Welcome to the Trust Fund Home Accessibility Program Round 2

June 13, 2019
INTRODUCTION TO IHDA’S COMMUNITY AFFAIRS STAFF
IHDA HAP TEAM

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Point of Contact
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The Home Accessibility Program (HAP), funded by the Affordable Housing Trust Fund, provides funding to help income-qualified persons (elderly with a physical limitation or persons with disabilities) to remain in their homes by improving accessibility and safety. Eligible homeowners will receive up to $25,000 in assistance.

- Goal - 120 rehabilitated homes
- $3 million across the State of Illinois
Program Summary

• Per unit limit is $25,000
• 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 is the administrative costs associated with each project
  – Up to 15% of the hard and soft costs for work write-ups, cost estimates, inspections, and permits (when excluded from contractor’s overhead costs)
Eligible Units

- Funds must be used towards rehabilitation of owner-occupied or renter-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
- Property must be held in fee simple title, no contracts for deed or trusts
- No reverse mortgages are allowed
Terms of Assistance

• Up to $25,000 as a five-year forgivable loan. Loan is forgiven at 1/60th per month over the affordability period.
• See Mortgage and Note for more information.
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
Important to Review Before Program Start

- Funding Agreement
- Promissory Note
- Mortgage
- Owner Affidavit
- Construction Contract
Rehabilitation Project Flow Chart

Initial Intake:
- Marketing, referrals, and applicant intake
- Application processing (Income Calculator Verification)
- Preliminary application review (SHPO, floodplain, and mine review)
- Property evaluation and assessment, including lead review, if applicable
- Bidding (2-3 bids) and contractor selection
- Reserve funds in MITAS for eligible applicant
- Complete pre-approval package w/checklist. Upload pre-approval package to MITAS. Email IHDA that Pre-approval docs are ready for review.
- IHDA reviews pre-approval documents, informs grantee to move forward with pre-construction conference when all requirements are met
- Loan Closing and Pre-construction conference take place. Execute Mortgage, Special Notice, and Promissory Note
- Optional: Grantee uploads partial payout package to MITAS. Email to IHDA staff for review. Funds disbursed when all documents are approved.
- Construction management and final inspections are conducted
- Project Completion Certificate is updated with final loan amount
- Payout Request documents are uploaded to MITAS. Email IHDA staff for review.
- IHDA Staff reviews final payout documents and funds are disbursed once all documents are approved.
MITAS
Designate your MITAS Administrator (up to 3)
• Fill out MITAS System Administrator form and email to TFHAPinfo@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

Lender: IHDA SINGLE FAMILY LOANS
Branch: 9000 - Trust Fund
User ID: ETURNER
Loan Number: FP001265

Reservation Date: 06/11/2019
Reservation Expiration Date: 09/11/2019
Mortgagor Last Name: JOHNSON
Mortgagor First Name: LUKAS
Social Security Number: XXXX-XX-0001

Loan Amount: $25,000.00
Loan Type Code: TRUST.FUND
Interest Rate: 0.0000
Purchase Price: $0.00
Points: 0.0000
Assistance Amount: $0.00

Program Type: HAP (Round 2) 80% AM
Sub Program: Home Accessibility Program
Allocation: Home Accessibility Program (Round 2) 80%

Final Purchase Date: 07/31/2021
Loan Status: Reservation

Pool Insure:
New or existing: EXISTING
Targeted Area Status: Non-Targeted

Property Address: 510 E WASHINGTON ST
BLOOMINGTON, IL 61701

Contact Information:

Phone: (600) 000-0000 Fax: (600) 000-0000
Email:

Disclaimers
This is a reservation of funds only and not a guarantee to purchase your loan. You must first submit all required documentation per the Lender Guide and the Program Guidelines for review and approval. This registration is being held on your behalf under the premise that all data has been input in a correct manner. The input of incorrect information may result in this reservation being void. Please review this Registration Confirmation carefully and make appropriate changes or contact our offices for assistance.
SUBMITTING YOUR PRE-APPROVAL TO BEGIN CONSTRUCTION
IHDA’S 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).

• Trust Fund Income Calculator and User Guide will be found under Forms on IHDA’s HAP page at:

http://www.ihda.org/my-community/revitalization-programs/
IHDA’S INCOME CALCULATOR

Income Limit Page

Include:
❖ County
❖ AMI Group (30%/50%/80%)
❖ Number of household members
❖ Borrower and Co-borrower Name
❖ Age
❖ Disability status
IHDA’S 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>
</tr>
</thead>
<tbody>
<tr>
<td>Hours/Week</td>
<td>$</td>
</tr>
<tr>
<td>Weekly Wage</td>
<td>$</td>
</tr>
<tr>
<td>Weeks</td>
<td></td>
</tr>
<tr>
<td>Calculated Income</td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Annual Income</th>
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<tbody>
<tr>
<td>$</td>
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</table>

### Assets

<table>
<thead>
<tr>
<th>Asset Type</th>
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<tbody>
<tr>
<td>Description</td>
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<tr>
<td>Current Value</td>
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<tr>
<td>Actual Income from</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Individual Rentable Asset</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
</tr>
<tr>
<td>Current Value</td>
</tr>
<tr>
<td>Actual Income from</td>
</tr>
</tbody>
</table>

### Other Income

<table>
<thead>
<tr>
<th>Description</th>
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<tbody>
<tr>
<td>Amount</td>
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<tr>
<td>Total</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Public Assistance</th>
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<tbody>
<tr>
<td>Description</td>
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<tr>
<td>Amount</td>
</tr>
<tr>
<td>Total</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Other Income</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
</tr>
<tr>
<td>Amount</td>
</tr>
<tr>
<td>Total</td>
</tr>
</tbody>
</table>
# IHDA’S INCOME CALCULATOR

## Deduction Page:

<table>
<thead>
<tr>
<th>Total Household income</th>
<th>$ -</th>
</tr>
</thead>
<tbody>
<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:

Do these expenses allow another household member to work or pursue education?

Who?

Income of this household member:

### DISABILITY DEDUCTION

Unreimbursable disability expenses in the coming year:

Do these expenses allow another household member to work or pursue education?

Who?

Income of this household member:

### ELDERLY/DISABLED DEDUCTION

Is the head, spouse, or co-head of the household older than 65 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:

### Eligibility Assessment

**FAMILY ELIGIBILITY**

<table>
<thead>
<tr>
<th>Income Limits</th>
<th>Program Income Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$ -</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Household Income</th>
<th>$ -</th>
</tr>
</thead>
<tbody>
<tr>
<td>Household Annual Income</td>
<td>$ -</td>
</tr>
<tr>
<td>Adjusted Household Annual Income</td>
<td>$ -</td>
</tr>
</tbody>
</table>

### SIGNATURES (mandatory for eligible households)

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.

Signature of Reviewer:  
Printed Name:  
Date:  

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

Signature of Borrower:  
Printed Name:  
Date:  

Signature of Co-Borrower:  
Printed Name:  
Date:  

**Attach source documents used for the review; maintain a copy in the homeowner’s file.**
PRE-APPROVAL CHECKLIST

Trust Fund Home Accessibility Program Round 2

PRE-APPROVAL REQUEST CHECKLIST

Grantee: ____________________________ STF#:
Prepared By: __________________________
Phone: __________________________
Email: __________________________

Name of Homeowner/Landlord: __________________________
Name of Tenant: __________________________
Property Address: __________________________
City: __________________________, Illinois Zip Code: __________________________ County: __________________________

Date: __________________________ Proposed Start Date: __________________________ Loan Amount: __________________________

Attached are the following documents:

- MITAS Commitment Confirmation
- Scope of Work Narrative (on your agency’s letterhead)
- Referral Letter from IHH or DBS funded agency
- 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
- FIRP/Metco
- Mine Proximity Map
- Copy of Homeowner’s Insurance (listing IHHDA as additional insured—include flood and mine subsidence coverage, if applicable)
- Pictures of work to be completed (before rehabilitation)
- Title Search

Check boxes below to certify property is in compliance:

- Property is Fee Simple (home is not in a trust or contract for deed)
- Property is clear of all liens

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

Comments: __________________________
UPLOADING PRE-APPROVAL PACKAGE

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

- Upload Pre-Approval Package as one file into MITAS.

- Notify TFHAPinfo@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.
  - Email any requested documentation. Do not upload into MITAS.

- Pre-approval = Proceed with construction
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 explain in the comment section of the Pre-Approval Checklist
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
  – Home is not a historic property
  – 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 are 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, 5, and 6). This project includes the demolition of the historic front door, historic windows on the primary facade of the house and the installation of vinyl siding and soffits on the exterior of the house.

The proposed project could meet the Standards if 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 facade), 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 217/782-4836.

Sincerely,
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

- Include pictures in color of areas where work will be performed.
- Label pictures
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 $25,000”.

• 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 $25,000” clause. Do also discuss the recapture events.

• When drafting the Mortgage and Promissory Note for the homeowner, be sure to use our PDF documents

• Confirm the homeowner understands the Owner Agreement and Construction Agreement
Original Documents

• IHDA Executed Promissory Note
  – Sponsor will mail directly to IHDA \textbf{BEFORE} rehabilitation begins

• 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 homeowner 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 $25,000” language.

- The actual hard costs amount will be identified in the “Project Completion Certificate” for the homeowner’s reference.
Special Notice About Your Forgivable Loan

Illinois Affordable Housing Trust Fund
Home Accessibility Program (HAP) Round 2

Congratulations and welcome to the HAP program! HAP provides funding to units of local government and nonprofit organizations throughout the state to assist elderly and disabled persons with repairs to their homes so they may remain in their homes. These entities are referred to as grantees with HAP. This is a notice from IHDA, to confirm that you have been awarded up to $20,000 for home repairs through HAP. Your mortgage and promissory notes will reflect the maximum assistance available, although you are only responsible for the rehabilitation (scope of work) dollar amount.

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

Borrower Acknowledgement and Acceptance:

I, __________________________ (borrower(s)) understand that the actual amount of my loan may be less than the maximum amount possible ($25,000), depending on the agreed upon scope of work. The actual loan amount will be included in the Project Completion Certificate, which will be available once all rehabilitation is complete.

Borrower Printed Name: __________________________
Borrower Signature: __________________________
Co-Borrower Printed Name: __________________________
Co-Borrower Signature: __________________________
Property Address: __________________________
Sponsor/Owner Name: __________________________

If a third party (saddler, title company) needs the loan amount confirmed after the rehabilitation is complete, please reach out to an IHDA representative at 877-456-2630 or info@ihda.org.
Project Completion Certificate

[Form Contents]

Inspector's Approval:
- [ ] I certify that all work authorized by the Rehabilitation Contract has been satisfactorily completed and conforms to IHDA Property Standards.

Inspector Name: ____________________________
Company: ____________________________
Position: ____________________________

Inspector Signature: ____________________________
Date: ____________________________

Risk Assessor's Approval (check one, fill out, and sign below):

1) [ ] I hereby certify that this home was built before 1978 and a lead risk assessment was done on July 22, 2020. There is no presence of lead in the area of work and no further testing is required.

OR

2) [ ] I hereby certify that this home was built before 1978 and a lead risk assessment was done on July 22, 2020. There is a presumption of lead in the area of work and work safe practices were followed as dictated by state and local ordinances. Home passed lead clearance test on July 22, 2020.

OR

3) [ ] I hereby certify that this home was built after 1978, therefore, no preconstruction testing was required.

Risk Assessor's Notes (if applicable):

__________________________ ____________________________ ____________________________
Risk Assessor Name Company Position

Risk Assessor Signature Date

Grantee’s Approval:

1) [ ] I hereby certify that all completed work was inspected and the Certificate of Occupancy dated July 22, 2020 is attached.

OR

2) [ ] I hereby certify that all completed work was inspected and the Certificate of Occupancy is not required for this project.

Authorized Signature Date
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.
CONSTRUCTION PHASE
CONSTRUCTION OF PROJECTS

• 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 HAP 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 General Contractor mirrors construction documents
• Confirm IHDA property standards
SUBMITTING FINAL DOCUMENTS AFTER PROJECT COMPLETION
IHDA Resources

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

- Project delivery is the administrative costs 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 up to 15% of the hard and soft costs
- All information on the Project Delivery Worksheet must indicate actual hours worked and actual hourly wage.
# Project Delivery Worksheet

## Project-Related Soft Costs

Please complete the following information, sign, and place in each individual activity file. This form must also be included with each Trust Fund payout request submitted to IHDA.

<table>
<thead>
<tr>
<th>Program Name:</th>
<th>Home Accessibility Program Round 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homeowner Name:</td>
<td>[First Name] [Last Name]</td>
</tr>
<tr>
<td>Homeowner Name:</td>
<td>[First Name] [Last Name]</td>
</tr>
<tr>
<td>Tenant Name:</td>
<td>[First Name] [Last Name]</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description</th>
<th>Total Cost</th>
<th>Staff Person(s)</th>
<th>Title</th>
<th>No. of Hours</th>
<th>Hourly Wage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Counseling</td>
<td>$0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Historic Reviews</td>
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<tr>
<td>Income Verifications</td>
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<tr>
<td>Intake</td>
<td>$0.00</td>
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<td>Inspections</td>
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<tr>
<td>Work Write-Ups</td>
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**TOTAL** | **$0.00** |               |       | **0.00**     |             |

I certify that the above information is correct and that all items can be verified by either timesheets for this specific project or a budget approved for this program based on actual time and costs incurred for these activities analyzed over a six-month period.

Signature of Authorized Signatory

Date
“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 Narrative must have accompanying photographs.
• Please label all pictures.
• Submit color pictures.
• Scope of Work Narrative should be revised to reflect final work completed.
When you are ready to submit a payout request you will upload your Disbursement Package into MITAS:

- One Partial Disbursement Package
  
or

- One Final Disbursement Package
  
- Documents listed on Disbursement Checklist in order

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

Notify TFHAPinfo@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 TFHAPinfo@IHDA.org if 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: TFHAPinfo@ihda.org

Illinois Housing Development Authority
Community Affairs Dept.
Suite 1000
111 E. Wacker Dr.
Chicago, IL  60601
### HAP Round 2 Quarterly Reports Timeline

<table>
<thead>
<tr>
<th>Reporting Period</th>
<th>Report Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quarter 1</td>
<td>November 15, 2019</td>
</tr>
<tr>
<td>07/31/2019 - 10/31/2019</td>
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</tr>
<tr>
<td>Quarter 2</td>
<td>February 15, 2020</td>
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QUESTIONS?