Single Family Rehabilitation (SFR) Round 3 with Roof Only Option (SFR-R) and Disaster Contingency Award (DCA)
Introduction to the IHDA Community Affairs Team

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Agenda

- Program Summary and Terms of Assistance
- IHDA Resources
- MITAS Review
- Intake and Eligibility Process
- Construction Phase
- Disbursement Document Overview
- Reporting, Work Safe Practices, and Q&A
Section 1: Program Summary and Terms of Assistance
Program Allocation

- $11 million has been allocated to 25 units of local government and community based organizations through the initial SFR Round 3 application process
  - Goal: Rehab 326 homes
  - Round 3 of the SFR program is available statewide
- $1 million remains in reserve for grantee organizations wishing to apply for additional DCA funds.
  - All grantee organizations can apply for a portion of the remaining $1 million for SFR projects, as a result of the Covid-19 state wide disaster proclamation
  - The Community Affairs team will reach out once the application process for the remaining $1 million is open to SFR Round 3 grantees.
Program Summary

- 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.
  
  **Hard costs**
  - Replacement, repairs, health and safety items
  
  **Soft costs**
  - Title, recording fees, termite inspections
  
  **Project delivery fees**
  - These 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 (SFR-R Projects)

Single Family Rehab Program 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 is 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 (SFR-R Projects)

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.

- 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 (DCA Projects)

- New to this round of the program, the Disaster Contingency Award (DCA) component is available to participating grantees in need of additional repair assistance, following a state or federal disaster proclamation.

- Due to the state wide Covid-19 Disaster proclamation, all grantee agencies may apply for the reserve $1 million in DCA funds in the future, when the application process is active.

- DCA program terms will mirror those of SFR

- The Community Affairs Team at IHDA will alert grantee agencies when this application process is available.
Eligible Units

- Funds must be used towards rehabilitation of owner-occupied, one-unit single family homes.
- Households must be at or below 80% AMI
- Properties must be real property in Illinois
- Ownership must be held in fee simple title
- Must be the sole residence of all homeowners
- Property must be clear of all contractor and tax liens
- No reverse mortgages are allowed
Ineligible Units

- No reverse mortgages
- No investment properties
- No properties with a home equity line of credit
- No ownership in trust or under a contract-for-deed
- No properties primarily used for business (more than 50% of the floorspace is used for business)
Section 2: IHDA Resources
Visit the IHDA Website

IHDA Resources

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

- Appendices A-H (Containing all program forms), IHDA Architectural Standards, Acceptable Forms of Verification
- IHDA Property Standards, Program Manual, Income Calculator
- Webinars, Term Sheet, FAQ
Visit the IHDA Website

IHDA Resources

- Single Family Rehabilitation Program (SFR) Round 3 w/Roof Only Option (SFR-R): Manuals and Forms

  SFR Program Manual
  Appendix A - Guidance & Samples
  Appendix B - Checklists
  Appendix C - Application Info & Forms
  Appendix D - Environmental & SHPO
  Appendix E - Accessibility Documents
  Appendix F - Contractor Forms
  Appendix G - Summary Payout and Forms
  Appendix H - MITAS Manual and Forms
  Appendix I - Fillable Note, Mortgage, and Special Notice

IHDA Standards for Architectural Planning and Construction
HUD Handbook - Acceptable Forms of Verification
Revitalization And Repair Programs

IHDA understands that investing in homes and communities across the state is an effective way to combat the ongoing effects of the housing crisis and assist with revitalization efforts. We work with local governments and non-profit organizations to offer programs that address vacant residential properties and the blight that usually follows to benefit communities. We also fund programs that allow homeowners to make necessary repairs and accessibility improvements, allowing residents to stay in their homes while improving the quality of single-family housing and helping to create vibrancy in neighborhoods throughout Illinois.

FAQs

Abandoned Property Program (APP) FAQs
Blight Reduction Program (BRP) FAQs
Housing Accessibility Program (HAP) FAQs
Single-Family Rehabilitation (SFR) Program FAQs

Note to reader: This is a partial list of program requirements and is meant to serve as a general guide. This FAQ may be updated from time to time. Please check back.
Section 3:
MITAS Review
MITAS SYSTEM ADMINISTRATOR ASSIGNMENT

Designate your MITAS Administrator (up to 3)

- Fill out MITAS System Administrator form and email to TFSFR3info@ihda.org to request a user name and password
- The MITAS System Administrator form can be found in Appendix H
USER NAME AND PASSWORD ASSIGNMENT

• 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’
Section 4: Intake and Eligibility Process
Pre-Approval Checklist

Trust Fund Single Family Rehab Program (SFR) with Roof Only Option and Disaster Contingency Award

PRE-APPROVAL REQUEST CHECKLIST

Grantee: ____________________________ STF#: ____________________________

Prepared By: ____________________________ Phone: ____________________________ Email: ____________________________

Date: ____________________________ Proposed Start Date: ____________________________ Property Value: ____________________________

Name of Applicant: ____________________________

Mental Status: [ ] Single (never married) [ ] Married [ ] Divorced [ ] Widowed

City: ____________________________ Illinois Zip Code: ____________________________ County: ____________________________

Property Address: ____________________________

[ ] Roof Only (max $16,500) [ ] Full SFR (max $45,000)

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
[ ] FIRMs
[ ] Mine Proximity Map
[ ] Copy of Homeowners Insurance (listing "Illinois Housing Development Authority" 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

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

Appendices

Please visit our website www.ihda.org to access webinars, FAQ, and forms. Click on the tabs “Community”, then “Revitalization and Repair Programs” to access the forms listed below:

Appendix B--Checklists
- Sample File Checklist
- Pre-approval Request Checklist
- Partial Payout Request Checklist
- Final Payout Request Checklist

Indicates which documents are to be sent to IHDA and which are to be kept in the applicant’s file:
- Homeowner Eligibility Documents
- Loan Settlement
- Construction
- Close-Out Documentation
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: SER - 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

ed 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 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:
ed 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 appro

Date Requested:
Due Date:
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.
COMMUNITY AFFAIRS 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 is based on IHDA’s 2020 income limits.

- The Community Affairs Calculator, Income Limits, and User Guide will be found under “Appendix C” on IHDA’s SFR page at: http://www.ihda.org/my-community/revitalization-programs/
COMMUNITY AFFAIRS 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
Navegate through this form’s tabs, completing all relevant areas based on applicable. Complete one tab (Per Member AMI) per member or household member. Remember all necessary documents and signatures are required. If you need to report income or assistance for more than 6 household members, contact IHDA’s Community Affairs Department. After completing income, complete the Adjusted Income tab, and verify the household’s income eligibility on the Eligibility + Signature tab. After verifying all necessary signatures, return the completed form and all accompanying documents to the corresponding Team/Field Program at IHDA’s Housing Development Authority.

INCOME LIMIT INFORMATION

<table>
<thead>
<tr>
<th>County: AMI Limit</th>
<th>Household size</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

AMI Requirements by Program
- Low Income Housing
  - Below 60% AMI
- Moderate Income Housing
  - Below 60% AMI

HOUSEHOLD INFORMATION

<table>
<thead>
<tr>
<th>Total number of household members:</th>
<th>Child Under 18</th>
<th>Student Under 19</th>
<th>Elder or Disabled</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

- (Yes)  
- (No)  
- (Yes)  
- (Yes)  
- (Yes)  
- (Yes)  
- (Yes)  
- (Yes)  
- (Yes)  
- (Yes)  
- (Yes)  
- (Yes)  
- (Yes)  
- (Yes)  
- (Yes)  
- (Yes)  
- (Yes)
### COMMUNITY AFFAIRS INCOME CALCULATOR

**Household Member Page(s)**

Include:

- **Employment**
  - Including annual/hourly wage
  - Hours worked per week
- **Assets**
  - Property and value
  - Investments
- **Other Income**
  - SSI/Veterans benefits/
  - Pension/etc.
# COMMUNITY AFFAIRS INCOME CALCULATOR

## Deduction Page:

<table>
<thead>
<tr>
<th>Description</th>
<th>Formula</th>
<th>Calculation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Household Income</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Total Adjustments</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Adjusted Household Income</td>
<td>$</td>
<td>$</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 62 years or disabled?
  - [Select]
- Unreimbursable medical expenses in the coming year (costs cannot be covered by insurance or other entities):
  - $         | $            |
- Are disability expenses reported?
  - Yes/No
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 are 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:
Proximity to an Underground Mine

- 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:
Insurance

- All insurance documents must list IHDA as “Additional Insured”
- Additional Interest, Additional Mortgagee, etc. is unacceptable
- Must be listed under the full name and address:

  Illinois Housing Development Authority
  111 E. Wacker Dr., Suite 1000
  Chicago, IL 60601
“Before Photos”

- Include photographs in the pre-approval package indicating where rehab will take place.
- Photos must reflect line items in the Cost Estimate and Scope of Work.
- Label pictures for ease of reference.
Title Search

- Submit a title search to indicate the borrowers listed in the pre-approval checklist and income calculator are the only owners of the property

- All owners must live in the home

- Property must be clear of all contractor and tax liens

- If property taxes have been sold to a tax buyer, the property is ineligible

- Properties with open foreclosure cases are ineligible
Uploading Pre-Approval Package

- Save the Pre-Approval Package as one file and upload into MITAS.
  - Pre-Approval Checklist
  - Documents listed on Pre-Approval Checklist

- Notify TFSFR3info@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 additional information for the 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 pre-construction meeting for your project.
Mortgage and Promissory Note Execution

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

- 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, available at the end of construction, will indicate the full dollar amount of the loan (hard costs of project).
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 only (SFR-R) 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 submit 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

Illinois Affordable Housing Trust Fund

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

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 homes. 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 $15,000 for roof 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 ($15,000) 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: __________________________________________

Printed Name: __________________________________________

Printed Name: __________________________________________

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 877-456-3260 or at IHDAfinance@ihda.org

www.IHDA.org
Section 5: Construction Phase
Construction

- Defer to the Single Family Rehabilitation (SFR), Round 3 with Roof Only Option (SFR-R) and Disaster Contingency Award (DCA) Program Manual for rehabilitation requirements for the construction component of SFR

- IHDA Construction Disbursement Templates and IHDA Property Standards are available in the SFR documents on the SFR section of the IHDA website: http://www.ihda.org/my-community/revitalization-programs/

- 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
Lead Testing and Clearance

- Grantees must follow Illinois Lead Prevention Code guidelines when addressing Lead Based Paint:
  - [http://dph.illinois.gov/sites/default/files/77%20IAC%20845.pdf](http://dph.illinois.gov/sites/default/files/77%20IAC%20845.pdf)

- If a Lead Risk assessment is required, it must be done within a year of the start of construction

- Defer to SFR program manual regarding risk assessment and clearance testing
Section 6: Disbursement Document Overview
Partial Payout Checklist:

- Roof Only
- Full SFR
- DCA - Roof Only
- DCA - Full SFR

Final Payout Checklist:

- Roof Only
- Full SFR
- DCA - Roof Only
- DCA - Full SFR

Attached are the following documents:
- Scope of Work Narrative (if different from pre-approval)
- Request for Payment & Certification
- Payroll Request Summary
- Project Delivery Worksheet
- Soft Cost Invoices (back-up documentation)
- Contractor Payment Request
- Contractor Sworn Statement
- Change Order(s)
- Contractor Partial Waiver (including material lien waivers)
- Contractor Partial Waiver (including material lien waivers)
- Pictures of Completed Work
- Special Notice About Your Forgivable Loan (Homeowner retains original document. Grantee retains a copy; IHDA is sent digital copy)
- IHDA Promissory Note
- IHDA Mortgage

Comments: The project switched components: Roof Only to SFR, SFR to Roof Only
Contractor Sworn Statement

- Include an invoice if unable to list items on form.
- There should not be an amount indicated in the Balance to Complete field if you are submitting a final payout request.

<table>
<thead>
<tr>
<th>TABLE AND ADDRESS</th>
<th>CONTRACTOR</th>
<th>AMOUNT OF CONTRACT</th>
<th>AMOUNT OF ORIGINAL CONTRACT</th>
<th>AMOUNT OF PREVIOUS PAYMENT</th>
<th>AMOUNT DUE PAYMENT</th>
<th>TOTAL AMOUNT REQUESTED</th>
<th>TOTAL AMOUNT PAID</th>
<th>TOTAL AMOUNT REMAINING</th>
<th>BALANCE TO COMPLETE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>36,190.00</td>
<td>36,190.00</td>
<td>10,000.00</td>
<td>26,190.00</td>
<td>26,190.00</td>
<td>10,000.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

The above sworn statement should be signed by the owner before the final payment.

<table>
<thead>
<tr>
<th>Product Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>TEAR OFF ROOF AND INSTALL NEW</td>
<td>4,900.00</td>
</tr>
<tr>
<td>REMOVE AND GAP CHIMNEY</td>
<td>500.00</td>
</tr>
<tr>
<td>REPLACE SHED ROOF</td>
<td>5,000.00</td>
</tr>
<tr>
<td>NEW DOOR AND STORM DOOR</td>
<td>900.00</td>
</tr>
<tr>
<td>INSTALL VINYL FLOOR</td>
<td>450.00</td>
</tr>
<tr>
<td>REPLACE DEFECTIVE SUBFLOOR</td>
<td>450.00</td>
</tr>
<tr>
<td>REPLACE UNDERLAYMENT</td>
<td>300.00</td>
</tr>
<tr>
<td>INSTALL NEW SHEETROCK TO WALL</td>
<td>700.00</td>
</tr>
<tr>
<td>SHEETROCK ON CEILING</td>
<td>300.00</td>
</tr>
<tr>
<td>PRIME PAINT WALLS &amp; CEILING</td>
<td>700.00</td>
</tr>
<tr>
<td>INSTALL CABINET WITH LIGHT BAR</td>
<td>450.00</td>
</tr>
<tr>
<td>REPLACE VANITY AND SINK</td>
<td>500.00</td>
</tr>
<tr>
<td>INSTALL RAISED ADA TOILET</td>
<td>500.00</td>
</tr>
<tr>
<td>INSTALL 3 SEATED SHOWER UNIT WITH GRAB BARS</td>
<td>2,100.00</td>
</tr>
<tr>
<td>INSTALL BATH FAUCET WITH LIGHT</td>
<td>500.00</td>
</tr>
<tr>
<td>INSTALL VINYL PLANK FLOORING</td>
<td>1,200.00</td>
</tr>
<tr>
<td>INSTALL BEAM ON PIER</td>
<td>200.00</td>
</tr>
<tr>
<td>REPLACE FRAMING AND SUBFLOOR</td>
<td>600.00</td>
</tr>
<tr>
<td>INSTALL UNDERLAYMENT 189 SF</td>
<td>300.00</td>
</tr>
<tr>
<td>INSTALL KITCHEN SINK AND FAUCET</td>
<td>500.00</td>
</tr>
<tr>
<td>OR INSTALL VINYL FLOORING</td>
<td>700.00</td>
</tr>
<tr>
<td>REPLACE DEFECTIVE SUBFLOOR</td>
<td>800.00</td>
</tr>
<tr>
<td>REPLACE UNDERLAYMENT</td>
<td>500.00</td>
</tr>
<tr>
<td>INSTALL WATER LINES</td>
<td>1,200.00</td>
</tr>
<tr>
<td>INSTALL ORGANIC WASTE VENT LINES</td>
<td>2,000.00</td>
</tr>
<tr>
<td>INSTALL 700 AMP SERVICE</td>
<td>1,200.00</td>
</tr>
<tr>
<td>REWIRE ENTIRE HOUSE</td>
<td>2,800.00</td>
</tr>
<tr>
<td>INSTALL ENTRY LIGHT FIXTURE 2 EA</td>
<td>400.00</td>
</tr>
<tr>
<td>INSTALL SMOKE DETECTOR 4EA</td>
<td>500.00</td>
</tr>
<tr>
<td>FOYER INSTALL VINYL FLOOR</td>
<td>200.00</td>
</tr>
<tr>
<td>INSTALL CEILING LIGHTS</td>
<td>500.00</td>
</tr>
<tr>
<td>INSTALL COUNTERTOP</td>
<td>700.00</td>
</tr>
</tbody>
</table>

TOTAL $36,190.00
Contractor Lien Waiver

- Lien Waiver for each contractor listed on Sworn Statement (general contractor and all sub contractors)
- Contractor’s name must be included in Contractor’s Affidavit Section
- Partial Lien Waivers must be submitted for Partial Payout Requests
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 to 15% of the hard and soft costs

- Your project delivery worksheet needs to reflect the actual hourly wage for staff and the actual hours worked on the project.

- Do not back into the 15% maximum allowable limit, list the actual time you’ve worked on a project. (In most cases, the amount of time you’ve spent working on a project will not be exactly 15% of hard and soft costs; you should report the actual time spent.)
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 Final Loan Amount will reflect the Contract Amount, which is the equivalent of all hard costs associated with the project.
Select one of the following three check boxes, depending on the date the home was built and whether or not the home will need to pass a clearance test:

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

2) I hereby certify that this home was built before 1978 and a lead risk assessment was done on. 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 after construction was completed.

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

See the chart below for requirements regarding how to address lead based paint:

<table>
<thead>
<tr>
<th></th>
<th>SFR Project</th>
<th>SFR-R Project</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre 1978</td>
<td>Risk assessment of the entire home is needed for every project.</td>
<td>Risk Assessment is needed for every project. Only the roof and affected areas need to be tested.</td>
</tr>
<tr>
<td>After 1978</td>
<td>No lead assessment is required, unless grantee determines otherwise.</td>
<td>No lead assessment is required, unless grantee determines otherwise.</td>
</tr>
</tbody>
</table>
“After” Photos

- All significant work done on the home must be captured in the photos you submit with your Disbursement Package
- Any construction items mentioned in the Scope of Work must have accompanying photographs
- 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 as a single PDF file:
  - One Partial Disbursement Checklist
  - One Final Disbursement Checklist
  - Upload documents listed on Disbursement Checklist in order

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

- Notify TFSFR3info@ihda.org when your Disbursement Package has been uploaded for review
Uploading a Disbursement Package

- MITAS will allow you to upload only one Pre-approval Package and one Disbursement Package per project. Email TFSFR3info@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.
Section 7: Reporting, Work Safe Practices, and Q&A
Reporting

• Quarterly Reports—Due by the 15\textsuperscript{th} after quarter end
• Quarterly Status Report document found in Appendix G
• 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: TFSFR3info@ihda.org

Illinois Housing Development Authority
Community Affairs Dept.
Suite 1000
111 E. Wacker Dr.
Chicago, IL  60601
Work Safe Practices – Covid 19

Defer to state issued guidance at:
- https://coronavirus.illinois.gov/s/prevention-at-work

IHDA Recommendations:

- Obtain written consent of the homeowner prior to commencing any work.

- Stagger shifts, use of face coverings and/or PPE, proper social distancing and sanitization practices
Questions