



Abandoned Residential Property Municipality  
Relief Program (APP), Round 2  
Grant Application

**Due on October 21, 2016 3:00 p.m. CST**

For questions and comments please contact  
[APPinfo@ihda.org](mailto:APPinfo@ihda.org)

# Abandoned Residential Property Municipality Relief Program

## Grant Application

### Applicant Information

**County/Municipality Name** *(You must provide certification of municipality/county status):*

**Main Office Street Address**

**City**

**State**

**Zip Code**

**Website**

**Chief Contact's Name**

**Title**

**Phone Number**

**E-Mail Address**

**Secondary Contact Person**

**Title**

**Phone Number**

**E-Mail Address**

**Check applicable geography:**

Cook County (or municipality within, other than the City of Chicago)

City of Chicago

DuPage, Kane, Lake, McHenry or Will Counties (or municipality within)

All Other Counties (or municipality within)

**Geography to be covered by this grant (towns/villages/zip codes):**

**Requested Grant Amount:**

# **Application Guide**

## **Program Overview**

The Abandoned Residential Property Municipality Relief Fund (“Abandoned Property Program,” “APP,” or the “Program”) was created in 2010 with the passage of the Save Our Neighborhoods Act. Funding for the Program was expanded by subsequent legislation in 2013. Please review the [Program Rules](#) for a complete description of the program guidelines.

## **Purpose of Grant**

The purpose of the Program is to use funding in the Abandoned Residential Property Municipality Relief Fund to make grants to municipalities and counties to assist with costs incurred by that municipality or county for the securing, maintenance, and demolition of abandoned residential property in the jurisdiction, as defined in Section 381.202 of the [Program Rules](#).

## **Eligibility**

Applicants must be a municipality or a county located in the State of Illinois. A county or municipality may join with other counties/municipalities and together submit a single application; however, each county/municipality may only apply once per funding round.

## **Eligible Grant Activities**

Grant funds may be used for securing, maintaining, demolishing, or rehabilitating abandoned homes. The rehabilitation of an abandoned residential property is strictly limited in scope to address exterior building safety concerns such as repairing the roof, windows, doors, masonry, or walkways of an abandoned residential property. A list of specific activities allowed as part of securing, maintaining, and demolishing properties may be found at Abandoned Residential Property Municipality Relief [Program Rules](#).

### **Eligible Properties**

- 1-6 unit residential properties in the State of Illinois
- Properties that meet the definition of “abandoned” per Program Rules
- Manufactured home taxed as real property with a foundation and no hitch or wheels
- Properties may have garages, outbuilding, and/or sheds (demolition/removal of these buildings is an eligible cost if associated residential property meets the definition of “abandoned” per Program Rules)

### **Ineligible Properties**

- Residential properties knowingly occupied by legal or non-legal residents
- Historically registered properties
- Commercial, industrial, or agricultural properties
- Mixed use properties with a residential unit component

It is acceptable to propose future expenses or to submit for reimbursement for previous eligible activities occurring after January 1, 2015, and never billed to a previous round of APP. All program requirements and regulatory compliance, including certifications, must be met to be reimbursed for previous eligible activities. Applicants awarded funds will be required to submit before and after photos.

## **Funding**

Funding for the Program is derived solely from foreclosure filing fees paid by lending institutions and collected by the county clerk in which the foreclosure is filed. The collection of additional filing fees began in June of 2013. Of the total amount received each year:

1. 30% will be granted in Cook County (or municipality within, other than the City of Chicago);
2. 25% will be granted to the City of Chicago;
3. 30% will be granted in the Collar Counties (DuPage, Kane, Lake, McHenry, and Will); and
4. 15% will be granted in other areas of the State not previously defined.

These statutory apportionments are collectively referred to as “geographic set-asides.”

There is expected to be one cycle per year with the option of a future cycle based on applications received and funds available. Based on the amount of funds currently available, IHDA has established a maximum grant amount of \$75,000 per municipality/county. There will be a minimum request requirement of \$20,000 per municipality/county. Awards will be determined based on the amount of funding available in the geographic set-aside, as well as the applicant’s documented need for funding, the capacity of the applicant to undertake the planned activities, the amount of impact to be achieved, cost reasonableness, and readiness to proceed, and as further described in this Application. Applications will be scored and ranked according to the criteria set forth in this Application, and will be funded according to their rank in each geographic set-aside.

An applicant may request a waiver of the maximum grant amount by completing the requested information in this Application. An applicant must illustrate exemplary capacity, need, and impact in order to be considered for such a waiver. IHDA will consider waiver requests on a case-by-case basis, taking into account the amount of funding available in the geographic set-aside, along with the criteria set forth above, to determine whether to grant the waiver<sup>1</sup>. In no case may any grant exceed \$250,000<sup>2</sup> to any grantee within a geographic area outside the City of Chicago<sup>3</sup>.

## **Scoring (100 points total)**

Applications will be ranked against other applications in the geographic set-aside to determine points to be awarded. Answers should fit in the provided space within the application. If there is no answer for an area, please explain why; do not leave it blank.

### **1. Need – maximum 20 points**

- a. Up to ten (10) points may be awarded for applications that provide data requested in this Application under this scoring category on foreclosure activity and abandoned properties.
- b. Up to twenty (20) points may be awarded for applications that provide the information in (a) above and additional detail on the effect abandoned properties have had on the jurisdiction, as further described under this scoring category in this Application. Maximum points will be given to applicants most affected, and that best document it by (1) including the amount of time and resources expended in the previous three fiscal years in maintaining and demolishing abandoned residential properties; (2) demonstrating the financial burden foreclosures and

<sup>1</sup> Nothing contained in this grant application shall prohibit IHDA from considering an application waiver above the \$75,000 limitation if IHDA, in its sole discretion, determines that such increase is necessary to meet the purposes of Section 7.31(a) of the Illinois Housing Development Act and the Program

<sup>2</sup> This is the maximum amount that can be awarded to an applicant receiving a waiver.

<sup>3</sup> The City of Chicago, pursuant to 7.31 (b) of the Illinois Housing Development Act, may apply for 25% of the moneys in the Fund that have been appropriated, subject to the annual receipt of funds.

abandoned properties have placed on the jurisdiction; and (3) identifying specific areas within the jurisdiction most affected by foreclosures and abandoned properties.

**2. Capacity – maximum 20 points**

- a. Up to five (5) points may be awarded to applicants demonstrating previous experience managing grants.
- b. Up to ten (10) points may be awarded to applications that demonstrate successful management of a housing grant/program within the jurisdiction. Housing grants/programs will be interpreted to include any public or private program that improves the condition of housing or housing choice within the jurisdiction.
- c. Up to twenty (20) points may be awarded to applicants that clearly show previous experience managing housing grants/programs and document an active plan to mitigate abandoned properties within the jurisdiction (i.e. maintaining a vacant or abandoned property registry), including demolition of abandoned residential properties, and have a person designated to administer this grant with previous experience managing grants having similar requirements.

**3. Impact – maximum 20 points**

- a. Up to ten (10) points may be awarded to applications that provide a narrative detailing how the grant will be used for eligible uses that have (or has) positively impact(ed) the jurisdiction, along with evidence of other resources utilized for local revitalization to combat the ill effects of foreclosure on the jurisdiction, which may speak to a specific area of that jurisdiction.
- b. Up to twenty (20) points may be awarded to applications that currently have an active revitalization plan underway in the jurisdiction and clearly demonstrate how this grant will impact proposed activities to be carried out under that plan. Consideration will be given to communities that have identified troubled residential properties causing blight in the local community for which there is no cost effective solution other than demolition. Points will be given to applications that focus on specific geographic areas within the jurisdiction, submit current, relevant revitalization plans, and include documentation that such plan has had a demonstrably positive impact on the jurisdiction.

**4. Budget and Cost Reasonableness – maximum 20 points**

- a. Up to ten (10) points may be awarded to applications that include a complete and reasonable budget.
- b. Up to twenty (20) points may be awarded to applications that include a cost-effective, reasonable budget in the application, including a detailed explanation of the process for ensuring the reasonableness of all costs associated with the proposed or reimbursable activities, and documentation of the process used to procure all third-party vendors. Points will be given to applications that demonstrate a systematic, thorough, well-documented approach to ensuring reasonable costs.

## 5. Readiness to Proceed – maximum 20 points

- a. Up to ten (10) points may be awarded to applications that request reimbursement for documented, previously performed eligible activities or demonstrate a reasonable plan for the expeditious completion of proposed activities.
  
- b. Up to twenty (20) points may be awarded to applications that demonstrate a thorough, detailed, and reasonable plan for the expeditious completion of proposed and reimbursable activities. Maximum points will be given to applications that document implementation of revitalization plans that clearly complement this grant, and where specific properties have already been selected.

### Application Fee

IHDA will not charge a fee for processing applications under this Program.

### Application

A completed application must be received by October 21, 2016 at 3:00 p.m. CST. Please direct all questions to [APPinfo@ihda.org](mailto:APPinfo@ihda.org). All copies must be digital; no hard copies will be accepted. All exhibits must be individual attachments. Email one copy of your application to [APPinfo@ihda.org](mailto:APPinfo@ihda.org).

The Illinois Housing Development Authority will be hosting application/technical assistance seminars via webinar. Please visit <https://www.ihda.org/my-community/revitalization-programs/> and look for emails from [APPinfo@ihda.org](mailto:APPinfo@ihda.org) for future information regarding the time and dates of webinars.

### Addendums

- [Program Rules](#)
- [Program FAQ](#)

# GRANT APPLICATION

1. What is the population of your county/municipality (based on the 2010 U.S. Census)?
2. Approximately how many properties are abandoned (as defined by [Program Rules](#)) in your jurisdiction?
3. Please complete the chart below showing the number of homes you plan to address under each of the eligible program uses as shown in the Program Rules:

Eligible Uses	Will you perform an activity under this Eligible Use? (Y/N)	Number of Homes
Extermination of pests or prevention of the ingress of pests:		
Removal of garbage, debris, and graffiti:		
Cutting of neglected weeds or grass:		
Trimming of trees or bushes and removal of nuisance bushes:		
Boarding up, closing off, or locking windows or entrances or otherwise making the interior of a building inaccessible to the general public:		
Surrounding part or all a property with a fence or wall or otherwise making all/part of the property inaccessible to the general public:		
Demolition of abandoned residential property:		
Rehabilitation (strictly limited to address exterior building safety):		
Total Number of Activities (sum from above):		
Total Number of Individual Properties Addressed (removing duplicates):		

*(application continued on the next page)*

**Scoring Category 1: Need** (maximum 20 points)

4. Please prepare a narrative describing how foreclosures have affected your county/municipality. At a minimum, applicants must include documentation of the following information for the jurisdiction which they are applying:

- Relevant foreclosure activity in the jurisdiction (state time period covered and number of foreclosed properties. At minimum, discuss the previous two years. However, if relevant to this grant, the applicant may address a longer time period);
- The number of abandoned properties as of December 2015 (or period referenced above);
- The number of such abandoned properties owned by the jurisdiction or legal entity controlled by the jurisdiction; and
- The amount the jurisdiction has expended on maintaining and demolishing abandoned residential buildings for each of the last three fiscal years.

To better express need, applicants may also include the following information for the jurisdiction which they are applying:

- Increased crime and vandalism surrounding abandoned residential properties in the jurisdiction to be alleviated by this grant;
- Decrease/increase in home values (EAV) year over year;
- Declining property values resulting from proximity to abandoned residential properties;
- Specific areas in your jurisdiction affected most by foreclosures and abandoned properties
- Marked change in enrollment of children in the local public school district (either increased or decreased);
- The financial burden that foreclosures and abandoned properties have placed on the jurisdiction (including other activities defunded, staff layoffs, salary cuts, etc.); and
- Other documentation that illustrates the need for this grant.

**Scoring Category 2: Capacity** (maximum 20 points)

5. Please provide a copy of your most recent independent financial audit. If a Management Letter was issued, attach a copy of the Letter. NOTE: Management Response and/or Corrective Action Plan MUST be on Applicant’s letterhead and be signed by the Chief Executive Officer, President, or Executive Director. IHDA reserves the right to use lack of corrective action or findings to determine funding. Please summarize all findings included in the audit and their respective solutions (list page numbers for reference):

6. What department in the jurisdiction will administer this program?

7. List the staff person(s) that will be responsible for the administration of this grant and detail their experience with similar grants:

8. Complete the chart below providing housing-related grants managed by the Applicant during 2014 and 2015:

Grant Name	Source	Amount	Grant Period	Activities Undertaken	Successfully Completed?	Staff Responsible

9. Of the grants listed above, please detail any previous compliance findings/concerns and their solutions:

10. Explain your experience managing grants with required compliance with historical preservation, lead based paint laws, and prevailing wage:

11. Detail any/all housing programs that your jurisdiction has managed since 2014. Specifically reference any activities related to the maintenance or demolition of abandoned properties:

**Scoring Category 3: Impact** (maximum 20 points)

12. Does a revitalization plan currently exist? Detail any active revitalization plans in place to mitigate abandoned properties within your jurisdiction, including demolition of abandoned residential properties and how these funds will benefit that plan and how your plan complements this grant (attach the existing revitalization plan):

13. What other resources will be/are being utilized for the revitalization plan and for what activities? (Consideration will be given to communities that have identified troubled residential properties causing blight in the local community for which there is no cost effective solution other than demolition)

14. Are current efforts producing any positive impact yet? How? If so, please provide quantifiable metrics demonstrating any positive impact:

15. Are there specific neighborhoods you are addressing? Why?

16. Describe how this grant will be targeted to maximize the positive impact:

**Scoring Category 4: Budget and Cost Reasonableness** (maximum 20 points)

17. Please give an estimated budget amount for each of the following eligible activities under this program (Section 381.203 of the [Program Rules](#)):

Eligible Activities	Time Period (MM/DD/YY - MM/DD/YY)	Number of Activities (may be greater than the number of homes listed in #3)	Budget (should match grant amount requested)
Extermination of pests or prevention of the ingress of pests			
Removal of garbage, debris, and graffiti			
Cutting of neglected weeds or grass			
Trimming of trees or bushes and removal of nuisance bushes			
Boarding up, closing off, or locking windows or entrances or otherwise making the interior of a building inaccessible to the general public			
Surrounding part or all a property with a fence or wall or otherwise making all/part of the property inaccessible to the general public			
Demolition of abandoned residential property			
Rehabilitation (strictly limited to address exterior building safety)			
<b>TOTAL</b>			

18. Please describe the specific steps the applicant takes to ensure that costs are reasonable, including, at a minimum, the general process used to maintain cost reasonableness when handling similar projects and planned approach to ensure such reasonableness for this grant:

19. What percentage of the grant does the applicant envision being undertaken by third-party vendors?

 %

20. How will these vendors be procured? If your answer to question 19 was 0% please enter N/A.

**Scoring Category 5: Readiness to Proceed** (maximum 20 points)

21. Provide a narrative detailing the activities to be undertaken with this grant, and a reasonable work plan and timelines of when they will be initiated and completed. Document previously performed eligible activities or demonstrate a reasonable plan or the expeditious completion of proposed activities. If possible, include the number of employees to be performing the work, the hours required for each activity, and any other quantitative measurements that illustrate that this grant will be expended in a timely manner, thereby maximizing the immediate impact.

22. Describe how any previously discussed revitalization plan will contribute to the efficient, efficient use of these grant funds:



## Optional Request to Waive Maximum Grant Amount

Please detail why you are requesting a waiver of the maximum grant amount of \$75,000 (enter N/A if not requesting waiver):

Some questions to consider when determining whether to apply for a waiver may include, without limitation:

- (1) Whether the jurisdiction has exceptional need based on the number of abandoned properties within the jurisdiction or segment of the jurisdiction relative to total housing stock;
- (2) Whether the jurisdiction experienced a dramatically-increased financial burden as a result of the presence of abandoned residential properties within the jurisdiction or segment of the jurisdiction over and above prior years;
- (3) Whether the proposed activities are undertaken in conjunction with a concerted revitalization plan; and
- (4) Whether this grant will provide at least a 1:1 funding leverage evidenced by a commitment letter or other documentation confirming commitment of match funds.

Applicants are expected to provide appropriate supporting documentation in support of the waiver request. IHDA may request additional information of any applicant in reviewing a waiver request. Applications for reimbursement of previously undertaken activities will not be considered for a waiver of the maximum \$75,000 grant amount. In no case may any grant exceed \$250,000<sup>4</sup> to any grantee within a geographic area outside the City of Chicago<sup>5</sup>.

<sup>4</sup> This is the maximum amount that can be awarded to an applicant receiving a waiver.

<sup>5</sup> The City of Chicago, pursuant to Section 7.31 (b) of the Illinois Housing Development Act, may apply for 25% of the moneys in the Fund that have been appropriated, subject to the annual receipt of funds.

## Exhibit Checklist

Applications are submitted electronically as PDF files, no hard copies. Please follow the labeling instructions as instructed below:

- Application  
*(Label: Application for <insert community name>)*
  
- Include a copy of your most recent independent financial audit. If a Management Letter was issued, attach a copy of the Letter. NOTE: Management Response and/or Corrective Action Plan MUST be on Applicant's letterhead and be signed by its Chief Executive Officer, President, or Executive Director.  
*(Label: Financial Audit for <insert community name>)*
  
- Include certification of municipality/county status  
*(Label: Entity Certification for <insert community name>)*
  
- Include any existing revitalization plans  
*(Label: Revitalization Plans for <insert community name>)*
  
- Match commitment letter, if requesting a waiver  
*(Label: Match for <insert community name>)*
  
- Include any other appropriate documents to support your proposal  
*(Label: Other for <insert community name>)*

## Standard Requirements and Certifications

Every grantee under the program will be required to comply with these certifications and requirements:

1. Applicant certifies that all statements herein are true, accurate, and complete;
2. Applicant is an eligible recipient of grant funds based on Section 381.201 of the Program Rules;
3. Applicant will not permit any discrimination on the basis of 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;
4. Applicant will ensure expenditures of grant funds are for eligible uses under the Program;
5. Applicant will maintain records in connection with administration of the Program for five years after the date of termination of the Commitment;
6. Applicant will comply with the terms and conditions of the Program;
7. Applicant will comply with monitoring and evaluation of the Program through the full Commitment period;
8. Applicant will comply with all prevailing wage requirements;
9. Applicant will comply with all federal/state/local laws and regulations, including, but not limited to historical preservation, environmental, demolition, and lead based paint laws; Applicant agrees and acknowledges that it is its responsibility to determine which laws and regulations apply;
10. Applicant certifies that all procurements/vendor contracts comply and will continue to comply with all applicable laws and regulations, including applicable municipal procurement policies and procedures;
11. Applicant certifies all properties assisted with this grant are Abandoned as defined by to Section 381.202 of the Abandoned Residential Property Municipality Relief Fund [Program Rules](#); and
12. Applicant certifies that they have legal authority and rights to complete the demolition for all properties proposed.

On behalf of \_\_\_\_\_, I certify that the information contained herein accurately reflects my jurisdiction's commitment and ability to participate fully in the Abandoned Property Program.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date (MM/DD/YYYY)

\_\_\_\_\_  
Signature of Authorized Official