



**ILLINOIS HOUSING
DEVELOPMENT AUTHORITY**
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CORONAVIRUS URGENT REMEDIATION EMERGENCY FUND

**COMMUNITY OUTREACH AND ASSISTANCE PROGRAM
("COA")**

APPLICATION TUTORIAL WEBINAR

June 17, 2020

*Application submission deadline is **June 26, 2020 at 3:00pm CDT***



AGENDA

Overview

- Program Overview
- Federal Requirements
- Intended Geographic Coverage
- Eligible Applicants
- Eligible Activities

Additional Resources

- More Information
- IHDA Contact Info
- Q&A

Filing your Application

- Application Overview
- Application Questions
- Application Requirements
- Standard Requirements and Certification



PROGRAM OVERVIEW

- The Coronavirus Relief Fund (“CRF”) was established by the Coronavirus Aid, Relief, and Economic Security Act (CARES Act; P.L. 116-136), signed into law on March 27, 2020. A portion of the CRF has been allocated to Illinois for the Community Outreach and Assistance (“COA”) for the Emergency Mortgage Assistance (“EMA”) and the Emergency Rental Assistance (“ERA”) Programs.
- IHDA is requesting applications from agencies/organizations for Community Outreach and Assistance to assist IHDA in operating the EMA and ERA programs specifically by assisting Illinois residents with the Programs’ information and outreach, the online application process, directing and assisting residents whose income has been impacted by COVID-19 by identifying other available resources, and post-assistance activities, including client follow up.



PROGRAM OVERVIEW

- Funding is available up to \$75,000 per Partner Agency for the period of July 2020 – December 2020.
 - ✓ Information and outreach (not to exceed \$25,000)
 - ✓ Information and outreach + client intake (not to exceed \$50,000)
 - ✓ Information and outreach + client intake + mobile and technology network, i.e. computer workstations, laptops, tablets, headsets (not to exceed \$75,000)
- More information about the Emergency Mortgage Assistance Program and Emergency Rental Assistance Program will be provided to awarded Partner Agencies, and information will be on IHDA's website as it becomes available.



THREE MAIN FEDERAL REQUIREMENTS

A State...shall use the funds provided under a payment made under this section to cover only those costs of the State...that –

- 1.) are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);
- 2.) were not accounted for in the budget most recently approved as of the date of enactment of this section for the State or government; and
- 3.) were incurred during the period that begins on March 1, 2020 and ends on December 30, 2020.

“(d) USE OF FUNDS.—A State, Tribal government, and unit of local government shall use the funds provided under a payment made under this section to cover only those costs of the State, Tribal government, or unit of local government that—

“(1) are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);

“(2) were not accounted for in the budget most recently approved as of the date of enactment of this section for the State or government; and

“(3) were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.

“(e) CERTIFICATION.—In order to receive a payment under this section, a unit of local government shall provide the Secretary with a certification signed by the Chief Executive for the unit of local government that the local government’s proposed uses of the funds are consistent with subsection (d).

“(f) INSPECTOR GENERAL OVERSIGHT; RECOUPMENT.—

“(1) OVERSIGHT AUTHORITY.—The Inspector General of the Department of the Treasury shall conduct monitoring and oversight of the receipt, disbursement, and use of funds made available under this section.

COMPLIANCE WITH FEDERAL REQUIREMENTS

H. R. 748—224

If the Inspector General....determines that a State...has failed to comply with subsection (d), the amount equal to the amount of funds used in violation of such subsection shall be booked as a debt of such entity owed to the Federal Government.

“(2) RECOUPMENT.—If the Inspector General of the Department of the Treasury determines that a State, Tribal government, or unit of local government has failed to comply with subsection (d), the amount equal to the amount of funds used in violation of such subsection shall be booked as a debt of such entity owed to the Federal Government. Amounts recovered under this subsection shall be deposited into the general fund of the Treasury.

“(3) APPROPRIATION.—Out of any money in the Treasury of the United States not otherwise appropriated, there are appropriated to the Office of the Inspector General of the Department of the Treasury, \$35,000,000 to carry out oversight and recoupment activities under this subsection. Amounts appropriated under the preceding sentence shall remain available until expended.

“(4) AUTHORITY OF INSPECTOR GENERAL.—Nothing in this subsection shall be construed to diminish the authority of any Inspector General, including such authority as provided in the Inspector General Act of 1978 (5 U.S.C. App.).

<https://www.congress.gov/bill/116th-congress/house-bill/748>

INTENDED GEOGRAPHIC COVERAGE

- IHDA is working to prioritize assistance in Disproportionately Impacted Areas (DIAs), defined as communities that have been most affected by COVID-19, as determined by state-wide data.
- IHDA will use the Zip Codes you report on your application to determine if you will serve residents in areas disproportionately impacted by COVID-19.
- Please make sure to include accurate information for your intended coverage areas in your application and on the Application Contact Link (Jotform Link).



ELIGIBLE APPLICANTS

- Housing Counseling Agencies
- Community-based Organizations
- Non-profit Organizations, including legal assistance groups

Applicants should have experience with information and outreach, as well as client intake and management procedures.



ELIGIBLE ACTIVITIES

- Disseminating information and conducting outreach about the ERA and EMA Programs and available assistance at the Partner Agency
- Direct assistance to Illinois residents with the online application processes for the EMA and ERA including determining potential eligibility, completing the online application and uploading documents, and post assistance activities, including client follow up
- Mobile and technology network to assist with the online application process, i.e. computer workstations, laptops, tablets, headsets

*****Note: activities that existed before COVID-19 are not eligible for this Program. *****



ELIGIBLE ACTIVITIES – FUNDING

- Funding levels vary based on proposed assistance:
 - ✓ Information and outreach (not to exceed \$25,000)
 - ✓ Information and outreach + client intake (not to exceed \$50,000)
 - ✓ Information and outreach + client intake + mobile and technology network (i.e. computer workstations, laptops, tablets, headsets) (not to exceed \$75,000)

*****Note: Subject to applicable law, grant funds can be used to cover necessary and reasonable salary and mobile and technology network related costs*****



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APPLICATION

APPLICATION

<https://www.ihda.org/wp-content/uploads/2020/06/COA-Program-Application.pdf>

- Review the application in its entirety before completing your submission
- Use the space provided for your answers and stay within character limit
 - Concise answers are appreciated
 - Most responses allow for 1500 characters, with Question 8 allowing for 7500 characters
- Do not include any attachments other than
 - The Completed Application
 - the Financial Audit materials
 - a scanned signature page (if e-signature is not possible)



APPLICATION

- Requested Grant Amount
- Applicant Information [and Jotform Application Contact Link]
 - Geographic Coverage
- Questions #1 -8
- Standard Requirements and Certifications
- Audit to be provided as an additional Attachment

Note: Application questions provide space for narratives demonstrating applicant's experience ability to provide assistance to Illinois residents. Please make sure to pay attention to character limits.

The maximum funding request per applicant is \$75,000.



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Coronavirus Urgent Remediation Emergency Fund
Request for Applications
Community Outreach and Assistance

Due on June 26, 2020 3:00pm CST
Submit completed application electronically to COAInfo@ihda.org
For questions and comments, please contact COAInfo@ihda.org



FINANCING THE CREATION AND PRESERVATION OF AFFORDABLE HOUSING IN ILLINOIS.



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APPLICATION

On Application Guide Page

- Include Requested Grant Amount (up to \$75,000)
- Click on the **Application Contact Link** and enter the information and submit this Jotform. This will help IHDA to verify your contact information.

<https://form.jotform.com/201596701041144>



Coronavirus Urgent Remediation Emergency Fund Request for Applications Community Outreach and Assistance

NOTE: Illinois residents are not required to seek the assistance of a partner agency for online application submission.

Eligibility

Housing counseling agencies, community-based organizations, and non-profit organizations including legal assistance groups are eligible to apply if they have experience with information and outreach, and client intake and management procedures.

Application

Include answers in the space provided. Additional attachments, besides the financial audit, will not be reviewed, no exceptions. Only applications in PDF format, not the scanned PDF format, will be accepted. Ensure that all questions are answered fully before final submission.

Funding and Eligible Grant Activities

Maximum grant amount is not to exceed \$75,000 per partner Agency for the period of July 2020 – December 2020. Subject to applicable law, this will cover necessary and reasonable salary and mobile and technology network related costs to assisting Illinois residents with the Program's information and outreach, online application process, and post-closing activities, including client follow up to identify other available resources. Once approved for a grant, partner agencies will be eligible to receive 1/3 of the grant amount as an initial disbursement. Approved bi-monthly reports will be required to support the disbursement of grant payments.

Please indicate below the amount of grant funds that you are applying for under the Program.

Requested Grant Amount:

[Application Contact Link](#)– click on the link to fill out your organization's information.

Financial Audit Report

Applicants 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 signed by Executive Director, 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.


APPLICATION

On Application Guide Page

- Include Requested Grant Amount (up to \$75,000)
- Click on the **Application Contact Link** and enter the information and submit this Jotform. This will help IHDA to verify your contact information.

<https://form.jotform.com/201596701041144>

**Request for Applications
Community Outreach & Assistance**


**ILLINOIS HOUSING
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Please use this form to input your contact information. This will aid us in responding to your application.

All fields marked with * are required and must be completed.

Today's Date: *
Month - Day - Year

Applicant Name *

Applicant Type *

☐ Housing counseling agency
☐ Community based organization
☐ Non-profit legal assistance group

Funding Amount Requested for this Grant *

Mailing Address *

Street Address

Street Address Line 2 (Suite, Floor, P.O. Box Number, etc.)

City State

Zip Code

Geographies to be covered by this grant –provide target area, neighborhood, or community area names, if possible. If applicable, entire city/county. *


APPLICATION



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On Applicant Information Page

- Enter contact information
 - ✓ Make sure to include the # of staff who you plan to work on this program.
 - ✓ Indicate the geographies you plan to serve and identify any particular areas you will focus on. Make sure to include the **zip codes** you plan to cover as IHDA will use zip code information specifically to determine if you plan to serve areas disproportionately impacted by COVID-19. Note that the character limit is 1500 for entering geographies served.



Coronavirus Urgent Remediation Emergency Fund
Request for Applications
Community Outreach and Assistance

APPLICANT INFORMATION

Agency/OrganizationName

Main Office Street Address, Line 1

Street Address, Line 2

City

State

Zip Code

Website

Primary Contact Name

Title

Telephone Number

E-mail Address

Secondary Contact Name

Title

Telephone Number

E-mail Address

How many staff do you anticipate working on this Program?

Geographies to be covered by this grant – provide each zip code that you can cover with this grant. Also, state target area, neighborhood or community area names, if possible. If applicable, entire city/county.

APPLICATION

Question #1

Describe the demographic makeup that the Applicant serves. Describe all the services that the Applicant offers, and the total number of clients served for calendar year 2019.

- Responses are limited to 1500 characters
-

Question #2

Describe the Applicant's previous experience with mortgage and rental assistance programs.

- Responses are limited to 1500 characters

APPLICATION

Question #3

Describe the Applicant's previous experience with client online application portals for any state and federal funding.

- Responses are limited to 1500 characters
-

Question #4

Has the Applicant received any federal funding that may disqualify them from being eligible to assist IHDA with administration of this funding? .

- Select Yes/No
- If Yes, please include funding source.
- Note that receipt of Paycheck Protection Program funds **does not** disqualify applicants from receiving funds under this program.

APPLICATION

Question #5

Check all the functions that the Applicant is currently able to do:

- a. Conduct virtual client intake
- b. Conduct telephone intake
- c. Has a client management system in use
- d. Track and report on client level and aggregate data
- e. Scan documents

Question #6

Check all the languages spoken.

6. Check all the languages spoken.

English	<input type="checkbox"/>	Spanish	<input type="checkbox"/>	Polish	<input type="checkbox"/>	Mandarin	<input type="checkbox"/>	Cantonese	<input type="checkbox"/>
Tagalog	<input type="checkbox"/>	Arabic	<input type="checkbox"/>	Urdu	<input type="checkbox"/>	Korean	<input type="checkbox"/>	Gujarati	<input type="checkbox"/>
Hindi	<input type="checkbox"/>	Russian	<input type="checkbox"/>	German	<input type="checkbox"/>	French	<input type="checkbox"/>	Other	<input type="text"/>

Please include all languages that you are able to provide services and assistance in

APPLICATION

Question #7

Describe your main marketing efforts for your existing programs. How do you anticipate marketing and conducting outreach for this Program?

- Responses are limited to 1500 characters

APPLICATION

Question #8

The EMA and ERA online application portals are expected to go live on August 1, 2020. IHDA will be marketing the Programs in the coming weeks. In the space below, provide an **Action Plan** to quickly begin assisting distressed homeowners and renters in need. In this Action Plan, include readiness timeline, strategy for managing an increase in call volume (and if you are open, walk-ins), strategy for managing intake and triaging as necessary, and strategy for assisting or referring clients to other available resources.

If creating a **mobile and technology network** is needed to execute deliverables under this Program, please include an estimated and detailed budget for i.e. computers, laptops, tablets, and headsets

- Responses are limited to 7500 characters

APPLICATION

Financial Audit Report

Applicants must provide a copy of their most recent independent financial audit.

If a Management Letter was issued, a copy of this letter **must** be attached.

Please also include any Management Response and/or Corrective Action Plan.

The Management Response and/or Corrective Action Plan **must** be on the applicant's letterhead and be signed by either the Executive Director, Chief Executive Officer, or Chief Executive of the applicant.

Note that IHDA reserves the right to use lack of a corrective action or lack of a response to findings to determine funding.



STANDARD REQUIREMENTS & CERTIFICATIONS

STANDARD REQUIREMENTS AND CERTIFICATIONS

Every Partner Agency under the Program will be required to comply with these certifications and requirements as well as any additional certifications or requirements covered in the Program documents:

1. Applicant certifies that all statements herein are true, accurate, and complete;
2. Applicant is an eligible recipient of the Program based on requirements per the application;
3. Applicant is authorized to do business and in good standing in the State of Illinois;
4. Agency offices and services provided will be accessible to people with disabilities;
5. Applicant will not permit any discrimination based on 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;
6. Applicant will ensure expenditures of funding are for eligible uses under the Program;
7. Applicant will maintain records in connection with administration of the Program for five years after the date of termination of the Funding Agreement;
8. Applicant will comply with the terms and conditions of the Program and additional local, state, and federal laws, rules and regulations; including without limitation, compliance with the Illinois Grant Accountability and Transparency Act;
9. Applicant will comply with monitoring and evaluation of the Program in accordance with the Funding Agreement; and
10. Neither the applicant, nor its affiliates or related entities are delinquent in the payment of any debt to the State of Illinois (or if delinquent, has entered into a deferred payment plan to pay any debt).



APPLICATION REQUIREMENTS

- 1.) Completed application

Note: Remember to fill out the Jotform link with your Application Contact information

- 2.) Most recent independent Financial Audit and relevant materials
- 3.) Application **must** be signed. Electronic signatures are accepted. If not able to sign electronically, the signature page can be printed, signed, scanned, and attached as a separate attachment.

E-mail to COAinfo@ihda.org

Name each Document, and electronically submit all documents as PDFs (email attachments cannot exceed 35MB)

No additional documentation will be accepted as part of your application. IHDA will only review information entered in the application, Jotform link, and in the attached audit documents.



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ADDITIONAL RESOURCES



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MORE INFORMATION AND RESOURCES

IHDA's website contains additional information for your reference.

Navigate to the following website for application information:

- <https://www.IHDA.org>
- *Community*
- *Foreclosure Prevention Programs*
- *Coronavirus Urgent Remediation
Emergency Fund*

<https://www.ihda.org/my-community/foreclosure-programs/#collapseOne>

Additional information on the Emergency Mortgage Assistance Program Portal and the Emergency Rental Assistance Program Portal will be updated on IHDA's COVID-19 Housing Resources Information page located here:

- <https://www.IHDA.org>
- *COVID-19 Information*

<https://www.ihda.org/about-ihda/covid-19-housing-resources-information/>

CONTACT INFORMATION

COAinfo@ihda.org

Please address inquiries to the COAinfo@ihda.org account to receive a timely response

Nicki Pecori Fioretti
Director of Community Affairs

312-836-7404
npecorifioretti@ihda.org

Mónica Enríquez
Assistant Director of Community Affairs

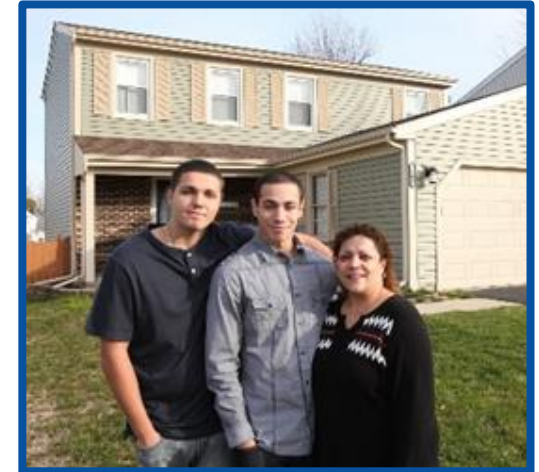
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Marlene Corral
Program Administrator

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mcorral@ihda.org

Evan Ponder
Program Officer

312-836-7341
eponder@ihda.org





*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.*



*Submission deadline is **June 26, 2020 at 3:00pm CDT***

QUESTIONS?

