



**ILLINOIS HOUSING
DEVELOPMENT AUTHORITY**

INSTRUCTION MANUAL: COMPLETING A REIMBURSEMENT REQUEST

Strong Communities Program (SCP)

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Chapter 1: Instructions for Completing the Pre-Approval Process Part 1: Property Approval

Strong Communities Program (SCP)

All properties submitted for reimbursement under the Strong Communities Program (APP) must be verified as meeting eligibility requirements per the definition of Abandoned Residential Property included in the Program Manual. These requirements include that each property be zoned as residential, and contains a 1-6 unit building. IHDA must verify a property's eligibility before any payment for work done on a specific property can be approved. This is the first step of the process to begin work on a property.

IHDA will accept a property's most recent assessment as verification of that property's classification as residential, the number of units (if the assessment contains this information) and whether the property contains a residential structure. If necessary, past year assessments can be accepted to confirm that a property meets these requirements, along with an explanation of why a past year assessment is being used, such as that it demonstrates a prior year homestead exemption if the property is currently unclassified or classified as exempt.

Grantees also need to have the Legal Authority to undertake proposed activities. As part of this initial property approval, please provide documentation demonstrating your legal authority. This can either be direct ownership by providing a copy of the deed to the property, legal order allowing activity such as emergency demolition, or other documentation. If you plan to acquire the property, but do not yet have ownership, please indicate this and detail your plan for acquiring the property.

At this time we also request that you provide information about your intended proposed activity on the property.

- Step 1: Access the **SCP Pre-Approval Part 1: Initial Property Pre-Approval Jotform Survey** utilizing the Jotform link provided. This will take you to the online form to use for each individual property you are submitting for part 1 of the property approval process. You will be able to upload documentation requested directly through Jotform. <https://form.jotform.com/210264603389152>
- Step 2: Answer the questions included on the Jotform survey including grantee information, property information, and specific details about your intended project on this property.
- Step 3: As part of the Pre-Approval process you will need to save and include the property's most current assessment information. In order to gather this information, locate your jurisdiction's assessment website (i.e. county assessor, township assessor, etc.), and perform a property search on the property that you are submitting for reimbursement. Many sites offer the ability to search by either property address or PIN.

Once you have located the property, save its most recent assessment as a PDF file. Ensure that the assessment shows the property's classification and unit size. If this information is not present, and no further description is provided, the property will be denied. If the most recent assessment does not include the necessary information, past year information and/or other formal documentation can be accepted to demonstrate eligibility.

Attach the property assessment documentation to the Jotform survey.

- Step 4: Next, respond to the questions regarding legal authority to undertake the proposed activity on the property. If the property is currently under municipal ownership, provide a copy of the Deed, or other ownership document.

If you are undertaking the activity through legal authority other than having direct ownership, please provide a description and documentation demonstrating your legal authority to undertake the activity.

If you intend to acquire the property or achieve the required legal authority but have not yet done so, please include a brief explanation in your jotform submission, including whether you intend to submit expenses related to acquisition for reimbursement.

A copy of the Deed or proof of legal authority if not available at this time, can be submitted in Stage 2 of the pre-approval process.

Step 5: Next, review your responses, make sure you have included responses to all questions and uploaded the relevant documents and submit the **SCP Pre-Approval Part 1: Initial Property Pre-Approval Jotform Survey**.

Step 6: IHDA will provide preliminary property approval to you via email after receiving and reviewing your **SCP Pre-Approval Part 1: Initial Property Pre-Approval Jotform Survey**. Please save this email for your records. At this point you can move forward with planning the intended project on this property.

It is highly recommended that you independently maintain a file with all relevant documentation for all properties you intend to submit.

Chapter 2: Instructions for Completing the Pre-Approval Process Part 2: Checklist Strong Communities Program (SCP)

Before you start work on your demolition or rehabilitation, IHDA will need to collect documentation to demonstrate compliance with environmental and state administrative requirements. IHDA will provide a checklist, and all items will need to be returned to IHDA using a Jotform survey for review before any reimbursements will be approved. It is advised that grantees wait to begin demolition or rehabilitation work on all properties until receiving full pre-approval from IHDA.

For past work dating back to January 1, 2020 that you intend to submit for reimbursement under SCP, IHDA will still need to review documentation to ensure all necessary requirements under the program were followed.

Step 1: Review the **SCP Pre-Approval Part 2: Pre-Approval Checklist Jotform Survey** using the Jotform link provided by IHDA. The documents listed below must be received, reviewed, and approved before IHDA will review any reimbursement requests for the specific property. <https://form.jotform.com/210395055992158>

These items are:

- 1.) Proof of ownership/legal authority (if not already provided)
- 2.) Scope of Work Narrative (summary of work to be performed on agency letterhead)
- 3.) Bid Tabulation (summarizing bids received for project using IHDA-provided template)
- 4.) In House Cost Estimate (on which the request for funds is based)
- 5.) State Historic Preservation Office Approval Confirmation*
- 6.) FIRMette, floodplain map (in color)
- 7.) Mine map (in color)
- 8.) Pictures in color of work to be completed (before rehabilitation or demolition, must be labeled).
- 9.) Your disposition strategy (for properties submitted for acquisition expenses only)

**Certified Local Government approval will also be accepted for this requirement*

Step 2: Review the **SCP Pre-Approval Part 2: Pre-Approval Checklist Jotform Survey** and ensure all documentation is included and submit the Jotform electronically to IHDA. IHDA will confirm receipt and provide follow up to confirm whether the documentation is sufficient to receive full Pre-Approval or if additional clarification is needed. Once pre-approval is received, grantees can schedule work and submit reimbursement for the proposed work.

It is highly recommended that you independently maintain a file with all relevant documentation for all properties you intend to submit.

Chapter 3: Instructions for Completing the Reimbursement Request Form Strong Communities Program (SCP)

Once you have received Pre-Approval, grantees are able to submit reimbursement for eligible activities in SCP following the Quarterly Reporting Schedule. IHDA will provide a template Excel **Reimbursement Request Form** to organize your submission with space to include all eligible expenses on all properties you intend to submit. Costs on a maximum of 50 properties can be submitted per quarter. Note that the following Chapter will cover the back-up documentation required in PDF format to substantiate your reimbursement request and demonstrate compliance with all program requirements.

- Step 1:** Complete the Summary Sheet tab by providing information about your organization, contact information, and all properties that you are submitting for reimbursement, if any. In the Property Listing Table, only complete fields asking for property address information; do not input any information in the fields underneath the Total Requested Reimbursement Amount on this table. This will be entered on each of the Individual Property Submission tabs. Also note that two reimbursement requests can be submitted for each property. Please indicate whether this is the first or second reimbursement request for each property.
- Step 2:** Also note on the Summary Tab whether you are requesting admin funds as part of this reimbursement request. Admin can be requested at the following times:
- When the reimbursement request exceeds 47.5% of the total grant award (50% of “project funds”)
 - When the reimbursement request equals 95% of the total grant award (100% of “project funds”)
 - With the final quarterly reimbursement request. IHDA will make payment of admin correlating with the % of the award expended.
- When you are ready to request admin funds, utilize the Admin Request tab to assist in calculating and entering your requested amount. First, enter information about your organization and contact information. Then, scroll down to the Administrative Funds Eligibility Calculation section. Enter your Total Submitted Costs to Date, indicate if admin funds have previously been requested, then enter your requested admin payment amount. This amount will auto-populate on the Summary Sheet under Total Admin Funds Requested. Note that grantees are not required to request admin, and can utilize these funds instead for reimbursement of eligible grant activities.
- Step 3:** Complete one corresponding individual property expense report tab for each property that you are submitting for reimbursement. You may report up to 50 properties per submission. The property address and pin number will auto-populate from the information that you provided on the summary sheet; you must designate how many units the property has been confirmed as having. Provide full information for every cost that you are submitting for reimbursement, and list costs according to category.
- Step 4:** Once you have completed one individual property expense report tab for each property that you are submitting for reimbursement, return to the Summary Sheet tab and verify that all property address and reimbursement information is correct.

After you have verified this, affix the two required signatures for the report’s certification, and submit this form, along with one unit submission packet per property and all additional documentation to SCPinfo@ihda.org.

Chapter 4: Instructions for Completing the Reimbursement Submission Packet and Checklist Strong Communities Program (SCP)

After you have completed your quarterly Reimbursement Request Form, you will need to compile one Unit Submission Packet and Checklist for every property which you are seeking reimbursed expenses. Each Unit Submission Packet and Checklist will need to contain invoices and proofs of payment for every line item that you listed in your Reimbursement Request Form, along with required additional documentation to demonstrate compliance with program requirements. Follow the steps below for completing each of your Unit Submission Packets:

Step 1: Open the Cover Sheets – Unit Submission Packet and Checklist document and enter the Round and Quarter for which the property that you are preparing for reimbursement falls under. Also enter your Grantee Name (i.e. your organization) and the Property Address; doing this will auto-populate the following cover sheets with this submission information.

Step 2: Up to two submissions for each property are allowed. Requirements for documents differ slightly for each type of request. For first requests, which are optional, review the Checklist and provide the necessary documentation:

1. Checklist and cover sheets indicating first reimbursement (confirm whether this is a First or Second Payment request for the specific property)
2. Scope of work narrative (on grantee's letterhead, if amended from pre-approval)
3. Change order(s) if any
4. Contractor payment invoice and proof of payment, organized by the relevant expense category
5. Invoice or comparable documentation and proof of payment for all other eligible costs, organized by the relevant expense category
6. Pictures of completed work (include both "during", for rehab, and, if completed "after" photos)
7. For rehabilitation projects, lead risk assessment, conducted by a certified lead risk assessor.

For second requests (if only one request will be submitted for a property, the documentation listed for second request will be required):

1. Checklist and cover sheets indicating final reimbursement
2. Scope of work narrative (if different from first request or pre-approval or to reflect multiple change orders)
3. Change order(s), if any
4. Contractor payment invoice and proof of payment
5. Invoice or comparable documentation and proof of payment for all other eligible costs
6. For demolition projects, Completed Asbestos Project Notification Form or alternate documentation (Pre-Demolition Asbestos Inspection and confirmation that removal has been completed following all federal, state and local requirements)
7. Pictures of completed work (include both "during", for rehab, and, if completed "after" photos)
8. For rehabilitation projects, lead risk assessment, conducted by a certified lead risk assessor. (if not provided previously)
9. For rehabilitation projects, is property ready for occupancy? If not, explanation.
10. For rehabilitation projects, confirmation of final inspection.

Step 3: Provide full documentation for every cost that you are submitting for reimbursement listed on your Reimbursement Request Form. Usually, this information will be limited to invoices and proofs of payment (one of each for every reported cost), but should also include any relevant additional information, such as timesheets and paystubs, which are required for labor costs if work has been done by municipal staff. Make sure that invoice and/or proof of payment clearly identifies the property. Documentation for each cost must be organized by the category and order which it appears on the Reimbursement Request Form. Use the cover sheets provided to organize these categories in your Unit Submission Packet and Checklist.

After you have included all intended documentation submit one unit submission packet per property, as well as the reimbursement request form to SCPinfo@ihda.org.