maximum award possible ($45,000), depending on the agreed upon scope of work dollar amount. The actual loan amount will also be included in the Project Completion Certificate, which will be available once all rehabilitation is complete.

Printed Name: __________________________

Printed Name: __________________________

Property Address: __________________________

If a third party (lender, title company) needs the loan amount confirmed after the rehabilitation is complete, please reach out to an IHDA representative at 877-456-2620 or at LPRIRelease@ihda.org.
Project Completion Certificate

• Grantees will submit this signed document to IHDA staff once the project is complete.
• This document is referenced in the “Special Notice About your Forgivable Loan”.
• The contract amount will reflect the full loan amount, which is the equivalent of all hard costs associated with the project.

SINGLE FAMILY REHABILITATION PROGRAM (SFR) WITH ROOF ONLY OPTION (SFR-R)
PROJECT COMPLETION CERTIFICATE
(For Contractors and Subcontractors)

Grantee: ___________________________ STF: ____________

House Address: ____________________________

Contractor: ____________________________ Contract Amount: $__________

Contractor’s Approval:

☐ I hereby certify that I have completed 100% of the work in accordance with the Rehabilitation Contract and request final payment of $__________ which includes payment for all Change Orders of $__________

Authorized Agent for Contractor ________________ Date ________________

Prior to receiving final payment, property completed and notarized Lien Waivers, local county or city inspection certificates, and warranties must be presented to the grantee.

Homeowner Approval:

☐ I hereby accept all work completed by the contractor listed above and authorize payment of the amount specified in accordance with the above-referenced Rehabilitation Contract, as due and payable to the contractor, from the proceeds of my loan.

☐ I understand that my final loan amount reflects the contract amount listed on this document.

Homeowner Name: ____________________________

Homeowner Signature: ____________________________ Date ________________
CONSTRUCTION PHASE
CONSTRUCTION OF PROJECTS

- Single Family Rehab (SFR) with Roof Only Option Program (SFR-R) Manual--rehabilitation requirements for the construction component of SFR

- 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/ along with other SFR forms

- Remember Prevailing Wage does not apply for this Trust Fund program
TOP REMINDERS FROM IHDA’S CONSTRUCTION TEAM

• Establish a rehabilitation priority that addresses code violations, energy conservation, major systems, incipient issues
• Avoid ambiguities with complete plans and specs, be prepared for conflict resolution
• Work with the homeowner to address needs and expectations when drafting specs
• Make sure work of GC mirrors construction documents
• Confirm IHDA property standards
SUBMITTING FINAL DOCUMENTS AFTER PROJECT COMPLETION
IHDA Resources

- Appendices E & F Contain all necessary template disbursement documents:

**Partial Payout Checklist:**

TRUST FUND SINGLE FAMILY REHABILITATION PROGRAM W/ ROOF ONLY OPTION (PARTIAL) PAYOUT REQUEST CHECKLIST

<table>
<thead>
<tr>
<th>Grantor:</th>
<th>STF#:</th>
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<tbody>
<tr>
<td>Prepared By:</td>
<td>Phone:</td>
</tr>
<tr>
<td>Name of Applicant:</td>
<td>Property Address:</td>
</tr>
<tr>
<td>City, Illinois Zip Code:</td>
<td>County:</td>
</tr>
<tr>
<td>Partial Payout Amount: $</td>
<td>(Hard and Soft Costs)</td>
</tr>
<tr>
<td>Remaining Amount for this Project: $</td>
<td>(Not to exceed $45,000 for Full Rehab OR $16,500 for Roof Only—Hard Costs, Soft Costs, and Project Delivery)</td>
</tr>
</tbody>
</table>

**Attached are the following documents:**
- Request for Payment & Certification Form
- Payout Request Summary
- Scope of Work Narrative (if different from previous submission)
- Project Delivery Worksheet
- Soft Cost Invoices (back-up documentation)
- Contractor Payment Request
- Contractor's Sworn Statement
- Change Order(s)
- Contractors Final Lien Waivers (including material lien waivers)
- Pictures of Completed Work
- Special Notice About Your Forgivable Loan

**Comments:**

**Final Payout Checklist:**

TRUST FUND SINGLE FAMILY REHABILITATION PROGRAM W/ ROOF ONLY OPTION (FINAL) PAYOUT REQUEST CHECKLIST

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<tbody>
<tr>
<td>Prepared By:</td>
<td>Phone:</td>
</tr>
<tr>
<td>Name of Applicant:</td>
<td>Property Address:</td>
</tr>
<tr>
<td>City, Illinois Zip Code:</td>
<td>County:</td>
</tr>
<tr>
<td>Amount of This Final Payout:</td>
<td>Date Work Completed</td>
</tr>
<tr>
<td>Note/Mortgage Amount: $</td>
<td>(includes ONLY Hard Costs)</td>
</tr>
<tr>
<td>Total Payout Amount for this Project:</td>
<td>(Not to exceed $45,000 for Full Rehab OR $16,500 for Roof Only—Hard Costs, Soft Costs, and Project Delivery)</td>
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- Contractor's Sworn Statement
- Change Order(s)
- Contractors Final Lien Waivers (including material lien waivers)
- Pictures of Completed Work
- Special Notice About Your Forgivable Loan

**Comments:**
Project Delivery Worksheet

• Project delivery is the administrative cost associated with each project
  – Eligible costs include staff time associated with client intake, work write-ups, cost estimates, environmental reviews, inspections, and permits (when excluded from contractor’s overhead costs)
  – Limited to 15% of the hard and soft costs
• All information on the Project Delivery Worksheet must indicate actual hours worked and actual hourly wage.
“After” Photos

• Please ensure all significant work done on the home is captured in the photos you submit with your disbursement documents
• Any construction items mentioned in the Scope of Work must have accompanying photographs
• Please label all pictures
• Scope of Work should be revised to reflect final work completed
Uploading a Disbursement Package

- When you are ready to submit a payout request you will upload your Disbursement Package:
  - One Partial Disbursement Checklist
  or
  - One Final Disbursement Checklist
  - Documents listed on Disbursement Checklist in order

- Save checklist and all disbursement documents as one file and upload into MITAS.

- Notify TFSFRinfo@ihda.org when your Disbursement Package has been uploaded for review
Disbursement Docs Communication

• MITAS will only allow you to upload one Pre-approval Package and one Disbursement Package per project. Email TFSFRinfo@IHDA.org you need to upload a second Disbursement Package. We will upload the final Disbursement Package for you.

• If IHDA requests any edits be made to the disbursement or Pre-Approval Package, please email the requested documents. Do not upload them to MITAS.

• Community Affairs will review your Disbursement Package and email you when your disbursement has been processed for payout; or notify you of any discrepancies.

• Community Affairs will inform you when your funds will be wired.
REPORTING, ANNUAL FINANCIAL AUDITS, AND RECORD RETENTION
REPORTING AND RECORD RETENTION

- Quarterly Reports—Due by the 15th after quarter end
- Annual Audited Financial Statements—Due within 9 months after the fiscal year end
- Retain all files and supporting documentation for five (5) years
- Email above to: TFSFRinfo@ihda.org

Illinois Housing Development Authority
Community Affairs Dept.
Suite 1000
111 E. Wacker Dr.
Chicago, IL 60601
QUESTIONS?