

Home Repair and Accessibility Program (HRAP): Application Webinar



The webinar will begin shortly.



The format of this webinar includes speakers, a PowerPoint presentation, and a Q&A session



This session is being recorded, and a link will be provided to all participants. Participants will also receive a copy of the slideshow.



Be sure to check your audio settings to ensure that you will be able to hear the presenters



Please type questions in the Chat panel and address them **To: All Panelists**.

A screenshot of a chat panel interface. It features a dropdown menu at the top with 'To: All Panelists' selected, which is circled in red. Below the dropdown is a text input field with the placeholder text 'Enter chat message here'. A red arrow points to the input field.



The Home Repair and Accessibility Program (HRAP): Application Webinar

August 18, 2022

The Community Affairs Team & Contact Information

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Goals for Today's Webinar

1

Cover HRAP
Program Basics

2

Share
Application
Guidelines

3

Answer
Questions
About the
Application



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HRAP Program Basics



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HRAP Improvements

- ▶ HRAP is a merger of the Single Family Rehabilitation (SFR) Program and the Home Accessibility Program (HAP)
 - ▶ No new funding will be issued under the SFR and HAP programs
- ▶ Key Improvements
 - ▶ Reduce administrative burden for grantees and IHDA
 - ▶ One application, one program manual, one set of forms
 - ▶ Working to simplify and speed up the payout process
 - ▶ Help homeowners more effectively
 - ▶ Per project limits increased
 - ▶ Clearer project level funding structure
 - ▶ Better address the needs of accessibility households
 - ▶ Allow grantees to choose from a menu of options to serve clients



Program Overview

- ▶ HRAP will assist low-income ($\leq 80\%$ AMI) homeowners with needed repairs:
 - ▶ Health, safety, energy efficiency, and accessibility improvements
 - ▶ Not a weatherization program
- ▶ Program Goals
 - ▶ Improve the health and well-being of occupants
 - ▶ Help low-income and disabled or mobility impaired persons remain in their home
 - ▶ Preserve existing affordable housing stock
 - ▶ Provide investment in disadvantaged communities
- ▶ \$16 million in funding available
- ▶ Applicants can request between \$300K - \$950K in funding on their applications
 - ▶ IHDA reserves the right to allocate funds beyond those limits
- ▶ 2-year program term
- ▶ Reimbursement Program: IHDA reimburses the grantees as funds are spent on a per project basis
 - ▶ Grantee submits each project for pre-approval before construction
 - ▶ Grantee submits second package for payout on the project



Project Types & Per Project Funding Structure

Budget Source	Full Rehab	Accessibility	Roof Only
Construction Costs Max (Hard & Soft Costs)	\$ 45,000	\$ 45,000	\$ 21,500
Project Delivery (PD) Max	\$ 6,750	\$ 6,750	\$ 3,225
Max Spend Per House = Construction Costs + PD	\$ 51,750	\$ 51,750	\$ 24,725
PD Rule	15% of Hard & Soft Costs	15% of Hard & Soft Costs	15% of Hard & Soft Costs
Rehab Scope of Work:	Remove health and safety hazards. Necessary home repairs. May also include some accessibility improvements.	Accessibility Improvements and remove health and safety hazards. Necessary home repairs.	Roof, Soffit, Fascia, Gutters, Downspouts.
Additional Considerations		30% of construction costs must be utilized for accessibility improvements; Resident who is disabled or mobility impaired	Homes must have no other significant health and safety issues in order to qualify for this component.
Forgivable Loan Affordability Period	5 Years	5 Years	3 Years

HRAP Per Project Funding Structure Compared to SFR & HAP

Budget Source	Accessibility		Full Rehab		Roof Only	
	HAP (Prior Program)	HRAP	SFR (Prior Program)	HRAP	SFR-R (Prior Program)	HRAP
Construction Costs Max (Hard & Soft Costs)	\$ 21,700	\$ 45,000	\$ 39,100	\$ 45,000	\$ 13,000	\$ 21,500
Project Delivery (PD) Max	\$ 3,255	\$ 6,750	\$ 5,865	\$ 6,750	\$ 1,950	\$ 3,225
Max Spend Per House = Construction Costs + PD	\$ 25,000	\$ 51,750	\$ 45,000	\$ 51,750	\$ 16,500	\$ 24,725
PD Rule	15% of Hard and Soft Costs		15% of Hard and Soft Costs		15% of Hard and Soft Costs	

► Highlights

- Per project max increased for Construction Costs and PD for all project types
 - Accessibility projects can now more easily address all a homeowner's needs, not just accessibility
 - Responding to rising materials costs
- Clearer budget amounts for construction

Grantee Performance Benchmarks

Timeframe			Benchmark: Percent Disbursed	Notes
Year 1	Q1	Feb-April		
	Q2	May-July	10%	
	Q3	Aug-Oct		
				*Less than 20% IHDA reserves the right to de-obligate funds; *High performers may be eligible for a bonus; subject to available funds.
	Q4	Nov-Jan	30%	
Year 2				
	Q1	Feb-April		
	Q2	May-July	50%	
	Q3	Aug-Oct		
	Q4	Nov-Jan	85%+	



Client & Property Eligibility

- ▶ Full Rehab and Roof Only projects: Must be an existing residential one unit single-family property that is:
 - ▶ independent, privately owned, and non-institutional
 - ▶ used as the owner's **sole residence**
 - ▶ not an income property
- ▶ Accessibility projects: must be an existing residential property that is rental or owner-occupied and:
 - ▶ Have a documented need for accessibility modifications.
 - ▶ The owner or the owner's tenant must be a senior citizen with a physical limitation, or a resident within the home must be a disabled person (with a physical or mental impairment).
- ▶ All Properties must be held in fee simple title, clear of all contractor and tax liens
- ▶ All program participants must have household incomes not exceeding 80% AMI, based on family size
 - ▶ Preference must be given to households at or below 50% AMI



Other Requirements

- ▶ Service Area: All work must be performed within the grantee's selected service area (up to 5 counties)
- ▶ Target Area: Grantees should strive to expend 70% of funding within the target area, as a goal
- ▶ In addition to accessibility improvements, any immediate risks to the health and safety of the occupants must be prioritized
- ▶ Rehabilitation work must comply with all local code, permitting, and inspection requirements.
- ▶ Rehabilitation work must meet [IHDA Property Standards](#).
- ▶ Lead Requirements will remain similar to SFR and HAP: must follow IDPH guidelines
 - ▶ Cannot presume lead in homes built prior to 1978, a lead risk assessment will be needed
- ▶ All properties must also be reviewed and approved by the State Historical Preservation Office (SHPO) or by a Certified Local Government (CLG) prior to work.
 - ▶ New expedited review process implemented with SHPO
- ▶ Project delivery: Up to 15% of hard and soft construction costs for each property may be paid to the grantee for direct project related costs, including but not limited to, intake and income verification, cost estimates, work write-ups, inspections, and permits.
- ▶ Administrative costs: Up to 5% of the total grant award is available to cover grantee administrative costs related to general management, oversight, and coordination, including staff and overhead.
 - ▶ Per project cost limits do not include administrative funding

Application



Application Requirements & Scoring

- ▶ Completed applications and all required documents must be submitted through the [web application](#)
- ▶ Name all attachments as stated in the application
- ▶ **Submission Deadline: Thursday, September 8th, 2022, by 3 pm CST**

Category	Maximum Points
Organization and Team Capacity	35
Workplan, Budget and Cost Control	25
Program Impact	10
Program Need and Demand	15
Readiness to Proceed	15
Total	100

Scoring: Organization & Team Capacity (35 Points)

- ▶ Points will be awarded for applicants that:
 - ▶ Demonstrate successful previous management of a housing rehabilitation grant/program
 - ▶ Clearly show a staff is in place to effectively administer and oversee the program
 - ▶ Provide staff resumes demonstrating relevant experience



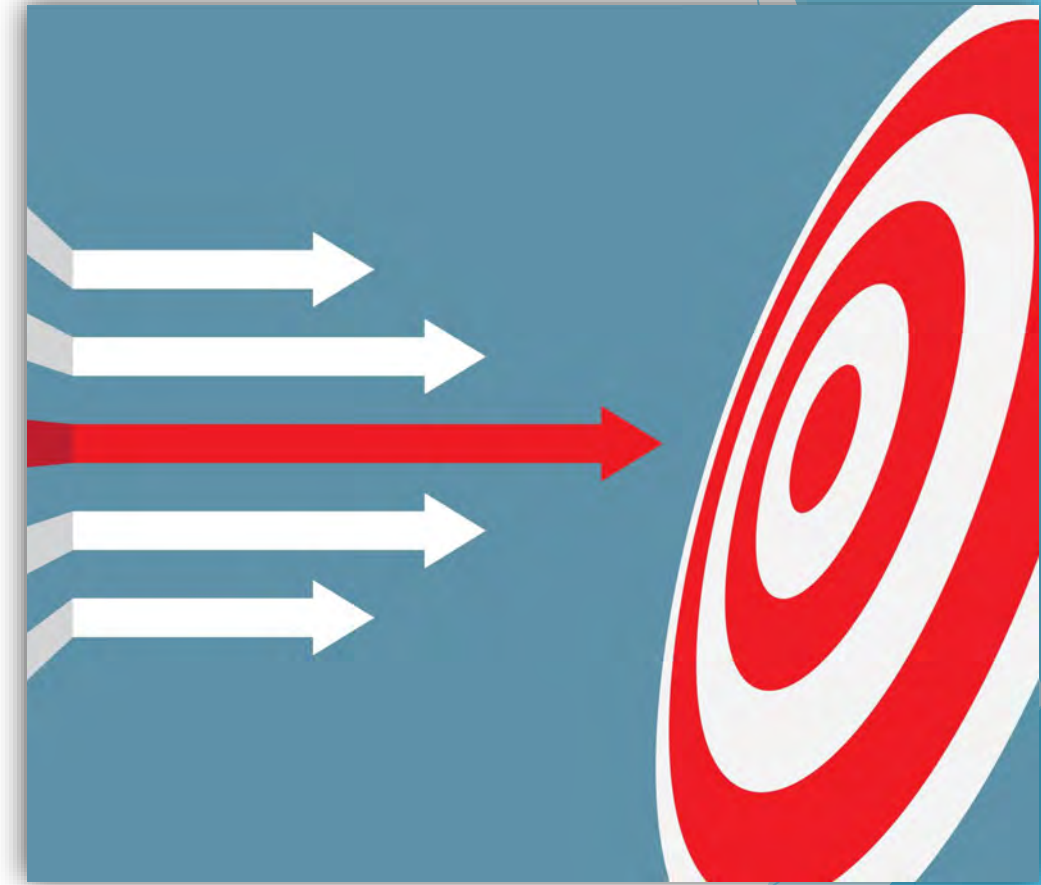
Scoring: Workplan, Budget and Cost Control (25 Points)

- ▶ Points will be awarded for applicants that:
 - ▶ Commit to completing both Accessibility projects and Full Rehab projects
 - ▶ Applicants that commit to completing both project types may be eligible for a larger award
 - ▶ IHDA's goal is to preserve the accessibility side of the program
 - ▶ Target the areas of greatest need through their selected target area
 - ▶ High Revitalization Impact Areas, Poverty Levels
 - ▶ Include a cost-effective, reasonable budget estimate in the application
 - ▶ Include a detailed explanation of their process for ensuring the reasonableness of all costs associated with reimbursable activities
 - ▶ Demonstrate a systematic, well- documented approach to ensuring reasonable costs



Scoring: Program Impact (10 Points)

- ▶ Points will be awarded for applicants that:
 - ▶ Provide a compelling narrative detailing how the grant will impact low-income households and the community being targeted



Scoring: Program Need & Demand (15 Points)

- ▶ Points will be awarded for applicants that:
 - ▶ Evidence both need and demand for the program
 - ▶ Attach letters of community/ stakeholder support
 - ▶ Provide evidence of community input and a third party study, if applicable
 - ▶ Include a waiting list for current rehab programming

Scoring: Readiness to Proceed (15 Points)

- ▶ Points will be awarded for applicants that have systems in place to:
 - ▶ Market the program and select income-eligible applicants to participate in the program
 - ▶ Recruit/maintain a contractor pool to participate in the program, including lead-based paint contractors and licensed roof contractors.
 - ▶ Provide construction management to bid, oversee, and inspect rehabilitation projects



Tips: Organization and Team Experience Workbook

- ▶ If using a third party administrator, submit a Housing Rehabilitation Programs Experience Chart for that entity as well
 - ▶ Tab 1, which listing the rehab grants
- ▶ Program Staff Experience chart: An individual may fill more than one role
 - ▶ Tab 2, which lists staff positions

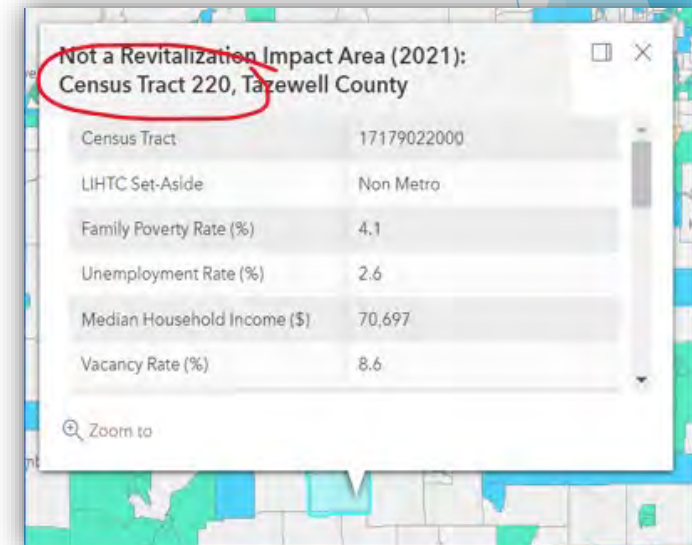
Program Staff Experience

Fill out this chart indicating which individuals in your organization will be responsible for filling the HRAP related positions listed below. If a third party administrator will be filling the role, list the information of the staff member at that organization that will fill the role. In some cases one person may fill more than one role. ****Note: If awarded funding, we may ask for copies of any licenses listed in column I.**

HRAP Information		
Position	Position Description	Name
Program Manager/ Grant Manager	Responsible for setting up and running the program, managing program staff, and ensuring the organization meets program goals and requirements.	
Intake Specialist	Responsible for assisting participants in preparing applications, verifying financial information, certifying incomes and conducting eligibility screening.	

Tech Tips: Service Area Data Profile

- ▶ Only fill out yellow shaded cells
- ▶ You may select up to five counties for your service area; however, only select as many as needed
 - ▶ All work performed under the grant must occur in the service area
 - ▶ Grantees should strive to spend 70% of funds within the selected target area, as a goal
- ▶ Use the [link](#) to IHDA's Revitalization Impact Areas map to assist with selecting your target area
 - ▶ Zoom in close on the map to view street names
 - ▶ Click on a tract to obtain the tract number and enter that number into the workbook



Tech Tips: Workplan Excel

- ▶ Work your way sequentially from tabs 1, 2, to 3
- ▶ Fill out yellow cells only
- ▶ Tab 1
 - ▶ Fill out estimated budgets for each project type you plan to complete
 - ▶ Full Rehab
 - ▶ Accessibility
 - ▶ Roof Only
 - ▶ For Accessibility projects, ensure your proposed accessibility spending level meets the minimum level required
 - ▶ We understand that hard construction costs in particular will be an estimate, and will vary based on the needs of a home

Accessibility Projects			
Complete the chart for the average cost per home for the following:	Funding Source		Total
	HRAP	Other Sources	
Soft Construction Costs Sub Total - (A)	\$ 425	\$ -	\$ 425
Title search	\$ 75		\$ 75
Third party Inspection Fees	\$ 100		\$ 100
Recording Fees			\$ -
Lead wipes and lab fees	\$ 150		\$ 150
Temporary Relocation			\$ -
Termite inspection/treatment	\$ 100		\$ 100
Other			\$ -
Hard Construction Costs - (B)	\$ 35,000	\$ 20	\$ 35,020
Minimum			
Accessibility Improvements (Must be at least 30% of HRAP construction costs for these projects)	\$ 11,000		
Other Hard Construction Costs	\$ 24,000		
Total Construction Costs (HRAP Max \$45K) - (C)	\$ 35,425	\$ 20	\$ 35,445
Sum (A+B)			
Required Minimum Accessibility Improvements Spend (30% of Total Construction Costs)	\$ 10,628		
Project Delivery Cost - (D)	\$ 5,314		\$ 5,314
Project Delivery Percent (up to 15% of Construction Costs for HRAP)	15%		
Total Cost per Home	\$ 40,739	\$ 20	\$ 40,759
Sum of (C+D)			

Tech Tips: Workplan Excel

- ▶ Tab 2
 - ▶ Sheet will not calculate correctly unless you fill out the budgets for all project types you are using
 - ▶ If done correctly numbers will appear by (A)
 - ▶ “Spend” down your funding using the Proposed Workplan table
 - ▶ Continue allocating projects in the table until “Unallocated Funding” (B) is less than any of the estimated project amounts (A)
 - ▶ Amounts in the “Total Number of Activities” row (C) represent firm commitments if awarded full funding
 - ▶ If you commit to completing Accessibility projects, we expect you to follow through

Funding Summary and Workplan

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Instructions: After filling out tab 1, enter your requested grant amount and the percent of administrative funding you plan to take. Next use the proposed workplan table below to indicate which project types you plan to complete and for which household income levels.

Grant Funds Summary	
Requested HRAP Grant Amount	\$ 950,000
Admin Funding Percent (5% Max)	4.00%
Admin Funding Amount	\$ 38,000
Funding Available for Projects	\$ 912,000
Allocated Funding	\$ 904,139
Unallocated Funding (Continue allocating units in the workplan table below until this number is lower than the average per project cost for any type of project.)	\$ 7,861

B

←

Per Project Costs	
Anticipated HRAP Costs Per Project: Full Rehab	\$ 39,676
Anticipated HRAP Costs Per Project: Accessibility	\$ 40,739
Anticipated HRAP Costs Per Project: Roof Only	\$ 20,636

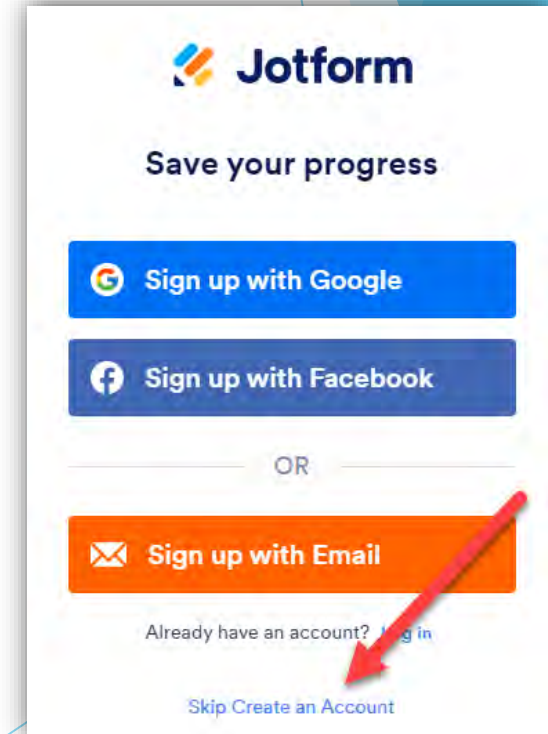
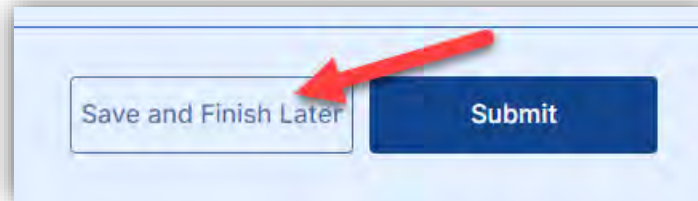
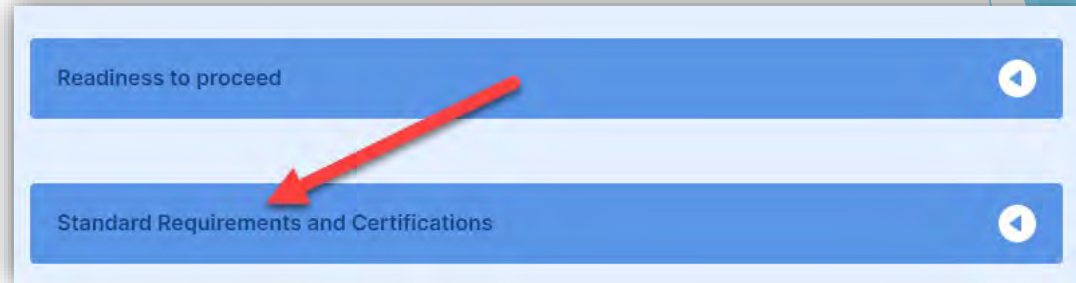
A

Proposed Workplan				
	Number of Full Rehab Projects	Number of Accessibility Projects	Number of Roof Only Projects	Totals
51% - 80% Area Median Income	6	3	0	9
31% - 50% Area Median Income	5	2	3	10
0% - 30% Area Median Income	2	2	2	6
Total Number of Activities (sum from above): *Note: If awarded the full requested funding, the numbers in this row will appear in the grant agreement.	13	7	5	25
Total Cost	\$ 515,788	\$ 285,171	\$ 103,180	\$ 904,139

C

Tech Tips: Save the Application & Finish Later

- ▶ Click on the “Standard Requirements and Certifications” Section at the bottom of the application
- ▶ Click “Save and Finish Later”
- ▶ An account is not necessary
- ▶ Enter the email you would like saved application link to be sent to



Tech Tips: Certification & Adobe Sign

- ▶ Fill out all fields
- ▶ You will be redirected to Adobe to actually sign the document

On behalf of *, I certify that the information contained herein accurately reflects my organization's commitment and ability to participate fully in the Home Repair and Accessibility Program.

Name * Title *
First Name Last Name

Date * 
Date

? Email Address *

 Sign with Adobe Sign

Click here to add your Adobe Signature

Tech Tips: Certification & Adobe Sign

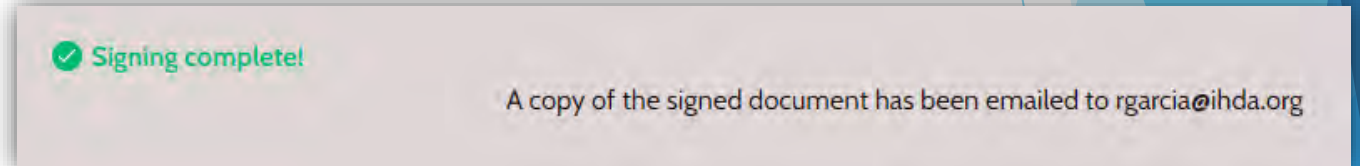
- ▶ Once in Adobe, you will be prompted to add your signature at the end of the document. This signature will be certified by Adobe.
- ▶ Next, you will click the button below to sign. JotForm will replace the signature box with a confirmation of signature. You will also receive a separate email from Adobe with your confirmation.
- ▶ ****NOTE:** After Signing with Adobe, the Application is NOT yet submitted. You must click the submit button back on the Jotform to finish the application**



Date 01/18/2022

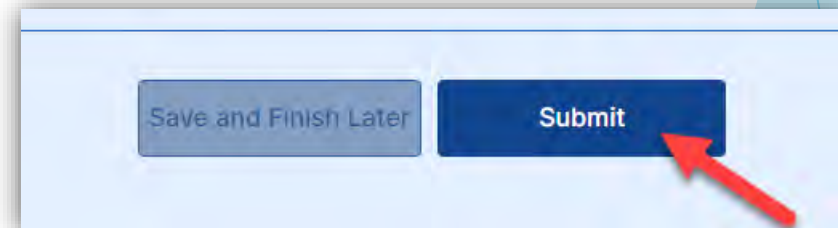
Signature: Click here to sign

Email: rgarcia@ihda.org



✓ Signing complete!

A copy of the signed document has been emailed to rgarcia@ihda.org



Save and Finish Later Submit

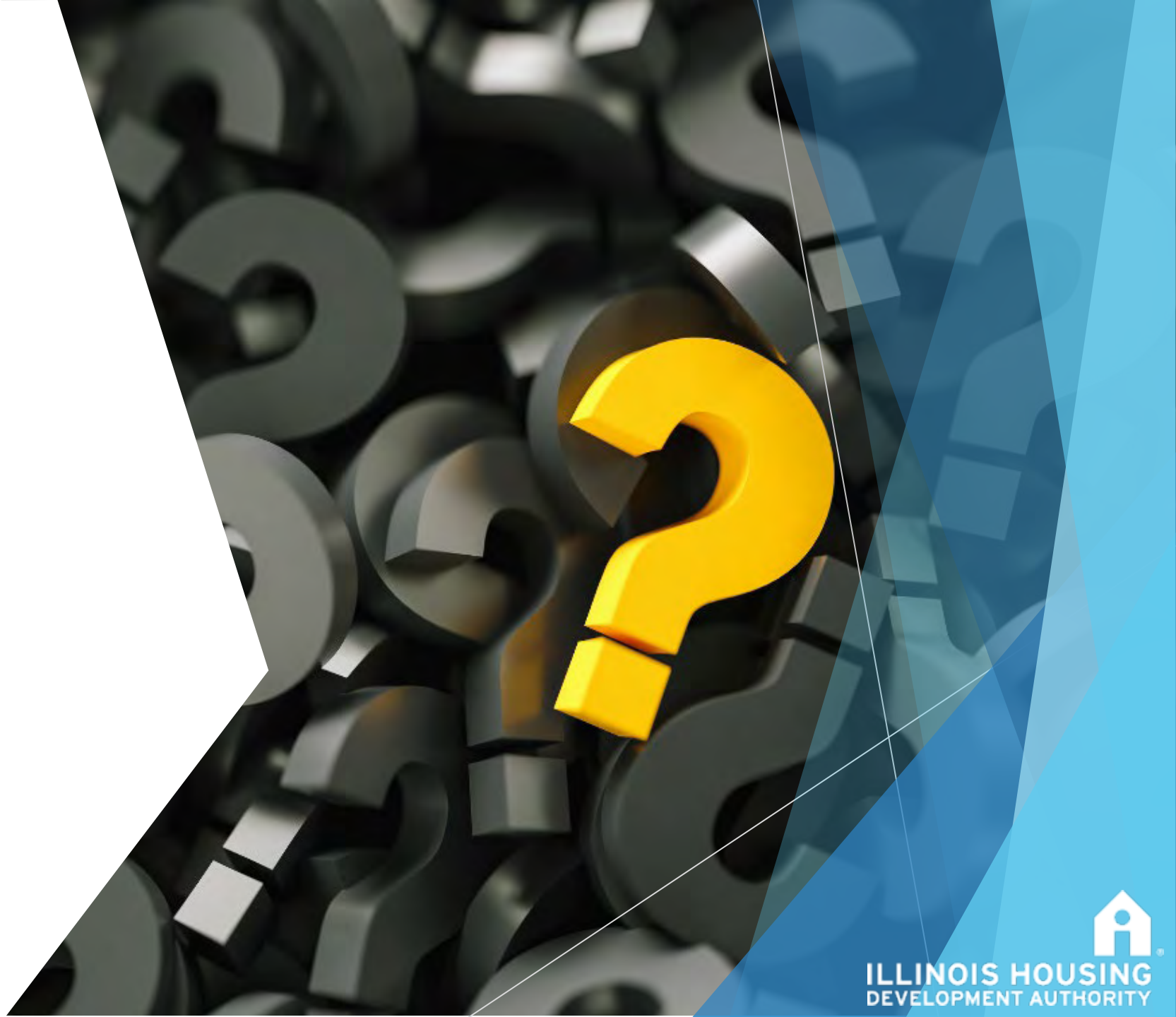
Other Tips

- ▶ Be thorough. Every point counts
- ▶ Tell your story completely
- ▶ Make sure your submission is complete
- ▶ We can score based only on the information provided in the application

Timeline

- ▶ September 8th, 2022, by 3 pm CST: **Submission Deadline**
- ▶ September 2022: Application Review and Scoring
- ▶ October/November 2022: IHDA Internal Approvals Process
- ▶ December 2022: Award/Denial Letters Sent
- ▶ February 2023: Program Starts
- ▶ February 2025: Program Ends

Questions?



Thank you for joining
us today!

Good luck with your
application!

