



## **Now Accepting Requests for Stored Materials as a Result of COVID-19**

May 11, 2020

During the COVID-19 pandemic, the Illinois Housing Development Authority (IHDA) will consider requests for stored materials for projects experiencing impacts to critical timelines caused by challenges related to material deliveries. The consideration is available only for deliverable end products that can be securely stored in an independent warehouse or on-site. The independent warehouse must be under the control of the general contractor or subcontractor, not the manufacturer or fabricator. Products eligible for this request must be purchased outright; it is not available for deposits or raw materials.

If your project has a critical path for delivery that meets the criteria above, contact your field representative to discuss the products you wish to store. Requests must be made by completing the [Stored Materials Request Form](#). IHDA will respond in writing to all requests.

If approved, the following will be required before costs can be placed onto the monthly draw for reimbursement.

1. Architect approved shop submittals.
2. Manufacturer or supplier invoice(s) of product(s).
3. Cancelled check of purchase, clearly showing payee.
4. Material storage location must be acceptable to IHDA. It must be segregated from materials for other projects with security measures such as a secured room or an open area with fencing and locked gates. Acceptable storage locations may include job-site container(s), a facility owned by the general contractor or subcontractor, or a storage unit contracted by the general contractor or subcontractor that allows for the isolation of requested materials.
5. Bill of lading or other evidence acceptable to IHDA showing shipping, insurance and liability information, and the approved destination of the agreed material storage location.
6. Approved Surety bond, or equivalent, to guarantee ownership and to insure against damage incurred while in storage. Submission of an insurance rider denoting actual materials being stored is also required. IHDA and other funders of the project must be named as insured.
7. Photo documentation evidencing quantification of products for both on- and off-site storage.

8. Product warranty extension to a minimum of one year beyond project completion.

Questions about this notice may be sent to [multifamilyfin@ihda.org](mailto:multifamilyfin@ihda.org).

Thank you for your continued partnership