



**ILLINOIS HOUSING  
DEVELOPMENT AUTHORITY**  
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# **Foreclosure Prevention Program (FPP) Round 8 and Foreclosure Prevention Program Graduated Fund (FPPG) Round 5**

## **Dual Application Q & A**

Presented by  
Community Affairs  
2/10/2021



# Agenda

- Program Summary
- Applicant Information
- Organization Capacity
- Program Need and Demand
- Proposed Plan
- Team Capacity and Experience
- Exhibit Checklist
- Submission
- Questions



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# Program Summary

The Foreclosure Prevention Program (FPP) and the Foreclosure Prevention Program Graduated Fund (FPPG) are authorized by Section 7.30 and Section 7.30 (b-1) of the Illinois Housing Development Act. Funding comes through plaintiff paid foreclosure filing fees, which goes toward supporting housing counseling activities.

IHDA has combined FPP and FPPG into one funding round. FPP and FPPG are two separate programs, but agencies should treat as one funding source for the purpose of this application. IHDA staff will handle the administrative logistics of each funding source and respective grant internally.



# Applicant Information

- Application 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
- Agency information
  - Include at least 2 contacts
- Number of agency employees
- Number of employees that provide housing counseling services
- CMS information
- Counties and areas served
- HUD and CBO information
- Grant Request





# Organization Capacity

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- #1 – Mission and vision statement/agency goal for the future
    - Detail information for both
  - #2 – Program/grant information
    - List current then past
    - Full name of program/grant
    - Fill out all fields for the program/grant
  - #3 – Indicate any issues with program/grant listed in #2
  - #4 – Current marketing efforts and how they are tracked
    - If not tracked indicate “not tracked”
  - #5 – Indicate how program funds will assist with the efforts listed in #4
  - #6 – Summary of current marketing plan and improvements needed
    - Needed material/methods to improve efforts for more success
    - Plans to achieve improvement





# Organization Capacity

## #7 – Financial Audit

- 7a - Date it was performed
- 7b - Dates/Year(s) covered
- 7c - Corrective Action Plan and/or Management Response page #s
  - N/A if not applicable
- 7d - Summary of finding and/or observations
  - N/A if not applicable

## #8 – Program/grant information

- 8a - Date it was performed
- 8b - Dates/Year(s) covered
- 8c - Corrective Action Plan and/or Management Response page #s
  - N/A if not applicable
- 8d - Summary of findings and/or observations
  - N/A if not applicable



# Program Need and Demand

## #9 – County information, one form per county

- 9a – Data for 2018 and 2019 for each category
  - Check box to acknowledge information is correct
- 9b – Additional information about community
- 9c – Information about figures in #9a
  - N/A if not applicable

## #10 – How has the agency used their services to help with the improvement of foreclosure and unemployment figures in #9?

## #11 – Is there any improvement in county and areas?

- If yes, what improvement and what did agency contribute?
- If no, reasons or challenges.

## #12 – Is there a need for housing counseling?

- If yes, what's the need and agency's solution/plan for funds to address the need?
- If no, why not? How will the grant funds be used?



# Proposed Plan

#13 – Planned housing counseling events/workshops during program term

- Number will be related to the areas covered in the program

#14 – Proposed number of clients to be counseled one-on-one from planned workshops in #13

#15 – Provide the agency's process to obtain successful outcomes related to the areas covered in the program.

#16 – Agency's plan to direct/refer clients to other internal programs and/or external sources

#17 – Timeline for proposed plans related to questions 13-16

- How will success and outcomes be measured?





# Proposed Plan

#18 – Future marketing plans and plan to implement those efforts.

- Why are those necessary?
- Goals that would get accomplished with those efforts?

#19 – Organization’s most significant barrier(s) to providing service to individuals?

- Strategic plan to address the barrier(s)

#20 – Proposed budget

- Read Program Rules to understand what is covered in program
- Include details and time frame entered for each category that has an amount





# Team Capacity and Experience

# 21 – For each counseling service covered in the program, the following must be provided:

- Number of years providing service

#22 – Clients assisted for the last 2 years and last quarter for the areas covered in the program

- Use HUD 9902 to provide numbers

#23 – List of all counselors

- Indicate if HUD certified
- Indicate expiration date for each certification – matched to provided certification
- List languages for that counselor and if new hire, indicate hire month and year



# Team Capacity and Experience

## #24 –Summary of the agency’s HUD certification plan

- How many counselors/staff certified
- Anyone not certified, status of certification such as list of trainings taken, planned courses, and timelines
- Contingency plan if a certified counselors leaves the agency

## #25 –How has Covid-19 affected counseling operations?

- Changes with counseling operations such as process and procedures
- Other changes besides teleconference counseling and webinars



# Exhibit Checklist

- Application – PDF format
  - No question left unanswered or incomplete
- HUD certification – most recent
  - If not within the last 3 years, provide an official letter of explanation
  - 501c3 Tax form, if applicable
- HUD 9902 – must be stamped and dated
  - 2019, 2020 and Q1 2021
  - Use correct fields to answer questions to Client Related Activity
- Counselor resumes – only for counselors listed on question #23
  - Updated with most current role at the agency
  - Duties must indicate counseling
- Current counselor certifications – only for counselors listed on question #23
  - Provide only certificates that confirm certification for financial literacy, foreclosure, pre-purchase, and post-purchase
  - Must have been acquired within the past 36 months
  - HUD certification does not replace certification for individual area





# Exhibit Checklist and Certification

## Page

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- Financial Audit with Independent Auditor Report
  - If applicable, include Management Response and/or Corrective Action Plan
  - If not within the past fiscal year, submit an explanation letter
- HUD Audit with complete Performance Review and Auditor Report
  - If applicable, include Management Response and/or Corrective Action Plan
- Current Agency Work Plan – Updated, signed, and dated within past 2 years
  - Must list all current agency programs and services
  - Provide information on the programs
- Current Record Retention Policy – Updated within the past 2 years
  - Must list all current agency programs and services
- Read all requirements and certifications
  - Enter full name in certification section
  - Enter full name, title, and date in section below
  - Electronic signature or scanned copy with signature (as an attachment)



# Submission

- Each exhibit must be submitted as an individual file
  - Please do not provide all or multiple exhibits in one PDF
  - No .exe or similar extensions on any files or sub-files
  - Each page must face the same upright position within the file
- Label files accordingly, following the naming conventions indicated on the Exhibit checklist
- Confirm required documents are signed and dated accordingly
- Zip the application and all the exhibit documents together to create an application package
  - If the zip document exceeds 35MBs, split the application package into multiple zip documents



# Submission

- Submit the complete application package to IHDA via email to [FPPinfo@ihda.org](mailto:FPPinfo@ihda.org) with subject line as Dual Application (Agency Name)
  - If the application package is split into more than one zip file, submit more than one email but must label each email to reflect multiple submissions (1 of 2, 2 of 2, etc.).
- Digital application submission only, no hard copies will be accepted
- Applications submitted after 3pm on Friday, March 19<sup>th</sup> will not be eligible for review
  - Early submission is recommended















# ZIP document example

Zip Application Package: No more than 35MB (35,000 KB) per zip

 Agency Dual Grant Application Package 1/21/2020 9:57 AM Compressed (zipp... 25,296 KB

Label files accordingly following the naming conventions indicated on the Exhibit Checklist

 1. Dual Grant Application	11/28/2018 5:56 PM	Adobe Acrobat D...	2,886 KB
 2. HUD Certification	11/28/2018 5:57 PM	Adobe Acrobat D...	2,885 KB
 2B. CBO	10/27/2016 4:27 PM	Adobe Acrobat D...	986 KB
 3. 2020 HUD - 9902	11/28/2018 5:58 PM	Adobe Acrobat D...	2,885 KB
 4A. 2019 HUD - 9902	11/28/2018 5:58 PM	Adobe Acrobat D...	2,885 KB
 4B. 2018 HUD - 9902	11/28/2018 5:59 PM	Adobe Acrobat D...	2,885 KB
 5. Counselor Resumes	11/28/2018 5:59 PM	Adobe Acrobat D...	2,885 KB
 6. Counselor Certifications	11/28/2018 6:00 PM	Adobe Acrobat D...	2,885 KB
 7. Financial Audit 9-19	11/28/2018 6:02 PM	Microsoft Word D...	213 KB
 8. HUD Audit 10-19	11/28/2018 6:04 PM	Microsoft Word D...	17 KB
 9. Work Plan	11/28/2018 6:01 PM	Adobe Acrobat D...	2,885 KB
 10. Record Retention Policy	11/28/2018 6:05 PM	Microsoft Word D...	17 KB





# Contacts

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## Program Team

Marlene Corral, Dorothy Peppers, and Noemi Tejeda  
IHDA Community Affairs Program Team

Email: [FPPinfo@ihda.org](mailto:FPPinfo@ihda.org)



# Questions

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# Questions?

