ABANDONED PROPERTY PROGRAM ROUND 5

APPLICATION TUTORIAL WEBINAR

January 14, 2020

Application submission deadline is February 16, 2021 at 3:00pm CST
Awards in Prior Rounds

Round 1 Awards

Counties with Awards

- 1
- 2
- 4
- 7
- 19
Round 2 Awards

Counties with Awards

1
2
3
4
16

Awards in Prior Rounds
Round 3 Awards

- Counties with Awards

- 1
- 2
- 3
- 4
- 16
Round 4 Awards

Counties with Awards

1
2
3
4
18
Awards in Prior Rounds

Awards All Rounds

- Counties with awards to date
- Counties with applications & no awards to date
- Counties with no applications to date
## Impact Prior Rounds

- Round 1 completed July 2016
- Round 2 completed August 2019
- Round 3 completed December 2020
- Round 4 currently underway, approximately 70% completed

<table>
<thead>
<tr>
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<th>Round 1</th>
<th>Round 2</th>
<th>Round 3</th>
<th>Round 4</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong># of Grantees</strong></td>
<td>52</td>
<td>67</td>
<td>59</td>
<td>62</td>
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<tr>
<td><strong>Dollars Allocated</strong></td>
<td>$7.21 million</td>
<td>$9.5 million</td>
<td>$8.48 million</td>
<td>$8.18 million</td>
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<td><strong>Dollars Disbursed</strong></td>
<td>$6.56 million</td>
<td>$8.05 million</td>
<td>$7.35 million</td>
<td>$2.65 million¹</td>
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<tr>
<td><strong>Properties Impacted</strong></td>
<td>2,484</td>
<td>1,778</td>
<td>2,064</td>
<td>930</td>
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</table>

1 – Figure reflects approved R4 submissions as of December 31, 2020
ABANDONED PROPERTY PROGRAM BACKGROUND
ABANDONED PROPERTY PROGRAM BACKGROUND

- Section 7.19 and Section 7.31 of the IHDA Act designates IHDA the administrator of the Abandoned Residential Property Municipality Relief Program (APP) to provide funds to municipalities and counties for the maintenance and demolition of abandoned properties within their jurisdiction.

- Effective June 1, 2013, the plaintiff shall pay the Clerk of the County Court a $500, $250, or $50 filing fee to file a residential foreclosure complaint.

- Fees collected are deposited into the Abandoned Residential Property fund.

- Reimbursement program.
ELIGIBLE APPLICANTS

- Eligible Applicants for the Program must be either:
  - A Municipality
  - A County
  - A Land Bank

- 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 USES OF YOUR AWARD
ELIGIBLE USES OF FUNDS

- Cutting of neglected weeds/grass
- Trimming/removal of trees/bushes
- Extermination of pests
- Prevention of ingress of pests
- Boarding up, closing off, or locking of windows or entrances
- Removal of garbage, debris, graffiti
- Surrounding building with fence/wall to make property inaccessible to general public
- Rehabilitation of abandoned residential property
- Demolition of abandoned residential property

Legal/attorney fees, administrative fees, liens, fines, citations, and property purchases are ineligible uses
ELIGIBLE UNITS

Funds can be used towards qualifying and unoccupied 1-6 unit residential properties.

**Commercial properties are not eligible under this Program**
**Mixed-use properties are not eligible under this Program**
**See Program Rules and FAQ for details on property eligibility**
FILING YOUR APPLICATION
APPLICATION

https://df7qosnywqs6g.cloudfront.net/wp-content/uploads/2021/01/APP-R5-Application-FINAL.pdf

- Review the application in its entirety before completing your submission

- Overview:
  - Maximum grant amount per application:
    - City of Chicago: 25% of appropriation
    - Cook County: $250,000
    - Collar Counties: $250,000
    - Other Areas of the State: $75,000 (up to $150,000 with waiver)
  - Minimum ask of $20,000

Please note that there is a waiver option in this application round for applicants in the Other Areas of the State Set-Aside
APPLICATION – APPLICANT INFORMATION

- Enter contact information
- Make sure to ALSO complete the Application Jotform link included at the top of the page: https://form.jotform.com/203426018698157
- Indicate the relevant set-aside.
- Include specific information about the geographies to be covered by the grant
APPLICATION – JURISDICTIONAL INFORMATION

- Include basic jurisdictional information, to the best of your ability including:
  - Population
  - Number of housing units
  - Number of properties defined as abandoned (please refer to the Program Rules)
  - The number of vacant lots

- For help locating some of this information, IHDA has provided links to data sources

JURISDICTIONAL INFORMATION

Please report the following information for your jurisdiction. Figures should be gathered from the most recent U.S. Census Bureau information when possible (we recommend using the U.S. Census QuickFacts Tool, American Community Survey Estimates, or the IHDA Market Analysis Application). Your application will not be evaluated based on the information reported below. Please contact APPinfo@ihda.org if you need additional support gathering this information.

1. Population of your Jurisdiction
2. Number of properties defined as “Abandoned”
   *As defined by Program Rules
3. Number of Housing Units
4. Number of Vacant Residential Lots
APPLICATION – JURISDICTIONAL INFORMATION

- [https://www.ihda.org/developers/market-research/ihda-market-analysis-application/](https://www.ihda.org/developers/market-research/ihda-market-analysis-application/)

- Web-based tool compiling some census data

- Instructions are available at the link above

IHDA Market Analysis Application (IMAA)

We are excited to introduce you to IMAA, a new tool designed by IHDA’s Strategic Planning and Reporting (SPAR) team that is intended to aid all affordable housing practitioners in analyzing markets and site appropriateness. IMAA provides market-level data aggregated by census tracts that can help with tenant targeting, local coordination, income targeting etc. IMAA can be used to build better and more competitive applications and to better address the underlying housing needs of Illinoisans throughout the state.

The IHDA Market Analysis Application (IMAA) summarizes economic, demographic and housing information based on the market area that a user selects. The data presented in the Market Analysis Application is generally aggregated from publicly available data. Additional market-level access to many of IHDA’s independently published metrics and measurements are also incorporated. In-depth descriptions of these metrics are provided elsewhere on the SPAR maintained Market Analysis link on IHDA.org.

Click on the image below to access the IHDA Market Analysis Application:

You can find a detailed list of instructions on how to use the IMAA tool here.

(We recommend that you set your web browser to 80% when viewing.)
APPLICATION – GRANT REQUEST INFORMATION

- Indicate the grant amount you are requesting

- Maximum grant request for grantees in Set-Asides 2 and 3 is $250,000

- For applicants in Set-Aside 4 the maximum grant amount is $75,000 without a waiver

- With a waiver, which includes match for the amount above $75,000, applications in Set-Aside 4 may request an award up to $150,000

- The waiver request process will be covered in more detail later in the presentation
Complete the chart indicating which eligible activities you plan to undertake, and the number of properties you intend to impact with each activity.

Also indicate the total number of unduplicated properties you intend to impact, if awarded.
APPLICATION SCORING PROCESS

Applications will be ranked against other applications in the geographic set-aside to determine points to be awarded in the following categories:

1. Need  Maximum: 20 points
2. Capacity  Maximum: 20 points
3. Impact  Maximum: 20 points
4. Budget and Cost Reasonableness  Maximum: 20 points
5. Readiness to Proceed  Maximum: 20 points
SCORING CATEGORY 1: NEED (20 POINTS)

- Foreclosure activity and abandoned residential properties
- Time and resources expended on maintaining and demolishing abandoned residential properties
- Financial burden placed on your jurisdiction
- Specific areas within jurisdiction most affected by foreclosures and abandoned properties
- Make sure to reference the data sources used
- Utilize question 13 to clarify any additional information not included in the
**SCORING CATEGORY 2: CAPACITY (20 POINTS)**

- Provide most recent independent financial audit (within two years, if available)
- List staff who will be responsible for the administration and indicate previous experience managing grants and housing-related programs
- Experience managing housing grant or program
- Experience managing compliance with historical preservation, lead-based paint laws, and prevailing wage
**SCORING CATEGORY 2: CAPACITY (20 POINTS)**

- Previous experience managing grants

- In question 19, indicate the Unit of Local Government’s experience managing housing grants and/or programs within the past three years

- Make sure to include all IHDA grants/programs
SCORING CATEGORY 2: CAPACITY (20 POINTS)

- Indicate experience managing compliance with historical preservation, lead-based paint laws, and prevailing wage.

- Utilize question 22 to provide any additional information on your capacity to undertake this grant.
**SCORING CATEGORY 3: IMPACT (20 POINTS)**

- Existing or planned local revitalization efforts (include copies of any plans, ordinances, etc. with application, as applicable)

- In question 30, indicate quantified positive effects of past and current revitalization efforts

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### SCORING CATEGORY 3: IMPACT

**MAXIMUM 20 POINTS**

<table>
<thead>
<tr>
<th>Revitalization Effort</th>
<th>Currently Implemented</th>
<th>If &quot;NO&quot;, Planned?</th>
<th>How will APP funds complement the effort?</th>
</tr>
</thead>
<tbody>
<tr>
<td>24. Local Legislation</td>
<td>□</td>
<td>(Select)</td>
<td>□</td>
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<tr>
<td>25. Vacant Property Registry</td>
<td>□</td>
<td>(Select)</td>
<td>□</td>
</tr>
<tr>
<td>26. Revitalization Plan</td>
<td>□</td>
<td>(Select)</td>
<td>□</td>
</tr>
<tr>
<td>27. Comprehensive Plan</td>
<td>□</td>
<td>(Select)</td>
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<td>28.</td>
<td>□</td>
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<td>29.</td>
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<td>(Select)</td>
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</tbody>
</table>

*Note: Be sure to include the date of the Comprehensive Plan. Plans that are more than 5 years old may result in a point reduction.*

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38. Provide any quantifiable metrics to demonstrate the positive impact(s) that past and current efforts to address revitalization have had in your community. (For example, don’t simply report “we demolished ten vacant and abandoned homes.” Rather, say “As a result of returning a vacant and abandoned homes, we have seen neighboring homeowners make improvements; new development occurring as a result; increases in property values; community gardens,” etc.)
SCORING CATEGORY 3: IMPACT (20 POINTS)

- Quantified positive impacts that you intend to achieve with this grant
- Specific neighborhoods in your community to target with this grant

31. Provide any quantifiable metrics to illustrate the positive impact(s) that you expect or hope to achieve with the assistance of this grant in addressing revitalization in your community.

32. If there are specific neighborhoods in your community that you intend to target with this grant, list them below. Indicate if you intend to work throughout your entire jurisdiction. Provide census tracts if possible.

33. If you listed specific neighborhoods above, provide an explanation as to why you are targeting those areas.
SCORING CATEGORY 4: BUDGET AND COST REASONABLENESS (20 POINTS)

- Complete and reasonable budget
- Third-party vendor and in-house expected costs
SCORING CATEGORY 4: BUDGET AND COST REASONABLENESS (20 POINTS)

- Process used to procure third-party vendors
- Process used for ensuring reasonable costs
SCORING CATEGORY 5: READINESS TO PROCEED (20 POINTS)

- Reasonable plan for expeditious completion of proposed activities

Reimbursement for documented, previously-performed eligible activities will be considered (January 1, 2020 to present)

<table>
<thead>
<tr>
<th>Activity</th>
<th>Date Ready to Perform Activity</th>
<th>Expected Dollars Expended</th>
<th>Number of Properties Affected</th>
<th>Additional Information</th>
</tr>
</thead>
</table>

If you need to report more activities, duplicate this page.

1. Activities include, for example, posting bids, selecting 3rd party contractors, performing eligible activities, submitting proof of payment to IHLDA.

2. Include activities that occurred on or after January 1, 2020.
**SCORING CATEGORY 5: READINESS TO PROCEED (20 POINTS)**

- Properties identified that you either have or intend to perform work on with this grant

- In question 41, please provide any additional information demonstrating your readiness to proceed with this grant

*Reimbursement for documented, previously-performed eligible activities will be considered (January 1, 2020 to present)*

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<table>
<thead>
<tr>
<th>#</th>
<th>Address</th>
<th>Ptn Number</th>
<th>DTY</th>
<th>ZIP Code</th>
<th>Past Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
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41. Please utilize this space to provide us with any additional information regarding your organization’s readiness to proceed in carrying out this grant that you were not already able to describe in the questions above.
Applicants from the Other Areas of the State geographic set-aside can apply for a waiver and request up to $150,000 with additional documentation.

Include a narrative detailing why a waiver is being requested.

Also include a commitment letter as an attachment to your application materials evidencing the match funds. 1:1 match is required for the grant amount requested in excess of $75,000.

Example: If requesting 125,000, an applicant would need to provide evidence of match totaling $50,000.
APPLICATION REQUIREMENTS

1. Completed APP Application
2. Most recent independent financial audit
3. Revitalization plan(s), if applicable
4. Match Commitment Letter, if requesting waiver
5. Any other appropriate document to support your proposal

Name each exhibit as stated in the application, and electronically submit all documents as PDFs contained within a single zipped file to Appinfo@ihda.org
(email attachments cannot exceed 35MB)

Important Note: no .exe or similar extensions on any files or sub-files
Review the Standard Requirements and Certifications

Sign this page electronically and submit as a fillable-form PDF or print, sign, and scan this page if unable to sign electronically. If providing physical signature, the unsigned but otherwise completed application must be submitted in PDF-fillable format.
FREQUENTLY ASKED QUESTIONS
POPULAR FAQ

• How is an Abandoned Property defined under the Program?

Abandoned Residential Property shall mean real estate that:

A. Either:
   1. Is not occupied by any mortgagor or lawful occupant as a principal residence; or
   2. Contains an incomplete structure if the real estate is zoned for residential development, when the structure is empty or otherwise uninhabited and is in need of maintenance, repair or securing.

B. With respect to which, either:
   1. Two or more of the following conditions must be shown to exist in order for a property to be eligible:
      a) construction was initiated and was discontinued prior to completion leaving a building unsuitable for occupancy, and no construction has taken place in 6 months;
      b) multiple windows on the property are boarded up, closed off or smashed through, broken off or unhinged, or multiple window panes are broken and unrepaired;
      c) doors on the property are smashed through, broken off, unhinged, or continuously unlocked;
      d) the property has been stripped of copper or other materials, or interior fixtures to the property have been removed;
      e) gas, electric or water services to the entire property have been terminated;
      f) one or more written statements of the mortgagor or the mortgagor’s personal representative or assigns, including documents of conveyance, indicate a clear intent to abandon the property;
      g) law enforcement officials have received at least one report of trespassing or vandalism or other illegal acts being committed at the property in the last 6 months;
      h) the property has been declared unfit for occupancy and ordered to remain vacant and unoccupied under an order issued by a municipality or county authority or a court of competent jurisdiction;
      i) the local police, fire or code enforcement authority has requested the owner or other interested or authorized party to secure or winterize the property due to the local authority declaring the property to be an imminent danger to the health, safety and welfare of the public;
      j) the property is open and unprotected and in reasonable danger of significant damage due to exposure to the elements, vandalism or freezing; or
      k) other evidence indicates a clear intent to abandon the property, or the real estate is zoned for residential development and is a vacant lot that is in need of maintenance, repair, and securing;
   2. The real estate is zoned for residential development and is a vacant lot that is in need of maintenance, repair, and securing.
• If applying for reimbursement for past activities, what type of documentation is required for submittal?
   Invoices, receipts (proof of payment), a report provided on a form supplied by IHDA, and compliance with all certifications are required for reimbursement.

• If the municipality/county has not yet paid for the work completed, can they still be reimbursed?
   No. You must submit proof of payment with your reimbursement request to be paid on all eligible activities.

• If costs are incurred for liens, fines, citations and attorney fees, are applicants allowed to bill those to this program? If they are, do they have to repay IHDA if the lien is lifted or a settlement is made?
   Program funds can be used to reimburse applicants for Eligible Uses, as that term is defined in Section 381.203 of the Rules. Liens, fines, citations and attorney’s fees are not stated Eligible Uses. With respect to the repayment of funds, if a lien is settled or lifted, please refer to the Illinois Municipal Code (65 ILCS5/11/20/15.1 (i-5), which states that all amounts received by the municipality for costs incurred pursuant to this section for which the municipality has been reimbursed under Section 7.31 of the Illinois Housing Development Act shall be remitted to the State Treasurer for deposit into the Abandoned Residential Property Municipality Relief Fund. Applicants should consult with their legal counsel regarding the maintenance of liens. If the municipality has been repaid for a lien that was assisted by APP, then payment shall be remitted to the State Treasurer for deposit into the Abandoned Residential Property Municipality Relief Fund. For further direction please contact appinfo@ihda.org.
• **Can I use city staff to perform activities or do I have to hire third parties?**
  You can use either.

• **Is municipality/county staff time eligible for reimbursement?**
  Administrative staff time is not an eligible use. However, staff time for labor related to the Eligible Uses, such as the person’s time cutting the grass, is eligible. If you are using municipal crews for demo and submitting these costs for reimbursement, you will need to submit a ledger which lists each employee who performed work on the address being submitted for reimbursement, and also shows the hours worked for all employees. You will also need to submit payment verification for this work, such as submitting copies of the pay stubs for these employees which cover the dates under which the work is being charged.

• **Are administrative fees billable?**
  No. Grant funds are for Eligible Uses as defined in Section 381.203 of the Rules.

• **Are municipality/county equipment/materials eligible for reimbursement?**
  No.
• **Does a municipality/county have to be the owner of the abandoned property?**
  Municipalities and counties applying for grant funds must have the legal authority to undertake activities under the program.

• **Are buildings zoned for mixed use eligible?**
  No. Buildings must meet the definition of Abandoned Residential Property in Section 381.202 of the Rules.

• **Does a municipality/county have to go through the condemnation process before using grant funds?**
  Condemnation is not required.

• **Do we have to advertise for bids?**
  While there are no specific requirements for advertising for bids under the Abandoned Property Program, you are required to comply with all applicable laws and regulations, including applicable municipal procurement policies and procedures as certified in your funding application (certification #10).
Is it mandatory to perform asbestos removal on a property?

For any activity undertaken and submitted for reimbursement under your APP award, you must follow all local, county, and state laws that pertain to such activities. When demolishing a property, certified asbestos removal is required in most instances. Please reference your local laws on demolition and abatement.

Asbestos abatement may be an eligible use of Program funds if the asbestos abatement falls under an Eligible Use as defined in Section 381.203 of the Rules. For more information regarding asbestos requirements, see https://www2.illinois.gov/epa/topics/air-quality/asbestos/Pages/default.aspx.

Additionally, a municipality or county must comply with all applicable environmental laws. The Abandoned Property Program was created pursuant to state statute and therefore grant funds under the program are considered state funds, thereby triggering historic preservation and environmental requirements triggered by the activities undertaken. Every property must adhere to the requirements of a Historic Preservation review through the Illinois Historic Preservation Agency (see https://www2.illinois.gov/dnrhistoric/Preserve/Pages/Resource-Protection.aspx).
ADDITIONAL RESOURCES
MORE INFORMATION AND RESOURCES

IHDA’s website contains additional guides, FAQs, and presentations for your reference. Navigate to the following website:

→ https://www.IHDA.org
→ Community
→ Revitalization and Repair Programs
→ Abandoned Property Program (APP)
CONTACT INFORMATION

APPinfo@ihda.org

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APPLICATION JOTFORM LINK UPDATES

Make sure to complete the Application jotform link

https://form.jotform.com/203426018698157

ABANDONED RESIDENTIAL PROPERTY MUNICIPALITY RELIEF PROGRAM
ROUND 5 GRANT APPLICATION

APPLICANT INFORMATION

Applicants must also complete the ARP Round 5 Applicant Contact Information Jotform, available here:

https://form.jotform.com/203426018698157

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

Main Office Street Address, Line 1

City

State

Zip Code

Street Address, Line 2

County
Please zip all of your application materials and send all files in a single attached zipped folder. All applications and their accompanying materials should be submitted within a single email. After IHDA has received your application, you will receive a confirmation of receipt in response – ensure that you receive this confirmation, and that there were no errors in transmission.

Application due on or before February 16, 2021 at 3:00pm CST

QUESTIONS?