Home Accessibility Program (HAP)
Round 3

Application Webinar

January 20th, 2021
Introduction to the IHDA Community Affairs Team

Lukas Johnson
312-836-5208
Ljohnson@IHDA.ORG

Carmen Williams
312-836-5349
Cwilliams@IHDA.ORG

Marlene Corral
312-836-5315
Mcorral@IHDA.ORG

Monica Enriquez
312-836-7431
Menriquez@IHDA.ORG

Nicki Pecori Fioretti
312-836-7404
NPecoriFioretti@IHDA.ORG

Email Contact:
TFHAP3INFO@IHDA.ORG
Program Summary and Background

- IHDA is a designated administrator of the Affordable Housing Trust Funds pursuant to the Illinois Affordable Housing Act [310 ILCS 65].

- HAP provides funding to units of local government and non-profit organizations to provide home accessibility grants to prevent premature institutionalization of the elderly and persons with disabilities by funding necessary repairs that will allow them to remain in their homes.
Eligible Units

- Funds can be used towards rehabilitation of renter or owner-occupied single family homes.
  
  **Commercial properties are not eligible under this Program**
  **Mixed-use properties are not eligible under this Program**
  **Properties must be real property in the State of Illinois**

- An occupant of the unit must be a senior or disabled.

- Property must be clear of all liens/judgements that would place the property in jeopardy
Program Criteria

- Households needing accessibility modifications could receive up to $25,000 through a 5-year lien, forgiven at 1/60th a month.
  - Main improvement must be for accessibility

- Extended Warranties for accessibility equipment may be included.

- Resident income must not exceed 80% AMI.

- Must meet all state, federal and local laws, as applicable.
Scoring Process

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

- Organization and Applicant Capacity  Maximum: 20 points
- Team Capacity and Experience  Maximum: 30 points
- Program Impact  Maximum: 10 points
- Program Need and Demand  Maximum: 10 points
- Budget and Cost Reasonableness  Maximum: 10 points
- Readiness to Proceed  Maximum: 20 points
Applicant Information

- Applicant Contact Form Link
  - Required as part of application submission
  - Contacts provided will be used for all communication during application review, approval/denial notices, and legal review (if approved)
  - Contacts will receive notices of any upcoming funding opportunities
  - Must included at least two contacts
SCORING CATEGORY 1: ORGANIZATION AND APPLICANT CAPACITY
(MAX 20 POINTS)

Questions 6 - 9:

- Provide your most recent independent audit and address any deficiencies.
- What services does your organization provide to seniors and disabled persons?
- What has your organization achieved in providing affordable housing?
- What other resources aside from rehabilitation does your agency offer?
- Provide your agency’s mission statement
SCORING CATEGORY 1: ORGANIZATION AND APPLICANT CAPACITY (CONT.)

Questions 10-13:

- Have you had staff turnover?
- Experience with HAP?
- Describe your past housing programs.
- Provide a summary of the community impact of the programs you have administered.
Scoring Category 2: Team Capacity and Experience (Max 30 Points)

Questions 14 - 22:
- Address the experience and capacity of all categories listed
- Provide licenses, specific skills, resumes
- Add additional attachments, if needed.

Staff Positions:
- Program Manager
- Grant Manager
- Intake Specialist
- Rehab Specialist
- Property/Construction Inspector
- Environmental Specialist
SCORING CATEGORY 2: TEAM CAPACITY AND EXPERIENCE (CONT.)

- Note: Individual may wear more than one hat, but you must address each category separately.
SCORING CATEGORY 3: PROGRAM IMPACT (MAX 10 POINTS)

Question #20

- Provide community impact, reference data, housing studies, foreclosures
- Provide copy of ConPlan Certificate, if applicable. You can obtain a blank copy through the following link:
- Provide strategic plans, if available
- Be specific, be compelling
- “Tell your story”
SCORING CATEGORY 4: PROGRAM NEED AND DEMAND
(MAX 10 POINTS)

Question #21-22

- Be specific to households in your community
- Supply waiting lists, if available
- Provide community input, evidence of public hearings, letters of support for this application

Provide a narrative about your proposal addressing each of the following issues:

21. Describe the need for homeowner accessibility modifications, and rehabilitation for low-income households in the communities included in your application. Include current documentation that evidences this. Relevant studies may include market studies, case studies, third party studies, etc. Consider availability and condition of housing stock, average costs, income and special needs of participants.

Note: Do not include only raw census data as evidence of need. Successful applicants will demonstrate verifiable need for this program.
SCORING CATEGORY 5: BUDGET AND COST REASONABLENESS (MAX 10 POINTS)

Question #23

* Provide a budget for the project amount you are requesting

Proposed Program Financing Plan:

<table>
<thead>
<tr>
<th>Proposed Program Financing Plan</th>
<th>Trust Fund</th>
<th>Other Sources</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Accessibility</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>b. Other Demos</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>c. Lead-based paint</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>d. Construction contingency</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>e. Construction Total (build)</td>
<td>$ 0.00</td>
<td>$ 0.00</td>
<td>$ 0.00</td>
</tr>
<tr>
<td>f. Title Search</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>g. Third party inspection fees</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>h. Recording Fees</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>i. Lead wires and lab fees</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>j. Relocation</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>k. Terminate Inspection/Repairs</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>l. Other</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>m. Soft Cost Total (hypothetical)</td>
<td>$ 0.00</td>
<td>$ 0.00</td>
<td>$ 0.00</td>
</tr>
<tr>
<td>n. Project Delivery per home</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>o. Total Cost per Home</td>
<td>$ 0.00</td>
<td>$ 0.00</td>
<td>$ 0.00</td>
</tr>
<tr>
<td>p. Projected number of homes</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>q. Total Cost Rehabilitation (p x x)</td>
<td>$ 0.00</td>
<td></td>
<td>$ 0.00</td>
</tr>
<tr>
<td>r. Administrative Fee (7%)</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>s. Total Program Cost – HFA (p x x)</td>
<td>$ 0.00</td>
<td></td>
<td>$ 0.00</td>
</tr>
</tbody>
</table>

* Total program amount shall be equal to $10,000. Total Amount Requested shall be equal to the amount per page 2 in the application.
SCORING CATEGORY 5: BUDGET AND COST REASONABLENESS (CONT.)

Question # 24

- Provide a budget for administrative funds (7% of grant amount)
SCORING CATEGORY 5: BUDGET AND COST REASONABILITY (CONT.)

Question #25

- Explain cost estimating and bidding procedures

Question #26

- How are you determining reasonable third party vendor costs?
**SCORING CATEGORY 6: READINESS TO PROCEED (MAX 15 POINTS)**

Questions 27-34

- Complete a *Participant Selection Plan* and submit with your application.

- Complete all questions in the Readiness to Proceed Section with details and evidence of all procedures.

- Readiness to Proceed includes processes for the following:
  - Intake and Selection of participants
  - Selection and prequalification of certified lead contractors and subcontractors
  - Selection and prequalification of contractors, including roofing contractors
  - Outreach and inclusion of MBE/WBE contractors
  - Construction management procedures (including lead procedures, and monitoring and inspecting work)

  *This section will likely require additional attachments in order to answer fully.*
Application Requirements

- Completed application
- Submit your most recent independent financial audit
- Local elected officials' information
- Revitalization plan(s), if applicable
- 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 zipped file (s) to:

TFHAP3info@ihda.org
(email attachments cannot exceed 35 MB)
(Important Note: no .exe or similar extensions on any files or subfiles)

Applications are due no later than Monday, February 19, 2021, by 3:00pm
Applicant Checklist

- Digital submissions only. No hard copies.
- Submit each file as a separate PDF document.
- Use the naming conventions provided.
- Submit zipped files. No .exe files.
- Attachments 35MB maximum.

EXHIBIT CHECKLIST

Submit your completed application and all supporting attachments to IHDA via email at TPAP3@ihda.org by 2/14/2021.

- All materials must be digital. No hard copies will be accepted.
- Each exhibit must be submitted as an individual PDF document; please follow the naming conventions indicated below.
- Please submit all PDF documents as zipped files; attachments cannot exceed 35MB. Important Note: No .exe files should be included in your submission.

- Application – PDF Format
  Name: HAP 33 Grant Application (insert applicant name)

- Financial Audit with Independent Auditor Report (if applicable, include Management Response and/or Corrective Action Plan)
  Submit for applicant and partner organizations
  Name: Financial Audit for (insert applicant name)

- Organization Narrative (Scoring Category 1)
  Name: Narrative

- Staff Resumes (Scoring Category 2)
  Name: Resumes

- Revitalization Plan, if applicable (Scoring Category 3)
  Name: Revitalization Plan for (insert applicant name)

- Consolidated Plan Certification, if applicable
  Name: Consolidated Plan for (insert applicant name)

- Program Demand Narrative (Scoring Category 4)
  Name: Additional Program Need narrative

- Community Support Narrative and Letters of Support (Scoring Category 4)
  Name: Additional Support Narrative and Letter of support

- Current Waiting List (Scoring Category 4)
  Name: Applicant current waiting list

- Participant Selection Plan (Scoring Category 6)
  Name: Participant Selection Plan for (insert applicant name)

- List of Pre-Qualified Contractors
  Name: Contractor list

- Current Record Retention Policy
  Name: Record Retention Policy
VISIT AND USE OUR WEBSITE

IHDA’s website contains the existing HAP application materials, FAQs, PSP, and program rules and presentations for your reference.

- For Application Materials visit the following link:

  http://www.ihda.org/my-community/revitalization-programs/
Frequently Asked Questions (FAQ)

- Select “FAQs” in the top left portion of the screen to access the HAP FAQ.
Hints

- Be thorough. Every point counts.
- Tell your story completely.
- Make sure submission is complete.
- Review available resources.
- Be sure to submit all documents listed on the Applicant Checklist.
Questions?
Thank you for attending!