

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**.

A screenshot of a chat panel interface. It shows a dropdown menu with 'To: All Panelists' selected, which is circled in red. Below the dropdown is a text input field with the placeholder text 'Enter chat message here'. A red arrow points to the input field.



**ILLINOIS HOUSING
DEVELOPMENT AUTHORITY**
www.ihda.org

STRONG COMMUNITIES PROGRAM ROUND

1

PROGRAM UPDATE WEBINAR

July 28, 2021



WEBINAR AGENDA



**ILLINOIS HOUSING
DEVELOPMENT AUTHORITY**
www.ihda.org

- **Strong Communities Program Updates Overview**
- **Revised Pre-Approval Process**
- **Revised Reporting Requirements**
- **Additional Resources and Information**

Slides 4-8

Slides 9-32

Slides 33-55

Slides 56-60






**ILLINOIS HOUSING
DEVELOPMENT AUTHORITY**
www.ihda.org

STRONG COMMUNITIES PROGRAM UPDATES OVERVIEW



PROGRAM MANUAL UPDATES

- 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.



**ILLINOIS HOUSING
DEVELOPMENT AUTHORITY**

Strong Communities Program
Program Manual

July 2021

For questions and comments please contact
SCPinfo@ihda.org

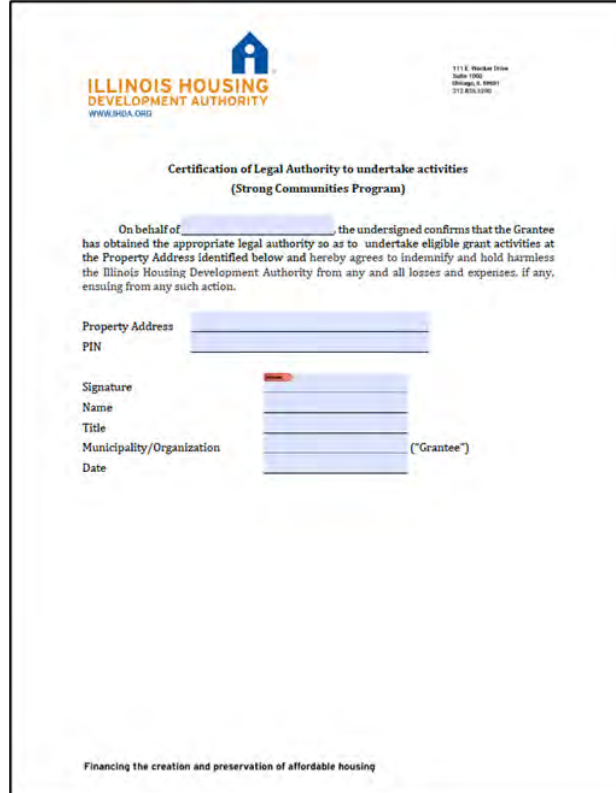
Page 1 | Revised July 2021



SUMMARY OF PROGRAM 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.



ILLINOIS HOUSING DEVELOPMENT AUTHORITY
www.ihda.org

111 E. Wacker Drive
Suite 1900
Chicago, IL 60601
312.875.3200

**Certification of Legal Authority to undertake activities
(Strong Communities Program)**

On behalf of _____, the undersigned confirms that the Grantee has obtained the appropriate legal authority so as to undertake eligible grant activities at the Property Address identified below and hereby agrees to indemnify and hold harmless the Illinois Housing Development Authority from any and all losses and expenses, if any, ensuing from any such action.

Property Address _____
PIN _____

Signature _____
Name _____
Title _____
Municipality/Organization _____ ("Grantee")
Date _____

Financing the creation and preservation of affordable housing



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.


**ILLINOIS HOUSING
DEVELOPMENT AUTHORITY**
WWW.IHDA.ORG

111 E. Mackay Drive
Suite 1000
Chicago, IL 60611
312.855.5000

**Certification of Compliance with Applicable Environmental Requirements
(Strong Communities Program)**

On behalf of _____ the undersigned confirms that the Grantee has (a) complied with all applicable local, county, state and federal laws and regulations relating to the protection of human health and the environment and the disposal of hazardous or toxic substances, pollutants or contaminants ("Environmental Laws") and (b) if applicable, have received and are in compliance with all permits, licenses or other approvals required under any and all applicable Environmental Laws, including but not limited to, those for demolition, rehabilitation, asbestos inspections, and handling/removal of hazardous containing materials and Grantee hereby agrees to indemnify and hold harmless the Illinois Housing Development Authority from and against any and all losses and expenses, if any, ensuing from any such action.

Property Address _____
PIN _____


Signature _____
Name _____
Title _____
Municipality/Organization _____ ("Grantee")
Date _____



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.


BID TABULATION FORM - Strong Communities Program

Date: _____ Grantee: _____
Address: _____
PIN: _____
Project Type: _____

Bid #1
Contractor Name: _____
Bid Amount: _____

Bid #2
Contractor Name: _____
Bid Amount: _____

Bid #3
Contractor Name: _____
Bid Amount: _____

Winning Bid
Contractor Name: _____
Bid Amount: _____

In-House Cost Estimate
Amount: _____

Please provide any additional information to clarify if bid selected is not lowest bidder, or higher than in-house cost estimate.

Completed by: _____ Date: _____
(Grantee's signature)



**ILLINOIS HOUSING
DEVELOPMENT AUTHORITY**
www.ihda.org

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.



**ILLINOIS HOUSING
DEVELOPMENT AUTHORITY**
www.ihda.org

**SCP Pre-Approval Part 1: Initial Property Approval
Form (Round 1)**
Strong Communities Program

All properties submitted for reimbursement under the Strong Communities Program (SCP) must first be approved for their compliance with the Program's eligibility requirements before any corresponding grant funds are disbursed. Use this form to submit properties for review and approval. Please note there is a two-step Pre-Approval process. Properties must be submitted for the Initial Property Approval through Jotform, and then grantees will need to complete and provide all necessary documents on the Pre-Approval Checklist for review and approval prior to submission of any quarterly reimbursement request in which they appear. Properties submitted for reimbursement in multiple quarters only need to be approved once.

Verification of Property Eligibility

All fields are required; you must also attach documentation of the property's verified residential classification and unit size (e.g. the property's most recent assessment). This documentation can be found on your jurisdiction's assessor's website. Prior year information can also be included if most recent assessment is exempt or unclassified and prior year information demonstrates residential classification

Grantee (select) *

Email of Individual submitting property for approval *

SCP ROUND 1 PROPERTY PRE-APPROVAL PROCESS

PART 1: INITIAL PROPERTY APPROVAL



ILLINOIS HOUSING
DEVELOPMENT AUTHORITY
www.ihda.org

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.

The screenshot shows a property assessment form with the following sections and highlighted areas:

- Property Characteristics** (Navigation: Property Data, Exemption History, Appraisal History, Certificate of Error)
- 2017 Tax Year Property Information**
 - PIN: [Redacted]
 - Property Location: [Redacted]
 - City: [Redacted]
 - Township: [Redacted]
 - Property Classification: 234
 - Square Footage (Land): 7,200
 - Neighborhood: 65
 - Taxcode: 12075
- Assessed Valuation**

	2017 Board Certified	2016 Board of Review Certified
Land Assessed Value	[Redacted]	[Redacted]
Building Assessed Value	[Redacted]	[Redacted]
Total Assessed Value	[Redacted]	[Redacted]
- Property Characteristics**
 - Estimated 2017 Market Value: [Redacted]
 - Estimated 2018 Market Value: [Redacted]
 - Description: Split level residence with a lower level below grade, all ages, all sizes
 - Residence Type: Multi-Level
 - Use: Single Family
 - Apartments: 0
 - Exterior Construction: Frame/Masonry
 - Full Baths: 1
 - Half Baths: 1
 - Basement¹: Partial and Unfinished
 - Attic: None
 - Central Air: No
 - Number of Fireplaces: 0
 - Garage Size/Type²: 2 car detached
 - Age: 58
 - Building Square Footage: 1,176
 - Assessment Pass: Board Certified

¹ Excluded from building square footage, except apartment
² Excluded from building square footage

* "Property Location" is not a legal/postal mailing address, its sole purpose is to help our Office locate the property. Therefore, you should not utilize the property location for any purpose, however, you may update the Property Location with your Legal/Postal Mailing Address should you choose to do so. Updating the address will not change the Property Location to a Legal/Postal Mailing Address.

SCP ROUND 1 PROPERTY PRE-APPROVAL PROCESS

PART 1: INITIAL PROPERTY APPROVAL

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

Initial Description of Proposed Project

Please answer the following general questions about your anticipated activities on the property.

Is this property intended for rehabilitation or demolition? *

Rehabilitation Demolition Other

Do you plan to also utilize non-SCP funds to complete the demolition or rehabilitation project on this property? *

Yes No

Please provide any other relevant information for the property and proposed project using the text box below.

Type here...

SUBMIT

Powered by JotForm

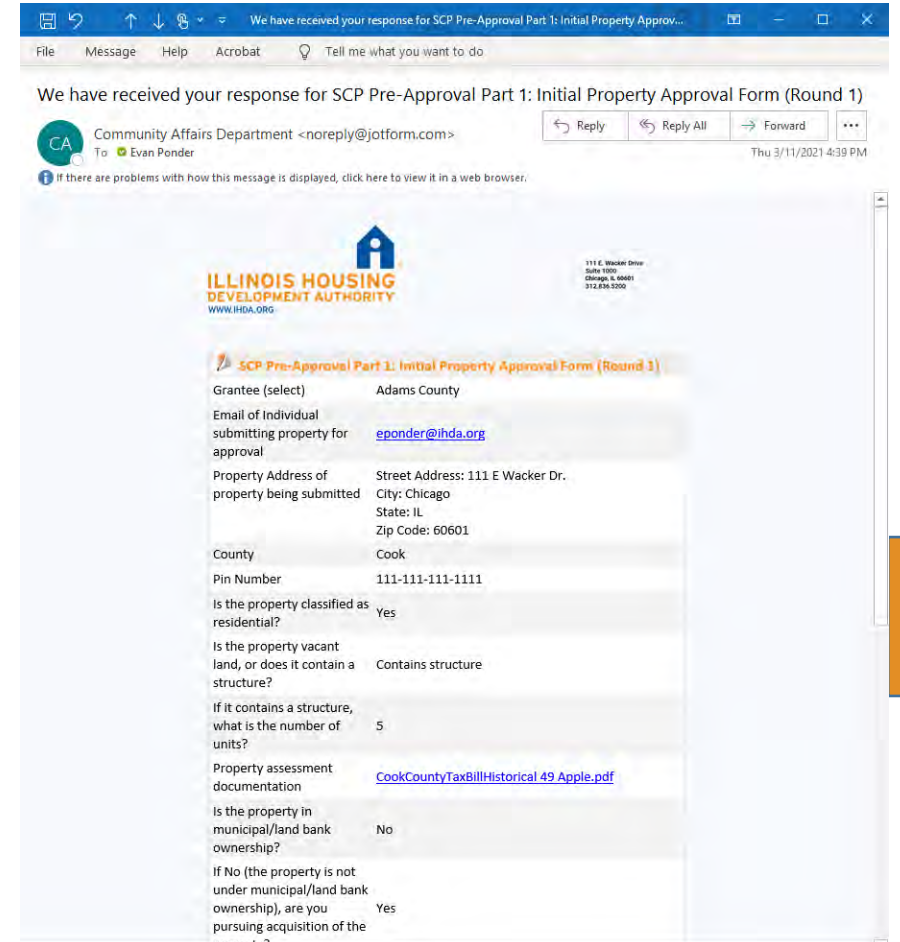
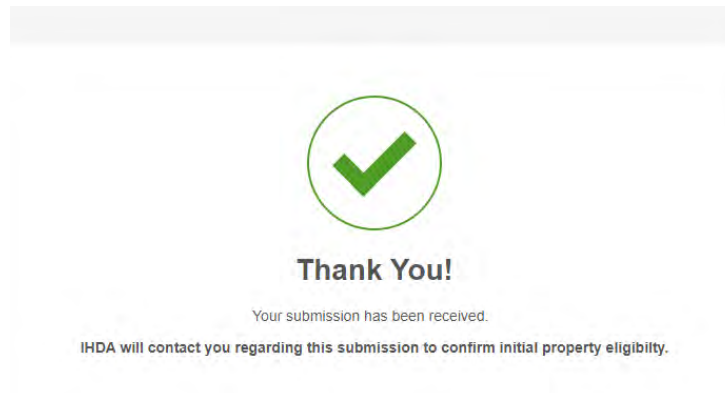
SCP ROUND 1 PROPERTY PRE-APPROVAL PROCESS

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



**ILLINOIS HOUSING
DEVELOPMENT AUTHORITY**
www.ihda.org

- 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

**ILLINOIS HOUSING
DEVELOPMENT AUTHORITY**
www.ihda.org

SCP Pre-Approval Part 2: Pre-Approval Checklist (Round 1)

Strong Communities Program

This Pre-Approval Checklist is a required 2nd step in the Pre-Approval Process for each property you intend to work on and submit for reimbursement under your Strong Communities Award. This Checklist requests documentation to demonstrate your readiness to move forward with the project and meet necessary program requirements.

Prior to submitting this Pre-Approval Checklist, you must have completed the [SCP Pre-Approval Part 1: Initial Property Approval Form](#) via Jotform and received approval via email from IHDA.

Please complete all required fields; you must also attach the required documentation requested as attachments.

Grantee (select) *

Email of Individual submitting property for approval *
example@example.com. IHDA will use this email to communicate after review

Property Address of property being submitted *
Street Address
Street Address Line 2
City State / Province

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 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.



**ILLINOIS HOUSING
DEVELOPMENT AUTHORITY**
www.ihda.org

Grantee (select) *

Email of Individual submitting property for approval *
example@example.com. IHDA will use this email to communicate after review.

Property Address of property being submitted *
Street Address
Street Address Line 2
City State / Province
Postal / Zip Code

County *
Select the Illinois county where the property is located.

Pin Number *
Enter as it appears on your jurisdiction's assessor's website.

Do you have ownership of this property at the time of submission for Pre-Approval? (if Yes, provide ownership documentation below under proof of ownership and/or legal authority) *
 Yes No

Do you have legal authority to undertake the proposed project on this property at the time of submission for Pre-Approval (if Yes, provide documentation of legal authority below under proof of ownership and/or legal authority) *
 Yes No

Provide any additional comments on your ownership/legal authority, if applicable.

SCP ROUND 1 PROPERTY PRE-APPROVAL PROCESS

PART 2: PRE-APPROVAL CHECKLIST



**ILLINOIS HOUSING
DEVELOPMENT AUTHORITY**
www.ihda.org

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

Provide the following documents as attachments:

Proof of ownership and/or legal authority *
Attach Deed, demolition order, etc. if not provided previously

Scope of Work Narrative *
summary of work to be performed on agency letterhead

Bid Tabulation *
summarize bids received on IHDA-provided template

Bid Tabulation form can be found [here](#). It is also located as Appendix J to the Program Manual.

In House Cost Estimate *
your estimate on which the request for funds is based

Historic Preservation Approval Letter *
copy of letter provided by IHPA/SHPO indicating no adverse effects to historic resources. Note that Certified Local Government (CLG) approval will also be accepted.

Instructions for submission for IHPA/SHPO Review can be found [here](#).

FIRMette floodplain map (in color) *
PDF of floodplain map, showing location

SCP ROUND 1 PROPERTY PRE-APPROVAL PROCESS

PART 2: PRE-APPROVAL CHECKLIST

Certification of Legal Authority –new

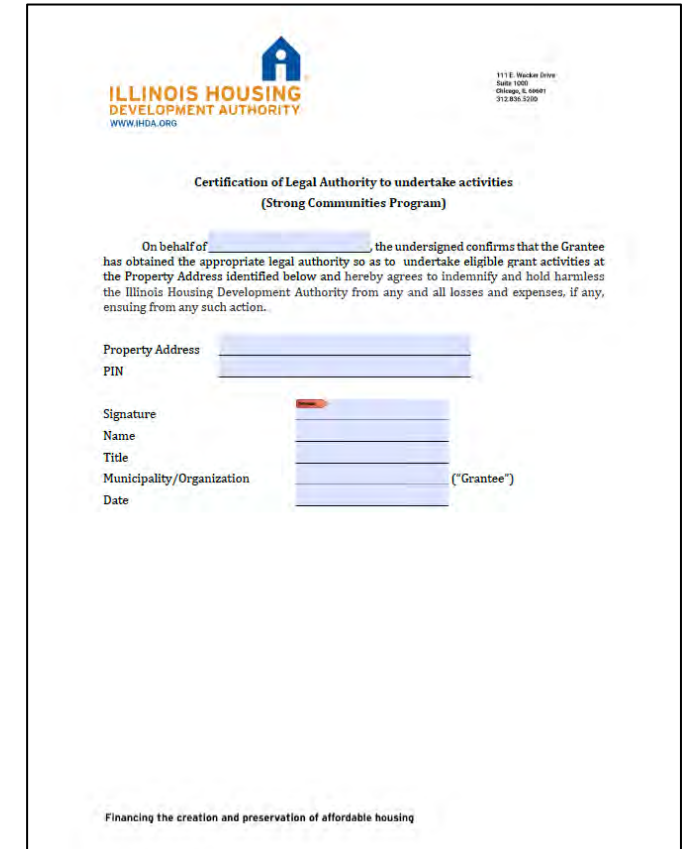
- You should attach a signed Certification of Legal Authority document. And include:
 - The grantee name
 - Property Address
 - PIN
 - Name, Title, and signature of individual submitting the form.
 - Include the date
- If you have any questions about legal authority under the program, please reach out to SCPinfo@ihda.org.

Provide the following documents as attachments:

Proof of ownership
and/or legal authority

Attach Document(s)

Attach Deed, demolition order, etc. if not
provided previously



The form is titled "Certification of Legal Authority to undertake activities (Strong Communities Program)". It includes the Illinois Housing Development Authority logo and contact information (111 E. Wacker Drive, Suite 1000, Chicago, IL 60601, 312.826.5200). The form contains a paragraph of text stating that the undersigned confirms the grantee has obtained the appropriate legal authority and agrees to indemnify the authority. Below this text are several fields for input: Property Address, PIN, Signature, Name, Title, Municipality/Organization (with a note "(Grantee)"), and Date. At the bottom of the form, it reads "Financing the creation and preservation of affordable housing".



SCP ROUND 1 PROPERTY PRE-APPROVAL PROCESS

PART 2: PRE-APPROVAL CHECKLIST

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.

Provide the following documents as attachments:

Proof of ownership
and/or legal authority *

Attach Document(s)

Attach Deed, demolition order, etc. if not provided previously

Scope of Work
Narrative *

Attach Document(s)

summary of work to be performed on agency letterhead

Bid Tabulation *

Attach Document(s)

summarize bids received on IHDA-provided template

Bid Tabulation form can be found [here](#). It is also located as Appendix J to the Program Manual.

In House Cost
Estimate *

Attach Document(s)

your estimate on which the request for funds is based

Historic Preservation
Approval Letter *

Attach Document(s)

copy of letter provided by IHPA/SHPO indicating no adverse effects to historic resources. Note that Certified Local Government (CLG) approval will also be accepted.

Instructions for submission for IHPA/SHPO Review can be found [here](#).

FIRMette floodplain
map (in color) *

Attach Document(s)

PDF of floodplain map, showing location

SCP ROUND 1 PROPERTY PRE-APPROVAL PROCESS

PART 2: PRE-APPROVAL CHECKLIST



**ILLINOIS HOUSING
DEVELOPMENT AUTHORITY**
www.ihda.org

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.

Bid Tabulation *

summarize bids received on IHDA-provided template

Bid Tabulation form can be found [here](#). It is also located as Appendix J to the Program Manual.

BID TABULATION FORM - Strong Communities Program

Date: _____ Grantee: _____

Address: _____

PIN: _____

Project Type: _____

Bid #1
Contractor Name: _____
Bid Amount: _____

Bid #2
Contractor Name: _____
Bid Amount: _____

Bid #3
Contractor Name: _____
Bid Amount: _____

Winning Bid
Contractor Name: _____
Bid Amount: _____

In-House Cost Estimate
Amount: _____

Please provide any additional information to clarify if bid selected is not lowest bidder, or higher than in-house cost estimate.

Completed by: _____ Date: _____
(Grantee's signature)

SCP ROUND 1 PROPERTY PRE-APPROVAL PROCESS

PART 2: PRE-APPROVAL CHECKLIST



**ILLINOIS HOUSING
DEVELOPMENT AUTHORITY**
www.ihda.org

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.

Bid Tabulation *

summarize bids received on IHDA-provided template

Bid Tabulation form can be found [here](#). It is also located as Appendix J to the Program Manual.

BID TABULATION FORM -Strong Communities Program

Date: _____ Grantee: _____

Address: _____

PIN: _____

Project Type: _____

Bid #1
Contractor Name: _____
Bid Amount: _____

Bid #2
Contractor Name: _____
Bid Amount: _____

Bid #3
Contractor Name: _____
Bid Amount: _____

Winning Bid
Contractor Name: _____
Bid Amount: _____

In-House Cost Estimate
Amount: _____

Please provide any additional information to clarify if bid selected is not lowest bidder, or higher than in-house cost estimate.

Completed by: _____ Date: _____
(Grantee's signature)

SCP ROUND 1 PROPERTY PRE-APPROVAL PROCESS

PART 2: PRE-APPROVAL CHECKLIST

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



**ILLINOIS HOUSING
DEVELOPMENT AUTHORITY**
www.ihda.org

Provide the following documents as attachments:

Proof of ownership
and/or legal authority *
Attach Deed, demolition order, etc. if not
provided previously

Scope of Work
Narrative *
summary of work to be performed on
agency letterhead

Bid Tabulation *
summarize bids received on IHDA-
provided template

Bid Tabulation form can be found [here](#). It is also located as Appendix J to the Program Manual.

In House Cost
Estimate *
your estimate on which the request for
funds is based

Historic Preservation
Approval Letter *
copy of letter provided by IHPA/SHPO
indicating no adverse effects to historic
resources. Note that Certified Local
Government (CLG) approval will also be
accepted.

Instructions for submission for IHPA/SHPO Review can be found [here](#).

FIRMette floodplain
map (in color) *
PDF of floodplain map, showing location

SCP ROUND 1 PROPERTY PRE-APPROVAL PROCESS

PART 2: PRE-APPROVAL CHECKLIST

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



Historic Preservation Approval Letter *

copy of letter provided by IHPA/SHPO indicating no adverse effects to historic resources. Note that Certified Local Government (CLG) approval will also be accepted.

Instructions for submission for IHPA/SHPO Review can be found [here](#).

Illinois Historic Preservation Agency
Old State Capitol Plaza • Springfield, Illinois 62701-1607 • (217) 782-4838 • TTY (217) 504-7128 FAX (217) 524-7525

Demolition
IHPA Log

November 30, 2016

Dear Mr. [REDACTED]

We have reviewed the documentation submitted for the referenced project in accordance with 36 CFR Part 600.4. Based upon the information provided, no historic properties are affected. We, therefore, have no objection to the undertaking proceeding as planned.

Please retain this letter in your files as evidence of compliance with section 106 of the National Historic Preservation Act of 1966, as amended. This clearance remains in effect for two years from date of issuance. It does not pertain to any discovery during construction, nor is it a clearance for purposes of the Illinois Human Skeletal Remains Protection Act (20 ILCS 9440).

If you have any further questions, please contact David Halpin, Cultural Resources Manager, at 217/785-4998.

Sincerely,

Rachel Leibowitz, Ph.D.
Deputy State Historic Preservation Officer

Return to Request Page

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.

Historic Preservation Approval Letter

copy of letter provided by IHPA/SHPO indicating no adverse effects to historic resources. Note that Certified Local Government (CLG) approval will also be accepted.

Instructions for submission for IHPA/SHPO Review can be found [here](#).


Illinois Historic Preservation Agency
1 Old State Capitol Plaza • Springfield, Illinois 62701-1607 • (217) 782-4838 • TTY (217) 504-7128 FAX (217) 524-7525

Demolition
IHPA Log

November 30, 2016

Dear Mr. [REDACTED]

We have reviewed the documentation submitted for the referenced project in accordance with 36 CFR Part 600.4. Based upon the information provided, no historic properties are affected. We, therefore, have no objection to the undertaking proceeding as planned.

Please retain this letter in your files as evidence of compliance with section 106 of the National Historic Preservation Act of 1966, as amended. This clearance remains in effect for two years from date of issuance. It does not pertain to any discovery during construction, nor is it a clearance for purposes of the Illinois Human Skeletal Remains Protection Act (20 ILCS 9440).

If you have any further questions, please contact David Halpin, Cultural Resources Manager, at 217/785-4998.

Sincerely,

Rachel Leibowitz, Ph.D.
Deputy State Historic Preservation Officer

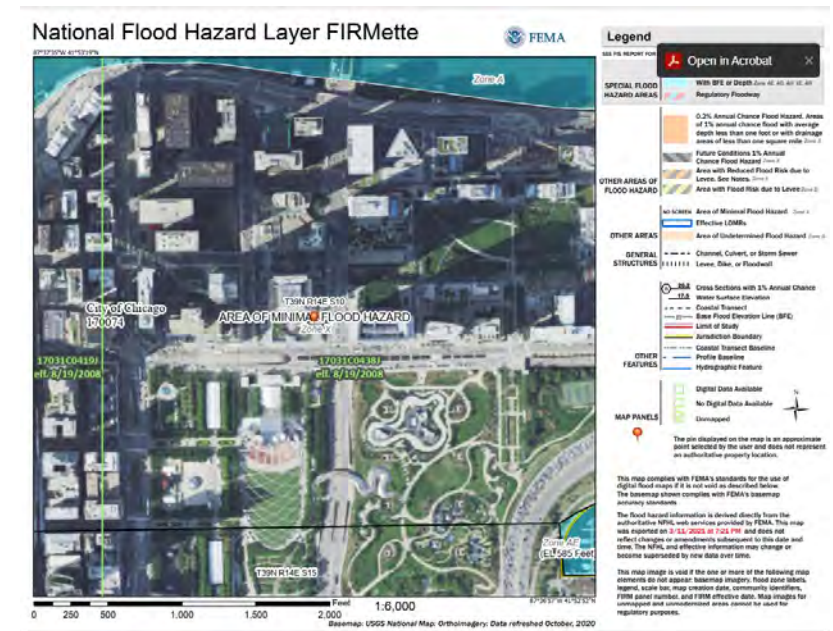
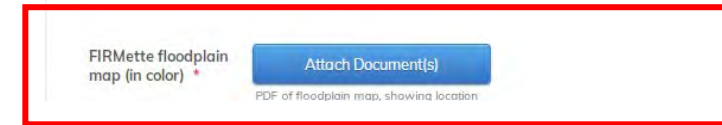
Return to Request Page

SCP ROUND 1 PROPERTY PRE-APPROVAL PROCESS

PART 2: PRE-APPROVAL CHECKLIST

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.



SCP ROUND 1 PROPERTY PRE-APPROVAL PROCESS

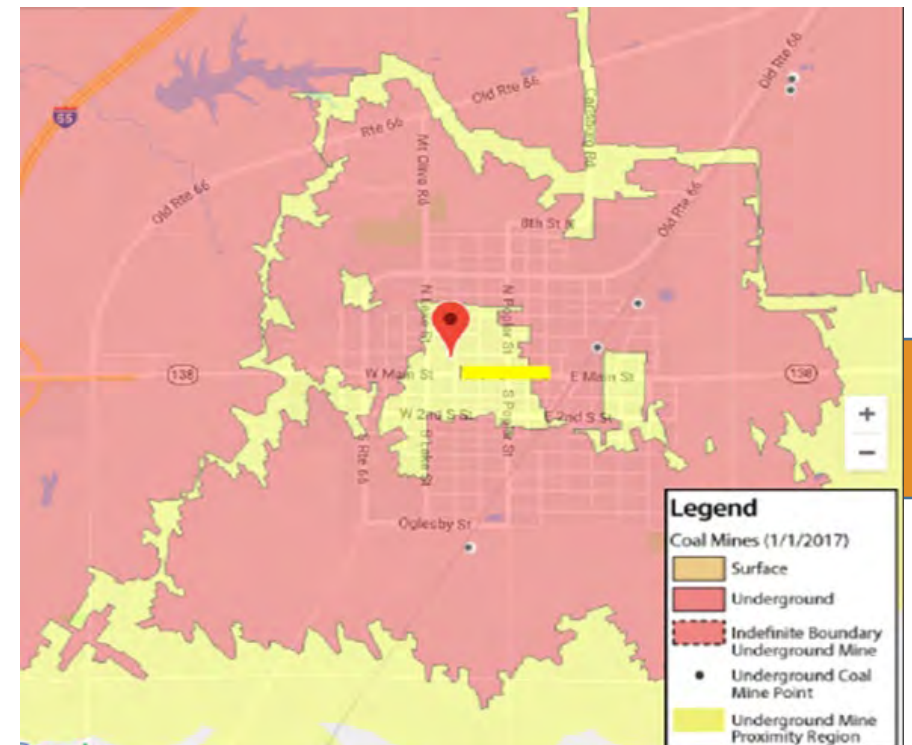
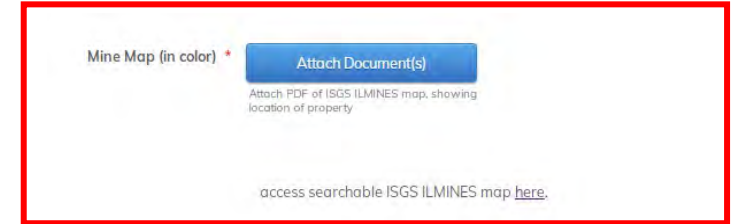
PART 2: PRE-APPROVAL CHECKLIST



**ILLINOIS HOUSING
DEVELOPMENT AUTHORITY**
www.ihda.org

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



ILLINOIS HOUSING
DEVELOPMENT AUTHORITY
www.ihda.org

“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.

access searchable FEMA floodplain map [here](#).

Mine Map (in color) *
Attach PDF of ISGS ILMINES map, showing location of property.

access searchable ISGS ILMINES map [here](#).

Pictures (in color) of property on which work will be completed *
before rehabilitation or demolition, must be labeled

Do you intend to only submit acquisition expenses for this property?
 Yes, only acquisition costs will be submitted under SCP for this property No, demolition and/or rehab expenses are intended on this property

Your Disposition Strategy (optional unless only acquisition costs will be submitted for this property.)
attach a copy of your disposition strategy that applies to this property.

Include any additional comments regarding this property here:

Please submit this form, with all required attachments by clicking the SUBMIT button below. IHDA will notify grantees upon acceptance of this pre-approval package. Once approved, you may submit expenses for reimbursement for this property as part of the quarterly reimbursement request process. Don't hesitate to reach out to us at SCPinfo@ihda.org with any questions.

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.

access searchable FEMA floodplain map [here](#).

Mine Map (in color) *
Attach PDF of ISGS ILMINES map, showing location of property.

access searchable ISGS ILMINES map [here](#).

Pictures (in color) of property on which work will be completed *
before rehabilitation or demolition, must be labeled

Do you intend to only submit acquisition expenses for this property?
 Yes, only acquisition costs will be submitted under SCP for this property No, demolition and/or rehab expenses are intended on this property

Your Disposition Strategy (optional unless only acquisition costs will be submitted for this property.)
attach a copy of your disposition strategy that applies to this property.

Include any additional comments regarding this property here:

Please submit this form, with all required attachments by clicking the SUBMIT button below. IHDA will notify grantees upon acceptance of this pre-approval package. Once approved, you may submit expenses for reimbursement for this property as part of the quarterly reimbursement request process. Don't hesitate to reach out to us at SCPinfo@ihda.org with any questions.

Powered by jsForm



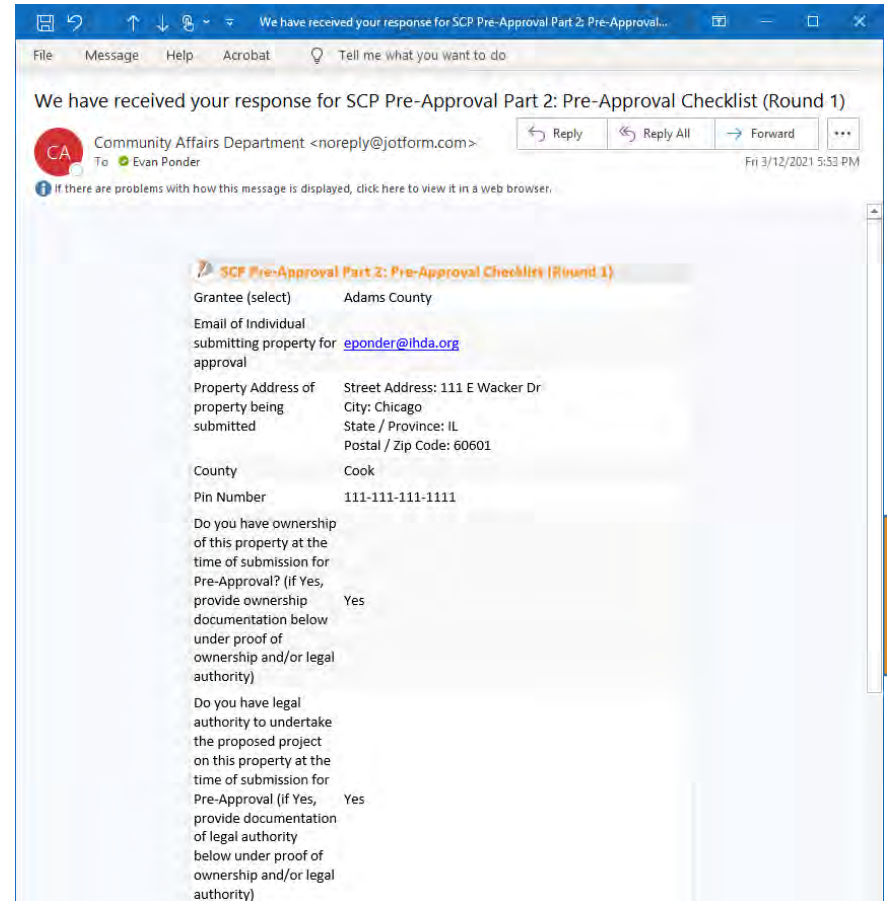
SCP ROUND 1 PROPERTY PRE-APPROVAL PROCESS

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.



Thank You!

Your submission has been received.

IHDA will follow up with you to confirm whether this Pre-Approval Checklist has been approved or denied.



**ILLINOIS HOUSING
DEVELOPMENT AUTHORITY**
www.ihda.org

SUBMITTING YOUR REIMBURSEMENT REQUEST

STRONG COMMUNITIES PROGRAM (SCP) ROUND 1 QUARTERLY REPORTING SCHEDULE

Quarterly Reimbursement Request	Report Due
Quarter 1 01/01/2020 – 05/31/2021	June 15, 2021
Quarter 2 06/01/2021 – 08/31/2021	September 15, 2021
Quarter 3 09/01/2021 – 11/30/2021	December 15, 2021
Quarter 4 12/01/2021 – 02/28/2022	March 15, 2022
Quarter 5 03/01/2022 – 05/31/2022	June 15, 2022
Quarter 6 06/01/2022 – 08/31/2022	September 15, 2022
Quarter 7 09/01/2022 – 11/30/2022	December 15, 2022
Quarter 8 12/01/2022 – 3/19/2023	March 26, 2023

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

Strong Communities Program (SCP)														
Quarterly Accounting of Grant Expenses & Reimbursement Request Form														
ILLINOIS HOUSING DEVELOPMENT AUTHORITY														
Complete this report (including all applicable property tabs) for your Strong Communities Program reimbursement request, by inputting information in all applicable gray and white boxes. Complete one PDF per property, organized in the same order that they appear on the summary sheet, listing one line item for each cost/activity. All documents shall be submitted electronically to SCPinfo@ihda.org . Sign and certify below.														
GRANTEE INFORMATION														
Grantee Name: IHDA City					Phone Number: 555-555-5555									
Contact Person for Report: Evan Ponder					Email: eponder@ihda.org									
QUARTERLY SUBMISSION INFORMATION														
Time Period: 1/1/2020 to 5/31/2021					Select one:					<input type="checkbox"/> Nothing to report this quarter <input checked="" type="checkbox"/> Expenses submitted for reimbursement <input checked="" type="checkbox"/> Admin funds requested this quarter				
Submission Quarter: 1														
CERTIFICATION														
The undersigned certifies that the information contained herein is true and accurate and the itemized expenses included are related to Eligible Uses under the Strong Communities Program. The undersigned further certifies that all books, records, and supporting documents in relation to the itemized expenses listed herein are maintained at the office of the undersigned and are available for inspection by the Illinois Housing Development Authority, the Illinois Attorney General, the Illinois Auditor General, or any of their designated representatives, and as otherwise required by applicable state law.														
Certified Financial Officer Signature										Date				
Authorized Grantee Signature										Date				
TOTAL PAYMENT AMOUNT REQUESTED THIS QUARTER														
Total Property Costs Reimbursement Requested this Quarter \$ -					Total Admin Funds Requested (if applicable) \$ -					Combined Request Amount \$ -				
PROPERTY LISTING TABLE														
Total Number of Properties Submitted: 0					Total Number of Units Submitted: 0					Total Requested Reimbursement Amount: \$ -				
Property #	Property Address	Pin #	City/Town	Zip + 4	Total Units Per Property	Acquisition Costs	Rehabilitation Costs	Demolition Costs	Tree, Shrub, & Debris Removal Costs	Grass Cutting Costs	Lot Treatment & Greening Costs	Total Requested Loan Amount	Property Submission Type	Payment Request Type
1					0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
2					0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
3					0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
4					0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
5					0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
6					0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
7					0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
8					0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
9					0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
10					0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
11					0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		



REIMBURSEMENT REQUEST DOCUMENTS: REIMBURSEMENT REQUEST ADMIN REQUEST TAB

**Strong Communities Program (SCP)
Administrative Funds Request Form**

ILLINOIS HOUSING
DEVELOPMENT AUTHORITY

Under SCP, grantees are eligible to receive up to 5% of their total grant amount as administrative funds. Collection of these funds is based on successful completion of the program (prorated by the percentage of project funds expended). 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 payout. Complete this report for your Strong Communities Program administrative funds request by inputting information in all applicable gray and white boxes. Complete one PDF, and submit electronically along with your Quarterly Accounting of Grant Expenses & Reimbursement Request Form, to SCPinfo@ihda.org. Sign and certify below.

Version 3.2021

GRANTEE INFORMATION

Grantee Name: _____ Phone Number: 555-555-5555
 Contact Person for Report: Evan Ponder Email: eponder@ihda.org

SUBMISSION INFORMATION

Submission Date: 6/15/2021 Submission Quarter: 1

CERTIFICATION

The undersigned certifies that the information contained herein is true and accurate and the itemized expenses included are related to Eligible Uses under the Strong Communities Program. The undersigned further certifies that all books, records, and supporting documents in relation to the itemized expenses listed herein are maintained at the office of the undersigned and are available for inspection by the Illinois Housing Development Authority, the Illinois Attorney General, the Illinois Auditor General, or any of their designated representatives, and as otherwise required by applicable state law.

Certified Financial Officer Signature _____ Date: 6/15/2021
 Authorized Grantee Signature _____ Date: 6/15/2021

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.

Total Administrative Funds Amount Requested at this Time		\$ -
Grant Management Totals	Administrative Funds Eligibility	
Grant Amount: \$ -	Total Submitted Costs to Date:	_____
Maximum Admin Amount: \$ -	<small>Includes reimbursements from previous quarters and current submitted costs.</small>	
<small>% of grant total</small>	Percent of Grant Submitted and/or Reimbursed to Date:	0.00%
	<small>Admin funds may only be requested after more than 50% of your grant funds have been spent.</small>	
	Can Admin be Requested:	No
	Has Admin been Previously Requested:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	<small>If Admin has been previously requested, SCP staff will work with you to confirm admin funds available for a second request, as based on approved expenses.</small>	
	Admin Amount Eligible for Request:	\$ -
	<small>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 8). Final admin payments will be based on total percent of award expended by the grantee at the end of the program round.</small>	
	Requested Admin Payment Amount:	_____
	<small>Amount you are currently requesting</small>	

Summary Sheet | **Admin Request** | (Property 1) | (Property 2) | (Property 3) | (Property ...)

- 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 (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.

Total Administrative Funds Amount Requested at this Time

\$ -

Grant Management Totals

Grant Amount \$ 125,000.00

Maximum Admin Amount \$ 6,250.00

5% of grant total

Administrative Funds Eligibility

Total Submitted Costs to Date: _____

Includes reimbursements from previous quarters and current submitted costs

Percent of Grant Submitted and/or Reimbursed to Date: 0.00%

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

Can Admin be Requested: **No**

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, 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 (55% of your total award) OR you are requesting admin in your final quarterly submission (Quarter 6). Final admin payouts will be based on total percent of award expended by the grantee at the end of the program round.

Requested Admin Payment Amount: _____

Amount you are currently requesting

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

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.

Total Administrative Funds Amount Requested at this Time

\$ -

Grant Management Totals

Grant Amount: \$ 125,000.00

Maximum Admin Amount: \$ 6,250.00
5% of grant total

Administrative Funds Eligibility

Total Submitted Costs to Date: \$ 30,000.00

Includes reimbursements from previous quarters and current submitted costs

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

Can Admin be Requested: No

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, as based on approved expenses

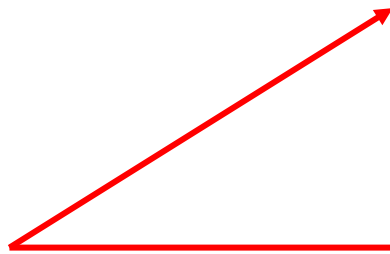
Admin Amount Eligible for Request: \$ -

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 (95% of your total award) OR you are requesting admin in your final quarterly submission (Quarter 5). Final admin payouts 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

Auto-calculates
after you enter
Total Submitted
Costs to Date





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.

Total Administrative Funds Amount Requested at this Time

\$ **3,125.00**

Grant Management Totals

Grant Amount: \$ 125,000.00

Maximum Admin Amount: \$ 6,250.00
5% of grant total

Administrative Funds Eligibility

Total Submitted Costs to Date: \$ 59,375.01

Includes reimbursements from previous quarters and current submitted costs

Percent of Grant Submitted and/or Reimbursed to Date: 47.50%

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

Can Admin be Requested: Yes

Has Admin been Previously Requested: Yes No

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

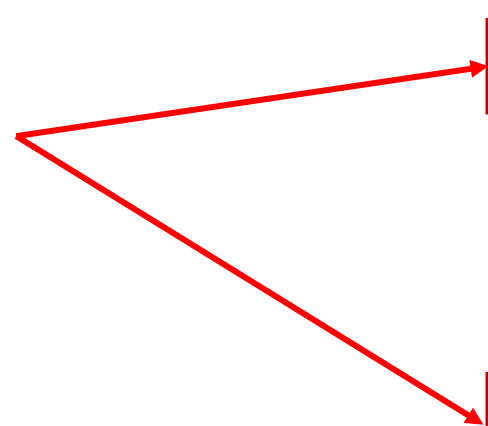
Admin Amount Eligible for Request: \$ 3,125.00

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 (95% of your total award) OR you are requesting admin in your final quarterly submission (Quarter 5). Final admin payouts will be based on total percent of award expended by the grantee at the end of the program round.

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

Individual Property Expense Report

Complete this report by clearly itemizing all expenses specifically associated with your Strong Communities Program Agreement. You must complete all columns for each expense listed; list descriptions of individual activities in the Description column. Every item provided must be labeled and clearly identified in the Label Name column.

Property Address: 123 Main St
Pin #: 111-111-1111

Number of Confirmed Units: 1
(i.e. number of apartments, duplex to 2 units, etc.)

Individual Property Reporting Status

To help facilitate processing of this submission, please use the below settings to clarify if this specific property is a 1st or 2nd time submission, and if the applicable reimbursement request is for a partial or final payment of requested funds.

Property Submission Type: 1st Submission
Payment Request Type: Final Payment

Total Final Cost:
\$ 21,820.00

Acquisition Costs			
Expense	Description	Label Name	Amount
Legal Expenses	Abandonment Proceedings Expense	Exhibit A	\$ 3,750.00
Total acquisition costs:			\$ 3,750.00

Rehabilitation Costs			
Expense	Description	Label Name	Amount

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 request will
populate here

TOTAL PAYMENT AMOUNT REQUESTED THIS QUARTER															
Total Property Costs Reimbursement Requested this Quarter		\$	59,375.01	Total Admin Funds Requested (if applicable)		\$	3,125.00	Combined Request Amount		\$	62,500.01				
PROPERTY LISTING TABLE															
Total Number of Properties Submitted:				3		Total Number of Units Submitted				4		Total Requested Reimbursement Amount:		\$	59,375.01
Property #	Property Address	Pin #	City/Town	Zip + 4	Total Units Per Property	Acquisition Costs	Rehabilitation Costs	Demolition Costs	Tree, Shrub, & Debris Removal Costs	Grass Cutting Costs	Lot Treatment & Greening Costs	Total Requested Loan Amount	Property Submission Type	Payment Request Type	
1	123 Main St	111-111-1111	IHDA City	12345-1234	1	\$ 3,750.00	\$ -	\$ 18,000.00	\$ -	\$ 70.00	\$ -	\$ 21,820.00	1st Submission	Final Payment	
2	456 Broad St	111-111-1112	IHDA City	12345-1234	2	\$ -	\$ 15,000.00	\$ -	\$ 1,000.00	\$ -	\$ -	\$ 16,000.00	1st Submission	Partial Payment	
3	789 School St	111-111-1113	IHDA City	12345-1234	1	\$ -	\$ -	\$ 21,555.01	\$ -	\$ -	\$ -	\$ 21,555.01	1st Submission	Final Payment	
4					0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
5					0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
6					0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			

Property-specific
information will
populate here

REIMBURSEMENT REQUEST DOCUMENTS: REIMBURSEMENT REQUEST FORM SUMMARY SHEET TAB



Strong Communities Program (SCP)
Quarterly Accounting of Grant Expenses & Reimbursement Request Form

ILLINOIS HOUSING DEVELOPMENT AUTHORITY

Complete this report (including all applicable property tabs) for your Strong Communities Program reimbursement request, by inputting information in all applicable gray and white boxes. Complete one PDF per property, organized in the same order that they appear on the summary sheet, listing one line item for each cost/activity. All documents shall be submitted electronically to SCPinfo@ihda.org. Sign and certify below.

Version 2-2021

GRANTEE INFORMATION

Grantee Name: Phone Number:
 Contact Person for Report: Email:

QUARTERLY SUBMISSION INFORMATION

Time Period: to Select one: Nothing to report this quarter
 Expenses submitted for reimbursement
 Admin funds requested this quarter
 Submission Quarter:

CERTIFICATION

The undersigned certifies that the information contained herein is true and accurate and the itemized expenses included are related to Eligible Uses under the Strong Communities Program. The undersigned further certifies that all books, records, and supporting documents in relation to the itemized expenses listed herein are maintained at the office of the undersigned and are available for inspection by the Illinois Housing Development Authority, the Illinois Attorney General, the Illinois Auditor General, or any of their designated representatives, and as otherwise required by applicable state law.

Certified Financial Officer Signature

Authorized Grantee Signature

Date

Date

TOTAL PAYMENT AMOUNT REQUESTED THIS QUARTER			
Total Property Costs Reimbursement Requested this Quarter	\$ 59,375.01	Total Admin Funds Requested (if applicable)	\$ 3,125.00
Combined Request Amount		\$ 62,500.01	

PROPERTY LISTING TABLE														
Total Number of Properties Submitted:					Total Number of Units Submitted					Total Requested Reimbursement Amount:				
Property #	Property Address	Pin #	City/Town	Zip + 4	Total Units Per Property	Acquisition Costs	Rehabilitation Costs	Demolition Costs	Tree, Shrub, & Debris Removal Costs	Grass Cutting Costs	Lot Treatment & Greening Costs	Total Requested Loan Amount	Property Submission Type	Payment Request Type
1	123 Main St	111-111-1111	IHDA City	12345-1234	1	\$ 3,750.00	\$ -	\$ 18,000.00	\$ -	\$ 70.00	\$ -	\$ 21,820.00	1st Submission	Final Payment
2	456 Broad St	111-111-1112	IHDA City	12345-1234	2	\$ -	\$ 15,000.00	\$ -	\$ 1,000.00	\$ -	\$ -	\$ 16,000.00	1st Submission	Partial Payment
3	789 School St	111-111-1113	IHDA City	12345-1234	1	\$ -	\$ -	\$ 21,555.01	\$ -	\$ -	\$ -	\$ 21,555.01	1st Submission	Final Payment
4					0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
5					0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
6					0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
7					0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
8					0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
9					0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
10					0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
11					0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
12					0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
13					0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
14					0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
15					0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
16					0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
17					0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
18					0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
19					0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
20					0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
21					0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		

Summary Sheet
Admin Request
(Property 1)
(Property 2)
(Property 3)
(Property ...)

REIMBURSEMENT REQUEST DOCUMENTS: ADMIN REQUEST



Strong Communities Program (SCP) Administrative Funds Request Form



Under SCP, grantees are eligible to receive up to 5% of their total grant amount as administrative funds. Collection of these funds is based on successful completion of the program (prorated by the percentage of project funds expended). 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 payout. Complete this report for your Strong Communities Program administrative funds request by inputting information in all applicable gray and white boxes. Complete one PDF, and submit electronically along with your Quarterly Accounting of Grant Expenses & Reimbursement Request Form, to SCPinfo@ihda.org. Sign and certify below.

Version 2.2021

GRANTEE INFORMATION

Grantee Name: Phone Number:
 Contact Person for Report: Email:

SUBMISSION INFORMATION

Submission Date: Submission Quarter:

CERTIFICATION

The undersigned certifies that the information contained herein is true and accurate and the itemized expenses included are related to Eligible Uses under the Strong Communities Program. The undersigned further certifies that all books, records, and supporting documents in relation to the itemized expenses listed herein are maintained at the office of the undersigned and are available for inspection by the Illinois Housing Development Authority, the Illinois Attorney General, the Illinois Auditor General, or any of their designated representatives, and as otherwise required by applicable state law.

Certified Financial Officer Signature: Date:
 Authorized Grantee Signature: 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.

Total Administrative Funds Amount Requested at this Time		\$	3,125.00
Grant Management Totals		Administrative Funds Eligibility	
Grant Amount:	\$ 125,000.00	Total Submitted Costs to Date:	\$ 59,375.01
Maximum Admin Amount:	\$ 6,250.00 <i>5% of grant total</i>	<i>Includes reimbursements from previous quarters and current submitted costs.</i>	
		Percent of Grant Submitted and/or Reimbursed to Date:	47.50%
		<i>Admin funds may only be requested after more than 50% of your grant funds have been spent.</i>	
		Can Admin be Requested:	<input checked="" type="checkbox"/> Yes
		Has Admin been Previously Requested:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
		<i>If Admin has been previously requested, SCP staff will work with you to confirm admin funds available for a second request, as based on approved expenses.</i>	
		Admin Amount Eligible for Request:	\$ 3,125.00
		<i>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 (95% of your total award) OR you are requesting admin in your final quarterly submission (Quarter 8). Final admin payouts will be based on total percent of award expended by the grantee at the end of the program round.</i>	
		Requested Admin Payment Amount:	\$ 3,125.00
		<i>Amount you are currently requesting</i>	

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

Strong Communities Program –Grantee Quarterly Report Submission Cover
Sheets –Individual Units



Round 1 Quarter: 1

Individual Unit Submission Packet

Grantee:

IHDA City

Property Address:

123 Main St

PIN:

111-111-1111

- Maximum costs per individual PIN for all eligible uses cannot exceed \$40,000.
- Before submitting for reimbursement all properties must have been submitted via Jotform and received approval for Part 1 and Part 2 of the Pre-Approval process:
 - [SCP Pre-Approval Part 1: Initial Property Approval Form](#)
 - [SCP Pre-Approval Part 2: Pre-Approval Checklist](#)

REIMBURSEMENT REQUEST DOCUMENTS: INDIVIDUAL UNIT SUBMISSION PACKET

Strong Communities Program –Grantee Quarterly Report Submission Cover
Sheets –Individual Units



Round 1 Quarter: 1

Individual Unit Submission Packet

Grantee:

IHDA City

Property Address:

123 Main St

PIN:

111-111-1111

- Maximum costs per individual PIN for all eligible uses cannot exceed \$40,000.
- Before submitting for reimbursement all properties must have been submitted via Jotform and received approval for Part 1 and Part 2 of the Pre-Approval process:
 - [SCP Pre-Approval Part 1: Initial Property Approval Form](#)
 - [SCP Pre-Approval Part 2: Pre-Approval Checklist](#)

Strong Communities Program –Grantee Quarterly Report Submission Cover
Sheets –Individual Units



Round 1 Quarter: 1

Grantee:

IHDA City

Property:

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

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 completed)
- 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)

Strong Communities Program –Grantee Quarterly Report Submission Cover
Sheets –Individual Units

Round ____ Quarter: ____

Grantee: _____

Property: _____

Reimbursement Request Checklist

- Is this a first (partial) or second (final) payment request*?

**if no further reimbursements will be requested for this property this is considered a second (final) payment request*

First (partial) payment request Second (final) payment request

- Has the rehabilitation or demolition project been completed on this property?

Yes No

- In addition to this checklist and cover sheets, please also provide the following, depending on the type of project undertaken on this property:

- Signed Reimbursement Request Form (PDF or Excel, if able to sign electronic form)
- Ownership Documentation (only if requesting reimbursement of acquisition expenses)
- Scope of work narrative (if different from first request or pre-approval or to reflect multiple change orders)
- Change order(s) if any
- Contractor payment invoice and proof of payment organized by eligible expense category using cover sheet
- Invoice or comparable documentation and proof of payment for all other eligible costs organized by eligible expense category using cover sheets
- Pictures of completed work (include both “during”, for rehab, and, if completed “after” photos)
- 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 or with a first request)

- For rehabilitation projects, please also provide the following with second (final) payment requests:

- Lead risk assessment, conducted by a certified lead risk assessor.
- Confirmation of final inspection
- Is the property ready for occupancy?
 Yes No
If yes, provide Certificate of Occupancy. If no, provide a narrative explanation.

REIMBURSEMENT REQUEST DOCUMENTS: REIMBURSEMENT REQUEST CHECKLIST

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.



111 E. Wacker Drive
Suite 1500
Chicago, IL 60601
312.856.5200

Certification of Compliance with Applicable Environmental Requirements (Strong Communities Program)

On behalf of _____, the undersigned confirms that the Grantee has (a) complied with all applicable local, county, state and federal laws and regulations relating to the protection of human health and the environment and the disposal of hazardous or toxic substances, pollutants or contaminants ("Environmental Laws") and (b) if applicable, have received and are in compliance with all permits, licenses or other approvals required under any and all applicable Environmental Laws, including but not limited to, those for demolition, rehabilitation, asbestos inspections, and handling/removal of hazardous containing materials and Grantee hereby agrees to indemnify and hold harmless the Illinois Housing Development Authority from and against any and all losses and expenses, if any, ensuing from any such action.

Property Address _____
PIN _____

Signature _____
Name _____
Title _____
Municipality/Organization _____ ("Grantee")
Date _____

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.



BID TABULATION FORM -Strong Communities Program

Date: _____ Grantee: _____

Address: _____

PIN: _____

Project Type: _____

Bid #1
Contractor Name: _____
Bid Amount: _____

Bid #2
Contractor Name: _____
Bid Amount: _____

Bid #3
Contractor Name: _____
Bid Amount: _____

Winning Bid
Contractor Name: _____
Bid Amount: _____

In-House Cost Estimate
Amount: _____

Please provide any additional information to clarify if bid selected is not lowest bidder, or higher than in-house cost estimate.

Completed by: _____ Date: _____
(Grantee's signature)

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.



Comprehensive Lead Based Paint Hazard Risk Assessment for the [REDACTED]



Subject Property:

Prepared for:

Prepared by:

June 13th, 2016

Page 2

Table of Contents

1.0 Lead Based Paint Hazard Risk Assessment	4
2.0 Introduction	5
3.0 Scope of Risk Assessment	5
3.1 Scope of Work	5
3.2 Training Requirements	6
3.3 Equipment	6
4.0 Site Description	6
5.0 Management Data, Maintenance Data, Environmental Data, and Analyses	7
6.0 Methods	8
6.1 Definitions	9
6.2 Sampling Strategies	10
6.3 Assessment Logic	10
6.4 Calibration of XRF Equipment	11
6.5 Dust Wipe Samples	11
6.7 Soil Samples	11
7.0 Existing Lead-based Paint Hazards and Available Control Options	12
8.0 Data Validation and Data Quality Assessment	14
9.0 Lead Hazard Control Plan	14
9.1 Interim Control Options and Estimated Costs	14
9.2 Re-evaluation and Monitoring Schedule	14
9.3 Site-Specific Lead Hazard Control Plan	14
9.4 Property Conditions Affected by Lead-Based Paint	16
10.0 Conclusions	16
11.0 Limitations	18

REIMBURSEMENT REQUEST DOCUMENTS: INDIVIDUAL UNIT SUBMISSION PACKET



**ILLINOIS HOUSING
DEVELOPMENT AUTHORITY**
www.ihda.org

Strong Communities Program – Grantee Quarterly Report Submission Cover Sheets – Individual Units



Round 1 Quarter: 1

Grantee: IHDA City

Property: 123 Main St

Individual Property Expense Report

Complete this report by clearly itemizing all expenses specifically associated with your Strong Communities Program Agreement. You must complete all columns for each expense listed; list descriptions of individual activities in the Description column. Every item provided must be labeled and clearly identified in the Label Name column.

Property Address: 123 Main St
Pin #: 111-111-1111
Number of Confirmed Units: 1
(i.e. number of apartments, duplexes 2 units, etc.)

Demolition Costs				
Expense	Description	Label Name	Amount	
Environmental Services Comp	Asbestos Abatement	Exhibit B	\$ 3,000.00	
ABC Demo Company	Demolition	Exhibit C	\$ 15,000.00	
Total Demolition costs:			\$ 18,000.00	

ABC Demo Company **INVOICE**

INVOICE # 001
DATE 4/25/2021

456 West St
IHDA City, IL 12345
312-111-1111

TO
City of IHDA
222 Main St
IHDA City, IL 12345
555-555-5555

FOR Demolition of Property 123 Main St.

Description	Amount
Demolition of property at 123 Main St per scope outlined in contract	\$15,000.00
Total	\$15,000.00

Make all checks payable to ABC Demo Company
Payments due within 30 days.

THANK YOU FOR YOUR BUSINESS!

Demolition 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

Include invoice and proof of payment for each cost you are submitting, following the relevant Cover Sheet

City of IHDA
222 Main St.
IHDA City, IL 12345
555-555-5555

5719

DATE: 5/15/2021

PAY TO THE ORDER OF: ABC Demo Company

\$ 15,000.00

Fifteen thousand and 0/100 DOLLARS

MEMO: For Invoice #1 Mayor of City of IHDA

⑈000045678000 0000⑆ ⑈0000

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



**ILLINOIS HOUSING
DEVELOPMENT AUTHORITY**
www.ihda.org

ADDITIONAL RESOURCES AND INFORMATION



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)*



Revitalization And Repair Programs



Greening/Reuse Efforts (City of Decatur)
IHDA understands that investing in homes and communities across the state is an effective way to combat the ongoing effects of the housing crisis and assist with revitalization efforts. We work with local governments and non-profit organizations to offer programs that address vacant residential properties and the blight that usually follows to benefit communities. We also fund programs that allow homeowners to make necessary repairs and accessibility improvements, allowing residents stay in their homes while improving the quality of single-family housing and helping to create vibrancy in neighborhoods throughout Illinois.

Strong Communities Program (SCP)

The Illinois Housing Development Authority (IHDA) is pleased to announce its request for applications for the **Strong Communities Program (SCP)**. SCP provides grant funds to municipalities, counties, and land banks to address affordable housing needs and community revitalization efforts. SCP will return vacant residential properties to productive and taxable use through rehabilitation and provide funds for demolition in cases where properties are beyond repair and negatively impacting neighboring residences. As a result, SCP will increase property values, create jobs, help reduce crime, generate additional tax revenue and attract further community investment. It will preserve existing affordable housing stock that is often in city centers and in proximity to community amenities (schools, parks, medical facilities, shopping, jobs and transportation). [CLICK HERE](#) for a side-by-side comparison of the APP and SCP programs to determine which is best suited for your community.

The application period is now closed. An Application Tutorial Webinar was held on September 1, 2020. A recording of this webinar and the presentation slides can be found under the Strong Communities Program Documents below.

Please direct any questions to SCPinfo@ihda.org

Strong Communities Program Documents

- FAQs
- APP v SCP
- SCP Round 1 Application Tutorial Webinar Slideshow
- SCP Round 1 Application Tutorial Recording
- SCP Program Manual
- Appendix A-Definition of Abandoned Residential Property
- Appendix B-Statement of Contractor's Qualifications



**ILLINOIS HOUSING
DEVELOPMENT AUTHORITY**
www.ihda.org

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





**ILLINOIS HOUSING
DEVELOPMENT AUTHORITY**
www.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?