Welcome, and thank you for attending this SCP Program Update Webinar!

The webinar will begin shortly.

The format of this webinar includes speakers, a PowerPoint presentation, and a Q&A session.

This session is being recorded, and a link will be provided to all participants. Participants will also receive a copy of the slideshow.

Be sure to check your audio settings to ensure that you will be able to hear the presenters.

Please type questions in the Chat panel and address them To: All Panelists.
STRONG COMMUNITIES PROGRAM ROUND 1

PROGRAM UPDATE WEBINAR

July 28, 2021
WEBINAR AGENDA

- Strong Communities Program Updates Overview  Slides 4-8
- Revised Pre-Approval Process  Slides 9-32
- Revised Reporting Requirements  Slides 33-55
- Additional Resources and Information  Slides 56-60
STRONG COMMUNITIES PROGRAM UPDATES OVERVIEW
PROCEDURE

- An updated Program Manual with Appendices was provided to all grantees via email. Please make sure to review this document. This will also be sent to all webinar attendees.

- The updated Manual and all Appendices are available on IHDA’s website: https://www.ihda.org/my-community/revitalization-programs/#collapseSix

- Detail is included on Environmental and State Requirements, property eligibility and the updated pre-approval and reporting process.

- The Manual may be updated periodically, grantees will be notified of any updates.
Legal Authority/property ownership updates

- IHDA will require submission of a signed Certification of Legal Authority document (form provided by IHDA) that will be part of the Pre-Approval Part 2 submission. IHDA will not require submission of information about a community’s legal authority/property ownership as part of the Pre-Approval Process Part 1 submission.

- Additionally, only if requesting reimbursement for acquisition expenses for a property, a copy of the deed, purchase agreement, or other relevant ownership documentation will be required as part of the reimbursement request. If not requesting reimbursement for acquisition expenses, no additional information regarding a grantee’s ownership/legal authority will be required other than the above-referenced Certification of Legal Authority to be provided as part of the Pre-Approval Part 2 submission.
SUMMARY OF PROGRAM UPDATES CONTINUED

Updates to documentation on environmental compliance

• IHDA will require submission of a signed Certification of Compliance with applicable Environmental Requirements (form provided by IHDA) as part of the Quarterly Reimbursement Request for each property. IHDA will not request submission of an Asbestos Project Notification Form or asbestos inspection/testing information as part of the Reimbursement Request. Asbestos testing and abatement expenses are eligible for reimbursement as part of demolition or rehabilitation projects with submission of invoice and proof of payment documentation.

• Lead risk assessment and lead abatement information will still be required to be submitted with reimbursement requests for interior rehabilitation projects.
SUMMARY OF PROGRAM UPDATES CONTINUED

Flexibility on timing of submission of Bid Tabulation Form

• An exception can be granted to allow submission of the Bid Tabulation Form with the Quarterly Reimbursement Request rather than as part of the Pre-Approval Process.
PRE-APPROVAL PROCESS
SCP ROUND 1 PROPERTY PRE-APPROVAL PROCESS

• The two-step pre-approval process will remain in place. All properties must receive approval of both of these steps before being submitted for reimbursement of any expenses.
  • Step 1 is the SCP Pre-Approval Part 1: Initial Property Approval Form
  • Step 2 is the SCP Pre-Approval Part 2: Pre-Approval Checklist

• Pre-Approval Forms can still be submitted on an ongoing basis throughout the grant term.

• The Pre-Approval process will still be handled through Jotform. The Jotform links will remain the same.

• IHDA will reach out to confirm approval after review of your submission.
**SCP Round 1 Property Pre-Approval Process**

- Please do not submit SCP Pre-Approval Part 2: Pre-Approval Checklist until you have received confirmation of approval of the SCP Pre-Approval Part 1: Initial Property Approval Form.

- Updated instructions are included in the Instruction Manual – Completing an SCP Reimbursement Request.

- The Jotform Part 1 and Part 2 Pre-Approval Forms *will be inaccessible July 28-30* in order to finalize updates. These will be available again starting August 1, 2021.
SCP ROUND 1 PROPERTY PRE-APPROVAL PROCESS

What about properties that have already been submitted for Pre-Approval?

• All Pre-Approval Part 1 and Part 2 submissions that have already been submitted and approved prior to July 28th, 2021 **will not need to be re-submitted.**

• Pre-Approval Part 1 and/or Part 2 submissions that were denied or for which you do not receive email confirmation of approval by July 28th, **will need to be re-submitted using the revised forms** on or after August 1, 2021.
SCP ROUND 1 PROPERTY PRE-APPROVAL PROCESS

PART 1: INITIAL PROPERTY APPROVAL

Navigate to the online form located here:
https://form.jotform.com/210264603389152

The first section is Verification of Property Eligibility:

• All properties must be verified as meeting eligibility requirements per the definition of Abandoned Residential Property under Appendix A of the Program Manual.

• You will need to provide the address, PIN number and other basic information about the property.
SCP ROUND 1 PROPERTY PRE-APPROVAL PROCESS

PART 1: INITIAL PROPERTY APPROVAL

Property Assessment Example

- Attach a copy of the most recent assessment information from your County Assessor.
- If current year information does not demonstrate a residential classification or that the property has a residential structure, past year information can be accepted.
- Multiple documents can be uploaded under Property assessment documentation, if needed.
- If you have questions about property eligibility don’t hesitate to reach out to us at SCPinfo@ihda.org.
Property Ownership and Legal Authority REMOVED

• This section has been removed from the revised Pre-Approval Part 1: Initial Property Approval.

• Note that a signed Certification of Legal Authority document will need to be provided with the Part 2: Pre-Approval Checklist submission.
SCP ROUND 1 PROPERTY PRE-APPROVAL PROCESS
PART 1: INITIAL PROPERTY APPROVAL

Initial Description of Proposed Project

• In this section indicate whether the intended project on this property is rehabilitation or demolition (or other)
  • If Other, typically the only allowance is for acquisition and a description will be required

• Indicate if you plan to also utilize non-SCP funds to complete the project.

• Review the form and click Submit.

• If any required fields are left blank you will be prompted to complete these before submitting
SCP ROUND 1 PROPERTY PRE-APPROVAL PROCESS
PART 1: INITIAL PROPERTY APPROVAL

Once you have submitted the form, you will be taken to a landing page. The form is automatically submitted to IHDA for review.

You will also receive an email confirming your submission.

IHDA will reach out via email to the individual who submitted the form to confirm approval after review.
SCP ROUND 1 PROPERTY PRE-APPROVAL PROCESS
PART 2: PRE-APPROVAL CHECKLIST

• Part 2 of the Pre-Approval process is the Pre-Approval Checklist.

• Note that the updated process will only require submission of a signed Certification of Legal Authority document (form provided by IHDA). No other ownership/legal authority documentation will be required as part of the Pre-Approval Process.

• Additionally, you will be asked to provide:
  • Certification of Legal Authority (on form provided by IHDA)
  • A scope of work narrative (on your agency’s letterhead)
  • Bid Tabulation (on form provided by IHDA)
  • In-House Cost Estimate for the proposed project
  • State Historic Preservation Office Approval Confirmation Letter
  • FIRMette map showing location of property
  • ILMINES map showing location of property
  • Color “before” photo of property
  • For “acquisition-only” activities provide a Disposition Strategy relating to the submitted property
SCP ROUND 1 PROPERTY PRE-APPROVAL PROCESS
PART 2: PRE-APPROVAL CHECKLIST

Navigate to the online form located here: https://form.jotform.com/210395055992158

The first section is includes space to enter basic property information.

Note that you must have legal authority before submitting the Pre-Approval Checklist.

Grantees will need to provide a signed Certification of Legal Authority document. This will serve as proof of ownership/legal authority.
SCP ROUND 1 PROPERTY PRE-APPROVAL PROCESS
PART 2: PRE-APPROVAL CHECKLIST

The next section of the form provides a place to upload the required documentation:

- Certification of Legal Authority (form provided by IHDA)
- A scope of work narrative (on your agency’s letterhead)
- Bid Tabulation (on form provided by IHDA)
- In-House Cost Estimate for the proposed project
- IHPA Letter
- FIRMette map showing location of property
- ILMINES map showing location of property
- Color “before” photo of property
- For “acquisition-only” activities provide a Disposition Strategy relating to the submitted property
SCP ROUND 1 PROPERTY PRE-APPROVAL PROCESS
PART 2: PRE-APPROVAL CHECKLIST

Certification of Legal Authority –new

• You should attach a signed Certification of Legal Authority document. And include:
  • The grantee name
  • Property Address
  • PIN
  • Name, Title, and signature of individual submitting the form.
  • Include the date

• If you have any questions about legal authority under the program, please reach out to SCPinfo@ihda.org.
Scope of Work Narrative

• The Scope of Work Narrative will be a summary of all work to be performed.

• Narrative must be on grantee letterhead.
SCP ROUND 1 PROPERTY PRE-APPROVAL PROCESS
PART 2: PRE-APPROVAL CHECKLIST

Bid Tabulation

• A minimum of two bids (preferably three) must be obtained for all projects.

• The existence of more than one bid helps your program in the following ways:
  • Assists you in assessing the validity of your cost estimate
  • Establishes that costs are reasonable for your market

• If there is only one bid, please add a comment on Bid Tabulation Form as to why that was the case.
SCP ROUND 1 PROPERTY PRE-APPROVAL PROCESS
PART 2: PRE-APPROVAL CHECKLIST

Bid Tabulation - update

• IHDA will allow submission of the Bid Tabulation Form with the Reimbursement Request rather than with the Pre-Approval Checklist if this is preferable for the grantee’s bidding process and timing.

• If this is the case, please still attach a Bid Tabulation Form, and indicate in the text box at the bottom of the form that you will be providing the completed Bid Tabulation with the reimbursement request.
In-House Cost Estimate

- Provide an estimate of the cost of the project prepared by staff.
- This can be in your preferred format, should match the amount indicated for In-House Estimate on the Bid Tabulation Form.
Historic Preservation Clearance

- The State Historic Preservation Office must review all properties submitted under SCP. The process is detailed here.
- A letter from the State Historic Preservation Office will need to be included with each Pre-Approval Checklist, indicating that:
  a. The residential structure is not a historic property
  b. The scope of work complies with the State Historic Preservation Office requirements
- If your project is located in an historic area, additional documentation will most likely be required. (Scope of work updates are typically required.)
- When submitting a property for approval, keep in mind that there is typically at least a 30-day review turn-around.
- If your community is a Certified Local Government (CLG), CLG approval can be accepted to demonstrate approval for this requirement.
SCP ROUND 1 PROPERTY PRE-APPROVAL PROCESS
PART 2: PRE-APPROVAL CHECKLIST

Historic Preservation Clearance

- At this time, approval will only be given to properties with a SHPO approval letter OR Certified Local Government approval.

- IHDA will inform grantees of any updates regarding SHPO approval.

- Note that IHDA is working on a determination regarding already completed demolition projects for which SHPO approval was not obtained prior to the demolition.
FIRMette Map

- IHDA requires that a map with the location of the property be submitted indicating whether it is located in the 100-year floodplain.

- This can be found on the FEMA website (https://msc.fema.gov/portal/home), and a copy of the “FIRMette” map can be printed. A link is included on the Pre-Approval Checklist Jotform.

- Note that for properties in the 100-year floodplain, there will likely be additional requirements. Refer to the “Illinois Quick Guide to Floodplain Management” included as Appendix E to the Program Manual for additional information.
ILMINES Map

- IHDA requires that a map showing the proximity to underground mines be provided for each project to be funded.

- All properties within the proximity zone will be required to have mine insurance.

- Example map of a project where the property would need to carry mine insurance.
SCP ROUND 1 PROPERTY PRE-APPROVAL PROCESS
PART 2: PRE-APPROVAL CHECKLIST

“Before” Photos

• Include photographs with the Pre-Approval Checklist.

• Include at least one exterior photo of the property and (for rehabilitation projects) photos reflecting the line items in the Cost Estimate and Scope of Work.

• Label pictures for ease of reference.
SCP ROUND 1 PROPERTY PRE-APPROVAL PROCESS
PART 2: PRE-APPROVAL CHECKLIST

Disposition Strategy
(for “Acquisition only” properties)

• Indicate if you will only be submitting acquisition expenses on this property.

• If the property submitted is intended only for acquisition expenses and not expenses for any demolition or rehabilitation work, a copy of your disposition strategy must be included to demonstrate how the project will relate to community revitalization efforts in your jurisdiction.

• Review the form and click Submit.

• If any required fields are left blank you will be prompted to complete these before submitting.
SCP ROUND 1 PROPERTY PRE-APPROVAL PROCESS
PART 2: PRE-APPROVAL CHECKLIST

Once you have submitted the form, you will be taken to a landing page. The form is automatically submitted to IHDA for review.

You will also receive an email confirming your submission

IHDA will reach out via email to the individual who submitted the form to confirm approval after review.
SUBMITTING YOUR REIMBURSEMENT REQUEST
## Strong Communities Program (SCP) Round 1 Quarterly Reporting Schedule

<table>
<thead>
<tr>
<th>Quarterly Reimbursement Request</th>
<th>Report Due</th>
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<tbody>
<tr>
<td>Quarter 1 01/01/2020 – 05/31/2021</td>
<td>June 15, 2021</td>
</tr>
<tr>
<td>Quarter 2 06/01/2021 – 08/31/2021</td>
<td>September 15, 2021</td>
</tr>
<tr>
<td>Quarter 3 09/01/2021 – 11/30/2021</td>
<td>December 15, 2021</td>
</tr>
<tr>
<td>Quarter 4 12/01/2021 – 02/28/2022</td>
<td>March 15, 2022</td>
</tr>
<tr>
<td>Quarter 5 03/01/2022 – 05/31/2022</td>
<td>June 15, 2022</td>
</tr>
<tr>
<td>Quarter 6 06/01/2022 – 08/31/2022</td>
<td>September 15, 2022</td>
</tr>
<tr>
<td>Quarter 7 09/01/2022 – 11/30/2022</td>
<td>December 15, 2022</td>
</tr>
<tr>
<td>Quarter 8 12/01/2022 – 3/19/2023</td>
<td>March 26, 2023</td>
</tr>
</tbody>
</table>
SCP ROUND 1 QUARTERLY REIMBURSEMENT REQUEST

DOCUMENTS

Reimbursement Request Form – Excel Document provided by IHDA
- Summary Sheet Tab
- Admin Request Tab
- Individual Property Tabs (Property 1, Property 2, etc.)

Individual Unit Submission Packet and Checklist – compile using Cover Sheets provided by IHDA
- Individual Unit Submission Packet and Checklist for each property submitted under the Individual Property Tabs

Signed Summary Sheets from Reimbursement Request Form – signed copies e-mailed
- Signed copy of Summary Sheet Tab
- Signed copy of Admin Request Tab (if requesting admin funds with quarterly submission)
### Reimbursement Request Documents:

#### Reimbursement Request Form Summary Sheet Tab

![Quarterly Accounting of Grant Expenses & Reimbursement Request Form](image)

**Strong Communities Program (SCP)**

**Quarterly Accounting of Grant Expenses & Reimbursement Request Form**

Complete this report (validating all applicable tabs) for your Strong Communities Program reimbursement request, by providing information on all applicable grant-related costs. Complete the PDF on your property, uploaded in the same order that they appear on the summary sheet. Incomplete information, or incorrect information should be submitted immediately. All documents should be submitted electronically to SCP_Fields@ihda.org. Sign and certify below.

**Granite Information**

- **Creative Name:** [Insert Name]
- **IDA City:** [Insert City]
- **Contract Person for Region:** [Insert Person]
- **Expo Ponds:**
- **Phone Number:** 855-655-9196
- **Email:** [Insert Email]

**Quarterly Submission Information**

- **Time Period:**
  - Start Date: [Insert Start Date]
  - End Date: [Insert End Date]
- **Authorized Signature:** [Insert Signature]
- **Date:** [Insert Date]

**Total Payment Amount Requested This Quarter**

- **Total Property Costs Reimbursement Requested this Quarter:** [Insert Amount]
- **Total Admin Funds Requested (if applicable):** [Insert Amount]
- **Combined Request Amount:** [Insert Amount]

**Property Listing Table**

<table>
<thead>
<tr>
<th>Property #</th>
<th>Property Address</th>
<th>City/State</th>
<th>Zip - 4</th>
<th>Total Home Improvement Costs</th>
<th>Total Rehabilitation Costs</th>
<th>Total Demolition Costs</th>
<th>Total Cashing Costs</th>
<th>Total Cashing Amount</th>
<th>Total Requested Loan Amount</th>
<th>Property Submission Type</th>
<th>Payment Request Type</th>
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</table>

**Summary Sheet**

- Admin Request
- (Property 1)
- (Property 2)
- (Property 3)
- (Property 4)
- (Property 5)
REIMBURSEMENT REQUEST DOCUMENTS:
REIMBURSEMENT REQUEST ADMIN REQUEST TAB

- 5% of your total award is available for administrative expenses.

- Administrative funds can be requested once 50% of your awarded project funds have been expended (47.5% of total award)

- Grantees can request administrative funds disbursement up to two times:
  - First, once at least 50% of project funds have been expended and
  - Second, once all project funds (95% of total award) have been expended

- Grantees can also request a pro-rated portion of admin based on total funds expended in their Quarter 8 Submission (final submission). IHDA will assist grantees in calculating the available admin in these instances.

- Grantees are not required to request admin funds, and funds available for admin can be used for project expenses.
REIMBURSEMENT REQUEST DOCUMENTS:
REIMBURSEMENT REQUEST ADMIN REQUEST TAB

ADMINISTRATIVE FUNDS ELIGIBILITY CALCULATION

Use the below input features to calculate your admin funds eligibility. Remember, grantees are only eligible to claim admin funds once they have spent 50% or more of their grant funding, and that only up to half ($2) of the maximum admin amount will be disbursed for the first payment, regardless of the amount of grant funds expended. NOTE: You may only submit Two (2) administrative funds requests for this program.

Auto-populates when you select your Grantee name at top of form.

Total Administrative Funds Amount Requested at this Time

<table>
<thead>
<tr>
<th>Grant Management Totals</th>
<th>Administrative Funds Eligibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grant Amount $125,000.00</td>
<td>Total Submitted Costs to Date:</td>
</tr>
<tr>
<td>Maximum Admin Amount $6,250.00</td>
<td>Includes reimbursements from previous quarters and current submitted costs</td>
</tr>
<tr>
<td>50% of grant total</td>
<td>Percent of Grant Submitted and/or Reimbursed to Date: 0.00%</td>
</tr>
<tr>
<td></td>
<td>Admin funds may only be requested after more than 50% of your grant funds have been spent</td>
</tr>
<tr>
<td></td>
<td>Can Admin be Requested: No</td>
</tr>
</tbody>
</table>

Has Admin been Previously Requested:
Yes No

If Admin has been previously requested, SCP staff will work with you to confirm admin funds available for a second request, or based on approved expenses

Admin Amount Eligible for Request: $-

If you are eligible for Admin, only half (1/2) of your max admin amount will be available to request for the first payment unless you have spent all of your available project funds (50% of your total award) OR you are requesting admin in your final quarterly submission (quarter 9). Final admin payment will be based on total percent of award expended by the grantees at the end of the program round.

Requested Admin Payment Amount: ________

Amount you are currently requesting
REIMBURSEMENT REQUEST DOCUMENTS:
REIMBURSEMENT REQUEST ADMIN REQUEST TAB

Auto-calculates after you enter Total Submitted Costs to Date

ADMINISTRATIVE FUNDS ELIGIBILITY CALCULATION

Use the below input features to calculate your admin funds eligibility. Remember, grantees are only eligible to claim admin funds once they have spent 50% or more of their grant funding, and that only up to half (1/2) of the maximum admin amount will be disbursed for the first payment, regardless of the amount of grant funds expended. NOTE: You may only submit Two (2) administrative funds requests for this program.

<table>
<thead>
<tr>
<th>Total Administrative Funds Amount Requested at this Time</th>
<th>$</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Grant Management Totals</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Grant Amount:</td>
<td>$125,000.00</td>
</tr>
<tr>
<td>Maximum Admin Amount:</td>
<td>$6,250.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Administrative Funds Eligibility</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Total Submitted Costs to Date</td>
<td>$30,000.00</td>
</tr>
</tbody>
</table>

| Percent of Grant Submitted and/or Reimbursed to Date: | 24.00% |

Admin funds may only be requested after more than 50% of your grant funds have been spent.

<table>
<thead>
<tr>
<th>Can Admin be Requested:</th>
<th>No</th>
</tr>
</thead>
</table>

Has Admin been Previously Requested:

- Yes
- No

If Admin has been previously requested, SSP staff will work with you to confirm admin funds available for a second request, as based on approved expenses.

Admin Amount Eligible for Request: $-

If you are eligible for Admin, only half (1/2) of your max admin amount will be available to request for the first payment unless you have spent all of your available project funds (50% of your total award) OR you are requesting Admin in your final quarterly submission (Quarter 3). Final admin payouts will be based on total percent of award expended by the grantee at the end of the program year.

Requested Admin Payment Amount: Amount you are currently requesting
**Reimbursement Request Documents:**

**Reimbursement Request Admin Request Tab**

---

**Administrative Funds Eligibility Calculation**

Use the below input features to calculate your admin funds eligibility. Remember, grantees are only eligible to claim admin funds once they have spent 50% or more of their grant funding, and that only up to half (1/2) of the maximum admin amount will be disbursed for the first payment, regardless of the amount of grant funds expended. **NOTE:** You may only submit Two (2) administrative funds requests for this program.

<table>
<thead>
<tr>
<th>Grant Management Totals</th>
<th>Administrative Funds Eligibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Administrative Funds Amount Requested at This Time</td>
<td>$ 3,125.00</td>
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<tr>
<td>Grant Amount:</td>
<td>$ 125,000.00</td>
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<tr>
<td>Maximum Admin Amount:</td>
<td>$ 6,250.00</td>
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<td>Total Submitted Costs to Date:</td>
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<tr>
<td>Percent of Grant Submitted and/or Reimbursed to Date:</td>
<td>47.50%</td>
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</table>

- Admin funds may only be requested after more than 50% of your grant funds have been spent.

**Can Admin be Requested:**

- Has Admin been Previously Requested:  
  - Yes
  - No

- Admin Amount Eligible for Request: $ 3,125.00
- Requested Admin Payment Amount: $ 3,125.00

- Amount you are currently requesting.

---

Indicate via the check box whether admin has been previously requested and enter your request amount. This will then auto-populate above and on the Summary Sheet tab.
REIMBURSEMENT REQUEST DOCUMENTS:
INDIVIDUAL PROPERTY EXPENSE REPORT

Property Address and PIN will pre-populate from information entered on the Summary Sheet Tab

Enter Number of Confirmed Units
Indicate Property Submission Type (1st or 2nd submission)
Indicate Payment Request Type (Partial or Final payment)

Organize costs by expense type, aligning with Eligible Activities:
- Acquisition - $5,000 maximum
- Rehabilitation
- Demolition
- Tree, Shrub and Debris Removal (excluding grass cutting)
- Grass Cutting - not to exceed 5% of grant amount
- Lot Treatment and Greening (i.e. sod, level and grading, shrubs, native plantings, community gardens, stormwater management projects)
## REIMBURSEMENT REQUEST DOCUMENTS:
### REIMBURSEMENT REQUEST FORM SUMMARY SHEET TAB

### TOTAL PAYMENT AMOUNT REQUESTED THIS QUARTER

<table>
<thead>
<tr>
<th>Total Property Costs Reimbursement Requested this Quarter</th>
<th>$ 59,375.01</th>
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<tbody>
<tr>
<td>Total Admin Funds Requested (if applicable)</td>
<td>$ 3,125.00</td>
</tr>
<tr>
<td>Combined Request Amount</td>
<td>$ 62,500.01</td>
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### PROPERTY LISTING TABLE

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<tr>
<th>Property #</th>
<th>Property Address</th>
<th>Pin #</th>
<th>City/Town</th>
<th>Zip - 4</th>
<th>Total Number of Properties Submitted:</th>
<th>Total Number of Units Submitted</th>
<th>Total Requested Reimbursement Amount:</th>
<th>Property Submission Type</th>
<th>Payment Request Type</th>
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</thead>
<tbody>
<tr>
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<td>1111</td>
<td>IIDA City</td>
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<td></td>
<td>1$ 3,760.00 5,000.00 $ 79.09 $ 21,420.00</td>
<td>1st Submission Final Payment</td>
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<td>1111</td>
<td>IIDA City</td>
<td>12345</td>
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<td>2$ 15,000.00 $ 100.00 $ - $ 16,000.00</td>
<td>1st Submission Final Payment</td>
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<td>789 School St</td>
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<td></td>
<td>0$ - $ 2,555.01 $ - $ 21,555.01</td>
<td>1st Submission Final Payment</td>
<td></td>
</tr>
</tbody>
</table>

Property-specific information will populate here

Total request will populate here
# Reimbursement Request Documents:
## Reimbursement Request Form Summary Sheet Tab

### Quarterly Accounting of Grant Expenses & Reimbursement Request Form

Complete this report (including all applicable property tabs) for your Strong Communities Program reimbursement request. By signing, the submitter authorizes the Illinois Housing Development Authority (IHDA) to rebill any applicable grant and/or state funds. Complete one PDF per property, organized in the order in which they appear on the Claims Report, listing one line item per row for readability. All documents shall be submitted electronically at IHDA’s [email: SCFInfo@ihda.org](mailto:SCFInfo@ihda.org). Sign and certify below.

### Quarterly Submission Information

- **Quarter:** [Select one:](
  - New/Not reported this quarter
  - Expenditure submitted for reimbursement
  - Admit funds requested this quarter)

### Certification

The undersigned certifies the information contained herein is true and accurate. The undersigned signifies that all books, records, and supporting documents in relation to the expenditures listed herein are maintained at the office of the undersigned and are available for inspection by the Illinois Housing Development Authority, Illinois Attorney General, or any of its designated representatives, and as otherwise required by applicable state law.

Certified Financial Officer’s Signature: 
Authorized Grantee’s Signature: 

### Total Payment Amount Requested This Quarter

- Total FTEs Requested this Quarter: 0
- Total Admin Funds Requested (if applicable): 0
- Combined Request of Amount: $3,127.00

### Property Listing Table

<table>
<thead>
<tr>
<th>Property #</th>
<th>Property Address</th>
<th>FTE #</th>
<th>City/County</th>
<th>Zip + 4</th>
<th>Total Underlying Property Acquisitions/Costs</th>
<th>Debt/Utilization Costs</th>
<th>Collateral/Depreciation Costs</th>
<th>Total Reimbursable Grant Costs</th>
<th>Total Requested Reimbursement Amount</th>
<th>Property Submissions Type</th>
<th>Payment Request Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>123 Main St</td>
<td>51</td>
<td>MDC</td>
<td>60546</td>
<td>$3,709.01</td>
<td>$7,000.00</td>
<td>$2,000.00</td>
<td>$18,306.00</td>
<td>$23,879.00</td>
<td>Sr Subsides</td>
<td>Prdmt Payment</td>
</tr>
<tr>
<td>2</td>
<td>456 Oak Dr</td>
<td>61</td>
<td>HCC</td>
<td>60545</td>
<td>$5,000.00</td>
<td>$5,000.00</td>
<td>$1,000.00</td>
<td>$12,000.00</td>
<td>$18,000.00</td>
<td>Sr Subsides</td>
<td>Prdmt Payment</td>
</tr>
<tr>
<td>3</td>
<td>789 School St</td>
<td>71</td>
<td>MDC</td>
<td>60544</td>
<td>$2,999.99</td>
<td>$1,999.99</td>
<td>$1,999.99</td>
<td>$5,999.99</td>
<td>$23,879.00</td>
<td>Sr Subsides</td>
<td>Prdmt Payment</td>
</tr>
<tr>
<td>4</td>
<td>101 Pine Ave</td>
<td>81</td>
<td>HCC</td>
<td>60543</td>
<td>$3,000.00</td>
<td>$3,000.00</td>
<td>$3,000.00</td>
<td>$9,000.00</td>
<td>$18,000.00</td>
<td>Sr Subsides</td>
<td>Prdmt Payment</td>
</tr>
<tr>
<td>5</td>
<td>234 Elm St</td>
<td>91</td>
<td>MDC</td>
<td>60542</td>
<td>$2,000.00</td>
<td>$2,000.00</td>
<td>$2,000.00</td>
<td>$6,000.00</td>
<td>$18,000.00</td>
<td>Sr Subsides</td>
<td>Prdmt Payment</td>
</tr>
<tr>
<td>6</td>
<td>345 Maple Ln</td>
<td>101</td>
<td>HCC</td>
<td>60541</td>
<td>$1,000.00</td>
<td>$1,000.00</td>
<td>$1,000.00</td>
<td>$3,000.00</td>
<td>$18,000.00</td>
<td>Sr Subsides</td>
<td>Prdmt Payment</td>
</tr>
<tr>
<td>7</td>
<td>456 Chestnut Pl</td>
<td>111</td>
<td>MDC</td>
<td>60540</td>
<td>$500.00</td>
<td>$500.00</td>
<td>$500.00</td>
<td>$1,500.00</td>
<td>$18,000.00</td>
<td>Sr Subsides</td>
<td>Prdmt Payment</td>
</tr>
<tr>
<td>8</td>
<td>567 Birch Rd</td>
<td>121</td>
<td>HCC</td>
<td>60539</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$18,000.00</td>
<td>Sr Subsides</td>
<td>Prdmt Payment</td>
</tr>
<tr>
<td>9</td>
<td>678 Pine St</td>
<td>131</td>
<td>MDC</td>
<td>60538</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$18,000.00</td>
<td>Sr Subsides</td>
<td>Prdmt Payment</td>
</tr>
<tr>
<td>10</td>
<td>789 Oak Ave</td>
<td>141</td>
<td>HCC</td>
<td>60537</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$18,000.00</td>
<td>Sr Subsides</td>
<td>Prdmt Payment</td>
</tr>
<tr>
<td>11</td>
<td>890 Maple Dr</td>
<td>151</td>
<td>MDC</td>
<td>60536</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$18,000.00</td>
<td>Sr Subsides</td>
<td>Prdmt Payment</td>
</tr>
<tr>
<td>12</td>
<td>901 Chestnut Pl</td>
<td>161</td>
<td>HCC</td>
<td>60535</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$18,000.00</td>
<td>Sr Subsides</td>
<td>Prdmt Payment</td>
</tr>
</tbody>
</table>

**Notes:**
- **Summary Sheet:** Admin Request, (Property 1), (Property 2), (Property 3), (Property 4)
- **Form:** [Submit](http://submit.form)
### Reimbursement Request Documents: Admin Request

**Strong Communities Program (SCP)**

**Administrative Funds Request Form**

Under SCP, grantees are eligible to receive up to 55% of their total grant amount as administrative funds. Collection of these funds is based on successful completion of the program (as defined in the project agreement or the year's project expenditures). For example, if the grantee has spent only 50% of their project funds, then up to 50% of the administrative funds will be approved for payment. Complete this report for your Strong Communities Program administrative funds request by reviewing information in all applicable grantees and stakeholders. Complete the IRS and submit electronically along with your Quarterly Accounting of Grant Expenditures & Reimbursement Request for Form; tscsinfo@iha.org. Sign and certify below.

#### Grantee Information

<table>
<thead>
<tr>
<th>Grantee Name</th>
<th>IDHA City</th>
<th>Phone Number</th>
<th>Email</th>
<th>Project Owner</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Redacted]</td>
<td>[Redacted]</td>
<td>215-555-2025</td>
<td>[Redacted]</td>
<td>[Redacted]</td>
</tr>
</tbody>
</table>

#### Submission Information

<table>
<thead>
<tr>
<th>Submission Date</th>
<th>Submission Quarter</th>
</tr>
</thead>
<tbody>
<tr>
<td>IDHA 2021</td>
<td>1</td>
</tr>
</tbody>
</table>

**Certification**

The undersigned certifies that the information contained herein is true and accurate, and all materials and supporting documents in relation to the expenditures listed are maintained at the office of the undersigned and are available for inspection by the Illinois Housing Development Authority, the Board Attorney General, and the Auditor General, or any of their designated representatives, and as otherwise required by applicable state law.

<table>
<thead>
<tr>
<th>Date</th>
<th>[Redacted]</th>
</tr>
</thead>
<tbody>
<tr>
<td>IDHA 2021</td>
<td>[Redacted]</td>
</tr>
</tbody>
</table>

**Administrative Funds Eligibility Calculation**

Use the below input features to calculate your administrative funds eligibility. Remember, grantees are only eligible to claim administrative funds once they have spent 50% or more of their grant funds, and that only up to 50% of the maximum admin amount will be disbursed to the first payment, regardless of the amount of grant funds expended. **NOTE:** You may only submit a (2) administrative fund request forms per year.

<table>
<thead>
<tr>
<th>Total Administrative Funds Authorized at This Time</th>
<th>3,175.00</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Minimum Administrative Funds</strong></td>
<td>$ 124,000</td>
</tr>
<tr>
<td><strong>Maximum Administrative Funds</strong></td>
<td>$ 6,250.00</td>
</tr>
<tr>
<td><strong>Total Submitted Costs to Date</strong></td>
<td>$ 50,376.00</td>
</tr>
<tr>
<td><strong>Percent of Grant Submitted and Reimbursed to Date</strong></td>
<td>17.5%</td>
</tr>
</tbody>
</table>

Can Admin be Requested?: Yes

Has Admin Been Previously Requested?: No

**Admin Amount Eligible for Request**: $ 3,175.00

**Requested Admin Payment Amount**: $ 3,175.00

[Summary Sheet] [Admin Request] [Property 1] [Property 2] [Property 3] [Property ...]
REIMBURSEMENT REQUEST DOCUMENTS: INDIVIDUAL UNIT SUBMISSION PACKET

Enter the following information on the Unit Submission Packet Cover Page:

- Round and Quarter for your submission
- Grantee Name
- Property Address
- PIN

- Use the cover sheets to organize all required backup documentation including the Checklist items and invoice/proof of payment for all submitted expenses by the relevant expense category

- New Cover Sheets are included as Exhibit H to the Program Manual
REIMBURSEMENT REQUEST DOCUMENTS: INDIVIDUAL UNIT SUBMISSION PACKET

- Grantee: IHDA City
- Property Address: 123 Main St

**Acquisition Costs**

- Include an invoice and proof of payment for every cost that you are seeking reimbursement for.
- All invoices, proofs of payment, and additional documents must be organized and labeled according to their Excel form label.
- Acquisition costs can be reimbursed up to $5,000 per property with submission of backup documentation.

*Maximum costs per individual unit for all eligible uses cannot exceed $40,000.*
*Before submitting for reimbursement all properties must have been submitted via form and received approval for Part 1 and Part 2 of the Pre-Approval process.*
*
**Pre-Approval Part 1: Initial Property Pre-Approval Form**
**Pre-Approval Part 2: Pre-Approval Checklist**
REIMBURSEMENT REQUEST DOCUMENTS:
REIMBURSEMENT REQUEST CHECKLIST

The Reimbursement Request Checklist includes all items required as part of your submission. Please answer the questions and include all necessary items:

- Signed Reimbursement Request Form Summary Sheet (and Admin Request, if applicable)
- Ownership Documentation (only if requesting reimbursement of acquisition expenses)
- Scope of Work Narrative and change order information, if any have occurred after Pre-Approval
- Invoice or comparable documentation and proof of payment for all expenses being submitted and indicated on your Excel Reimbursement Request Form.
- Pictures (during and after work has been competed)
- Certification of Compliance with applicable Environmental Requirements (IHDA-provided form required for second [final] payment requests)
- Bid Tabulation Form (if not provided as part of Pre-Approval Process)

For Rehabilitation Projects:
- Lead Risk Assessment
- Confirmation of final inspection (required prior to final payment for property)
- Clarification on occupancy (Certificate of Occupancy is not required, but must provide an explanation)
Ownership Documentation-REVISED

- Please include ownership documentation such as the deed, purchase agreement, etc. only if requesting reimbursement for acquisition expenses.

- If not requesting reimbursement for acquisition expenses, no additional documentation regarding ownership or legal authority is required. The Certification of Legal Authority document provided with the Pre-Approval Checklist will serve as confirmation of your legal authority to undertake activities.
REIMBURSEMENT REQUEST DOCUMENTS: REIMBURSEMENT REQUEST CHECKLIST

Certification of Compliance with applicable Environmental Requirements -**NEW**

- For all projects, provide a signed Certification of Compliance with applicable Environmental Requirements document. This document is included as Appendix C to the Program Manual.

- IHDA will no longer require submission of a Completed Asbestos Notification Form or inspection/abatement information with the reimbursement request.

- For eligible inspection and abatement expenses you intend to request reimbursement for, please submit invoice and proof of payment.
REIMBURSEMENT REQUEST DOCUMENTS: REIMBURSEMENT REQUEST CHECKLIST

Bid Tabulation Form -REVISED

• If not provided with the Pre-Approval Part2: Pre-Approval Checklist, please provide a copy of a completed bid tabulation form with the Reimbursement request.
Reimbursement Request Documents: Reimbursement Request Checklist

Lead Risk Assessment

- For all Rehabilitation Projects a Lead Risk Assessment is required for pre-1978 homes.

- Should be done by a certified lead risk assessor.

- Homes built after 1978 need only be tested for lead if the grantee considers it necessary.
Include invoice and proof of payment for each cost you are submitting, following the relevant Cover Sheet.
REIMBURSEMENT REQUEST DOCUMENTS: REQUIREMENTS

Submitting Properties for Reimbursement

- Completed reimbursement request form *(Excel document)*
  - Complete Summary Sheet tab
  - Complete Admin Request tab (if applicable)
  - One Individual Unit Report tab must be completed for every property submitted

- Scanned copy of signed reimbursement request form pages *(PDF documents)*
  - Signed copy of the Summary Sheet tab
  - Signed copy of the Admin Request tab (if applicable)

- One Unit Submission Packet per property that you are submitting *(pdf document)*
  - Contains invoices and proof of payment for every cost that you are seeking reimbursement for
  - Exhibits are labeled and grouped by category
  - Cover sheets are included for every applicable category
  - Reimbursement Request Checklist is filled out and all necessary documentation are attached (Any changes to the scope of work, “during” and “after” Pictures, Certification of Compliance with applicable Environmental Requirements, lead risk assessment, final inspection, and Certificate of Occupancy information as applicable)

All materials are to be submitted digitally via email to SCPinfo@ihda.org
REIMBURSEMENT REQUEST DOCUMENTS: REQUIREMENTS

NOT Submitting Properties for Reimbursement

- Completed reimbursement request form (*Excel document*)
  - “Nothing to report this quarter” is checked under Quarterly Submission Information

- Scanned copy of signed reimbursement request form Summary Sheet tab (*PDF document*)
  - Signed copy of the Summary Sheet

All materials are to be submitted digitally via email to SCPinfo@ihda.org
QUARTERLY REIMBURSEMENT REQUEST: REQUIREMENTS

- All reports and supporting documentation must be submitted 100% digitally to SCPinfo@ihda.org.

- You may submit a maximum of 50 properties per quarterly submission through the Individual Property Expense Report Tabs.

- All properties must first receive Pre-Approval before any expenses will be reimbursed.

- All line items for reimbursement listed on the Excel Reimbursement Request Form must have corresponding and labeled documentation provided in the Individual Unit Submission Packet for that property. If one invoice covers more than one property submitted on the Property Identification Tab, the invoice, or additional documentation must clarify the properties covered, and clearly indicate how the per property cost was determined.

- The Reimbursement Request Checklist must be filled out and all necessary documentation included with your submission, as applicable (Pictures, Certification of Compliance with applicable Environmental Requirements, lead risk assessment, final inspection, and Certificate of Occupancy information).

The more organized and complete a report is upon submission, the more promptly IHDA can approve funds for payment.
UPDATING CONTACT INFORMATION

• If you would like to update contact information at any point during the program period, please use the SCP Round Program Working Contact Information form:

  https://form.jotform.com/203415896631156

• Keeping your contact information updated ensures that IHDA has the correct contact information for your organization and any third-party partner that may be assisting with the administration of your grant.

• IHDA requests that all grantees provide an updated Jotform to ensure that we are communicating with the correct individuals.
MORE INFORMATION AND RESOURCES

IHDA’s website contains additional guides, The Program Manual, FAQs, and presentations for your reference.

Navigate to the following website:

→ https://www.IHDA.org
→ Community
→ Revitalization and Repair Programs
→ Strong Communities Program (SCP)
CONTACT INFORMATION

SCPinfo@ihda.org

Please address inquiries to the SCPinfo@ihda.org account to receive a timely response

Bill Erdmier
Senior Program Officer
312-836-7448
werdmier@ihda.org

Evan Ponder
Senior Program Officer
312-836-7341
eponder@ihda.org

Nicki Pecori Fioretti
Director of Community Affairs
312-836-7404
npecorifioretti@ihda.org

Mónica Medrano Enríquez
Assistant Director of Community Affairs
312-836-7431
menriquez@ihda.org
All updates will be effective August 1, 2021.

Please note that Pre-Approval Jotforms will be down July 28-29 for testing.

The next Quarterly Reimbursement Submissions (Quarter 2) are due on or before September 15, 2021.

Pre-Approval Process Part 1 and Part 2 submissions can be sent at any time. IHDA will review these and confirm approval on a rolling basis throughout the grant term.

Questions?