



**ILLINOIS HOUSING
DEVELOPMENT AUTHORITY**
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LAND BANK CAPACITY PROGRAM ROUND 2 APPLICATION TUTORIAL WEBINAR

August 20, 2019

*Application submission deadline is **September 30, 2019 at 3:00pm CST***



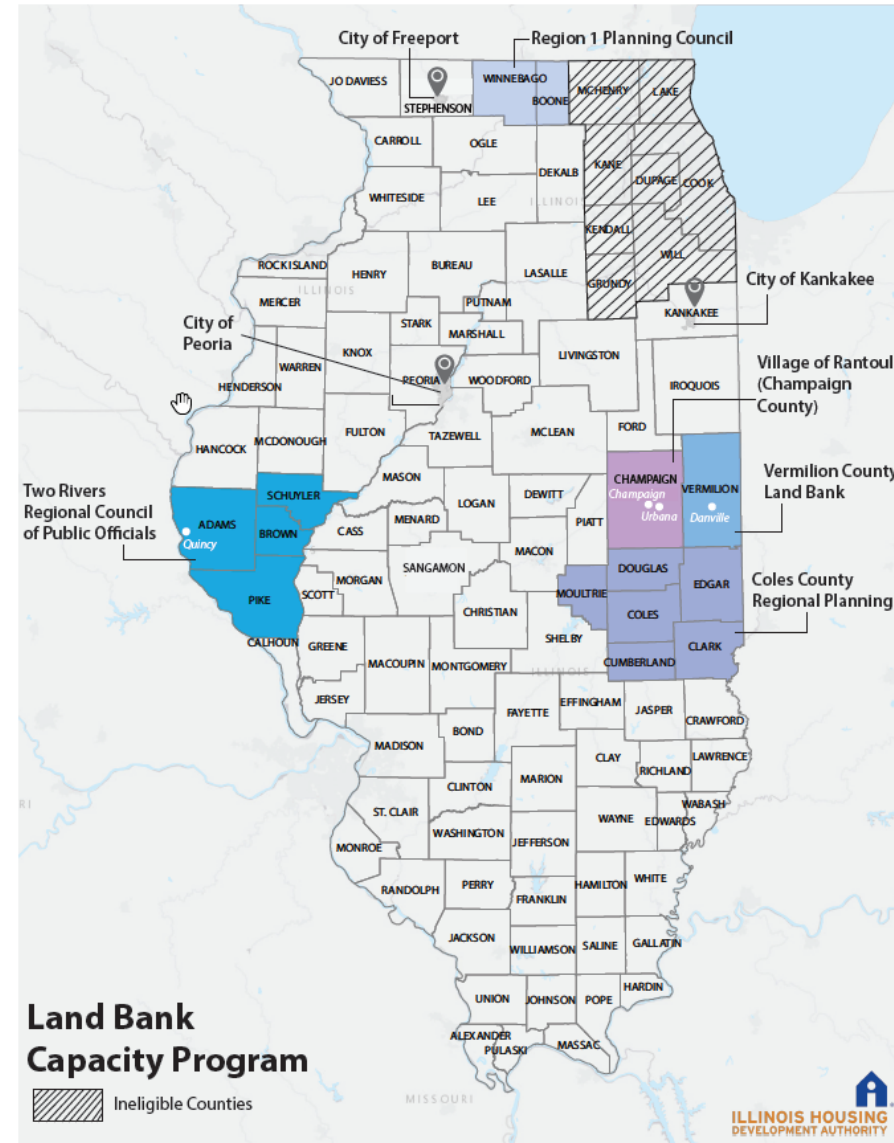
LAND BANK CAPACITY PROGRAM AND TECHNICAL ASSISTANCE NETWORK ESTABLISHMENT

- National settlement secured by the Illinois' Attorney General, in conjunction with other state attorneys general, the U.S. Department of Justice and the U.S. Department of Housing and Urban Development with the nation's largest banks
- IHDA awarded \$2,500,000 in settlement funds
- Round 2 of the Land Bank Capacity Program will make up to \$800,000 available for awards in the Land Bank Capacity Program



LAND BANK CAPACITY PROGRAM CURRENT ROUND GRANTEES AND SUCCESSES

- 8 Grantees and two Technical Assistance Providers were funded in the first round of funding under the Land Bank Capacity Program and Technical Assistance Network.
- 3 Land Bank Feasibility Studies have been completed, 3 more are currently underway.
- One new Land Bank has been formed by grantee Region 1 Planning Council. This new land bank is the Northern Illinois Land Bank Authority.





BENEFITS OF LAND BANKING

Benefits of land banking:

- Assist with community revitalization, particularly in community areas with low- and moderate-income households
- Stabilizes housing market, reducing recidivism of properties cycling through the tax sale process
- Allows municipalities, counties to come together using existing authority via intergovernmental agreement for greater efficiency
- Uses existing tools more effectively; if there is no known owner, and no one overseeing the property, municipality can step in – abandonment is an effective tool
- Preserves housing/commercial¹ values and reduces municipal costs by intervening to save properties before they deteriorate and require demolition.

Land Banking preserves owners' rights:

- Does nothing to change due process rights for all parties
 - Abandonment petition served to owner
 - If owner comes to court, abandonment petition dropped, owner maintains property
 - If no known owner, municipality can file abandonment petition and exercise existing statutory authority for betterment of community at-large

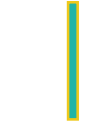
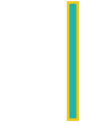
¹LBCP funds eligible for residential buildings of 1-6 units



ELIGIBLE USES OF FUNDS

Land Bank Capacity Program

- Submit documentation sufficient to form a land bank
- Off-set legal expenses and holding costs incurred in connection therewith and/or in conjunction with on-going land bank creation, maintenance, and other activities
- Fund acquisitions, demolition, redevelopment, and disposition of vacant and abandoned properties





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FILING YOUR APPLICATION

APPLICATION

<https://www.ihda.org/wp-content/uploads/2016/08/LBCP-Round-2-RFA.pdf>

- Review the application in its entirety before completing your submission



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APPLICATION

- Applicant Information
- Geographic Information
- Funding Request Information
- Criteria Questions #7 - 18
- Audit Information
- Exhibit Checklist
- Standard Requirements and Certifications

Note: IHDA encourages joint applications, especially for applicants that intend to join an existing land bank.

The maximum funding request per applicant is \$250,000.



GEOGRAPHIC INFORMATION

Please report the following information for the geographic areas which you intend to serve with this funding, as applicable. Figures should be gathered from the most recent U.S. Census Bureau information when possible (we recommend using the [U.S. Census QuickFacts Tool](#)). Please contact LBCPinfo@ihda.org if you need additional support gathering this information. If more than one jurisdiction is applying, or it is relevant to provide information for a separate or smaller geographic region, please duplicate this page as necessary.

1. Geographies to be covered by this funding – provide census tracts if possible

2. Population of this area

3. Number of properties defined as “Abandoned”

4. Number of Housing Units

5. Number of Vacant Housing Units

FUNDING REQUEST INFORMATION

There is a maximum funding request of \$250,000 for the Land Bank Capacity Program. The size of the award will be determined by IHDA after its review of the applications. IHDA reserves the right to amend the maximum amount based on the number and quality of applications received.

6. Requested Funding amount

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LAND BANK CAPACITY PROGRAM ROUND 2 APPLICATION

APPLICANT INFORMATION

County/Municipality/Land Bank Name

Main Office Street Address, Line 1

Street Address, Line 2

City

State

Zip Code

Website

Primary Contact Name
Individual to be the primary recipient of all grant correspondence

Title

Telephone Number

E-mail Address

Secondary Contact Name

Title

Telephone Number

E-mail Address

Please indicate whether the applicant (check one option):

- Is an existing Land Bank Plans to join an existing Land Bank Is considering forming a Land Bank

PLEASE NOTE: IF THE APPLICANT IS A MEMBER OF AN EXISTING LAND BANK OR PLANS TO JOIN AN EXISTING LAND BANK AS A MEMBER COMMUNITY, THE LAND BANK ENTITY **MUST BE** THE MAIN APPLICANT TO THE LAND BANK CAPACITY PROGRAM ROUND 2. IHDA ENCOURAGES JOINT APPLICATIONS FOR ENTITIES THAT PLAN TO JOIN AN EXISTING LAND BANK.

IF THE APPLICANT WAS AWARDED FUNDS TO COMPLETE A FEASIBILITY STUDY IN THE INITIAL LAND BANK CAPACITY PROGRAM FUNDING ROUND, THAT APPLICANT MAY APPLY FOR ROUND 2 FUNDING.

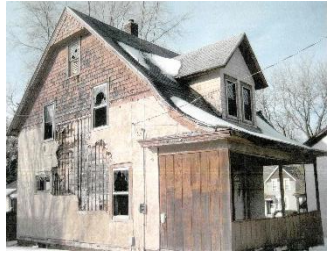
*If multiple entities are applying jointly,
duplicate this page to include additional partner contact information*



APPLICATION FORMAT

- Application questions provide space for narratives demonstrating applicant's experience and plans for grant funds
- One additional criteria has been added for applicants to describe information on any current land banking activities.

- Duplicate Applicant and Geographic Information pages as needed



LAND BANK CAPACITY PROGRAM ROUND 2 APPLICATION

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Main Office Street Address, Line 1

City _____ State _____

Website

Primary Contact Name
Individual to be the primary recipient of all grant correspondence

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Title

E-mail Address

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E-mail Address

Please indicate whether the applicant (check one option):
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Request for Application
Land Bank Capacity Program Round 2

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6. Requested Funding amount

Request for Application
Land Bank Capacity Program Round 2

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SCORING CRITERIA

Applications will be ranked against others submitted to determine points to be awarded in the following categories:

Land Bank Capacity Program

Need	<i>Maximum 15 Points</i>
Capacity	<i>Maximum 15 Points</i>
Impact	<i>Maximum 15 Points</i>
Budget and Cost Reasonableness	<i>Maximum 15 Points</i>
Readiness to Proceed	<i>Maximum 15 Points</i>
Land Banking Activities	<i><u>Maximum 25 Points</u></i>
	<i>Total: 100 points</i>



APPLICATION



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CRITERIA 1: NEED MAXIMUM 15 POINTS

7. Describe the effect(s) that vacant and abandoned properties have had on your jurisdiction. Responses should include but are not limited to the following: quantifying the amount of time and resources expended to maintain, demolish, and/or repurpose residential properties; and identifying specific areas (i.e. scattered, target neighborhoods, near downtown, etc.) within the jurisdiction most in need of this resource. Please indicate the sources used to gather any information provided in your answer. If your application includes multiple jurisdictions, or if you intend to expand your geographic scope, please duplicate this page as necessary to provide adequate descriptions of the effects of vacant and abandoned properties.

CRITERIA 2: CAPACITY MAXIMUM 15 POINTS



8. Describe your jurisdiction's experience with grant and/or program management, especially that which particularly relates to the mitigation of vacant and abandoned properties. Responses should include but are not limited to the following: quantifying and describing experience with creation/implementation of funding programs, vacant property registries, and/or other initiatives aimed at mitigating the negative effects that vacant and abandoned properties have on communities (i.e. experience with strategic lien and code enforcement, utilization of available statutory abandonment powers and other available legal tools, interventions in the county property tax sale and redemption process, etc.). Please describe the role of the lead entity and any other government agencies and/or partners in land bank activities proposed in this application.

CRITERIA 3: IMPACT MAXIMUM 15 POINTS

9. Describe how the grant will positively impact the jurisdiction, and how any other resources currently are being used or will be utilized for local revitalization. Responses should include but are not limited to the following: quantifying the number of properties that will be affected, expected increase in property values and/or property tax base, and/or number of households that will be affected.

CRITERIA 4: BUDGET AND COST REASONABLENESS

MAXIMUM 15 POINTS

As a part of the application attachments, applicants will need to include a complete and reasonable budget that details all proposed uses of the requested Program funds. Additionally, answer the questions below.

10. Was/will any work be performed by municipal, county, and/or land bank staff? If so, indicate below.

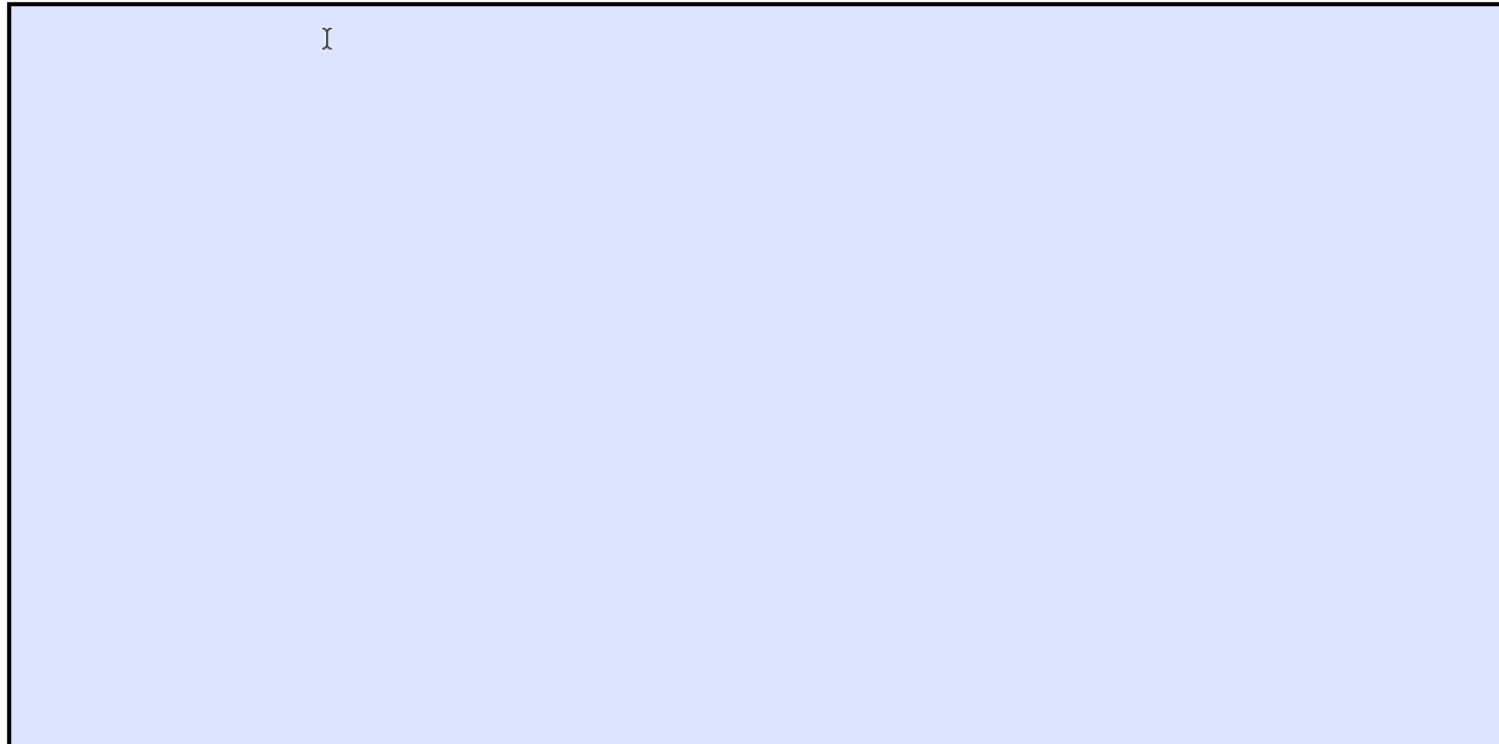
11. Explain your process(es) for procuring third-party vendors.

CRITERIA 5: READINESS TO PROCEED

MAXIMUM 15 POINTS

12. Describe a reasonable plan for the expeditious completion of proposed activities. Please note and identify if specific properties have already been selected for use of Program funds, and describe the specific activities which have been undertaken. Responses should quantify any metrics used for measuring implementation when possible (i.e. time expected to complete, personnel required, resources needed to complete plan).

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APPLICATION

CRITERIA 6: LAND BANKING ACTIVITIES

MAXIMUM 25 POINTS

Please note: The land bank entity must be the main applicant to the Land Bank Capacity Program Round 2. IHDA encourages joint applications for entities that plan to join an existing land bank. If the applicant is an existing land bank, please provide a copy of the Intergovernmental Agreement and By-Laws for the Land Bank.

13. If the applicant is not a land bank or a member of an existing land bank, please indicate whether you are planning to join an existing land bank or form a land bank *(please check all that apply)*.

- Yes, considering joining an existing land bank
- No, do not plan to join an existing land bank
- Yes, considering forming a land bank
- N/A, applicant is a land bank or member of an existing land bank

Please include any clarifying information (i.e. name of land bank you plan to join, details on your plans to form a land bank, etc.)

14. Have you completed a Land Bank feasibility study? If so, please provide a copy of this study as an attachment to this application. Studies completed as part of an applicant's participation in the previous funding round of the Land Bank Capacity Program will be accepted *(check one option and enter date of feasibility study, if applicable)*.

- Yes, we have completed a feasibility study
- No, but a feasibility study is in process with an expected completion date of
- No, we have not completed a feasibility study

15. How would the funding provided through this application enable the applicant(s) to expand the geographic reach of existing land banking activities? Please provide a description below.

16. How would the funding provided through this application enable the applicant(s) to expand the scale of existing land banking activities (i.e. experience with strategic lien and code enforcement, utilization of available statutory abandonment powers and other available legal tools, interventions in the county property tax sale and redemption process, etc.)? Please provide a description below.

17. Please describe your plans for financial sustainability (i.e. your plan to bring in properties and revenue over time).

18. Please describe any additional, current, or previous work you have undertaken in relation to establishing a land bank and/or undertaking land banking activities.

AUDIT INFORMATION

Units of local government and land bank entities applying for funds must provide a copy of their most recent independent financial audit. If a Management Letter was issued, a copy of the letter must also be attached. NOTE: Include any Management Response and/or Corrective Action Plan. The Management Response and/or Corrective Action Plan MUST be on applicant's letterhead and be signed by the Mayor, Chief Executive Officer, or chief executive of the applicant. IHDA reserves the right to use lack of corrective action or lack of response to findings to determine funding.

19. Date that audit was performed

20. Dates which audit covered (fiscal year)

21. Page(s) containing Management Response and/or Corrective Action Plan. If not applicable, indicate "N/A"

22. Summarize any audit findings, including page numbers of findings and solutions. If no findings, indicate "N/A"



APPLICATION REQUIREMENTS

1. Completed application
2. Most recent independent financial audit (*units of local government only*)
3. Complete and reasonable budget
4. Intergovernmental Agreement(s) (*if applicable*)
5. Land Bank Feasibility Study (*if applicable*)
6. Any other appropriate document to support your proposal

Name each exhibit as stated in the application, and electronically submit all documents as PDFs contained within a single zipped folder (email attachments cannot exceed 35MB)

EXHIBIT CHECKLIST

Submit your completed application and all supporting attachments to the Authority via email at LBCPinfo@ihda.org. All materials must be digital; no hard copies will be accepted. Each exhibit must be submitted as an individual PDF document; please follow the naming conventions indicated below. Email one copy of your completed application package to LBCPinfo@ihda.org.

- Application
Name: Application for <insert applicant name>
- Audit
Units of local government applying for funds must provide a copy of their most recent independent financial audit. If a Management Letter was issued, a copy of the letter must also be attached. NOTE: Include any Management Response and/or Corrective Action Plan. The Management Response and/or Corrective Action Plan MUST be on applicant's letterhead and be signed by the Mayor, Chief Executive Officer, or chief executive of the applicant. IHDA reserves the right to use lack of corrective action or lack of response to findings to determine funding.
Name: Financial Audit for <insert applicant name>
- Complete and reasonable budget
Name: Budget for <insert applicant name>
- Intergovernmental Agreement(s) (if applicable)
Applicants who indicate that they have already formed a land bank must include a copy of any Intergovernmental Agreement(s), or other legal documents demonstrating the creation of a land bank, signed by at least one member community.
Name: ISA for <insert applicant name>
- Land Bank Feasibility Study (if applicable)
Applicants who indicate that have conducted a Land Bank feasibility study must provide a copy of the final feasibility study.
Name: Feasibility Study for <insert applicant name>
- Any additional and appropriate documents to support your proposal
Examples of additional information can include revitalization plans, vacant property registries, etc.
Name: Additional Information for <insert applicant name>



STANDARD REQUIREMENTS & CERTIFICATIONS

1. Applicant certifies that all statements herein are true, accurate, and complete;
2. Applicant is an eligible recipient of grant funds based on requirements per the application;
3. Applicant will not permit any discrimination on the basis of gender, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability in connection with its participation in the Program;
4. Applicant will ensure expenditures of grant funds are for eligible uses under the Program;
5. Applicant will maintain records in connection with administration of the Program for five years after the date of termination of the grant agreement;
6. Applicant will comply with the terms and conditions of the Program;
7. Applicant will comply with monitoring and evaluation of the Program through the full grant agreement period;
8. Applicant will comply with all prevailing wage requirements;
9. Applicant will comply with all federal/state/local laws and regulations, including, but not limited to historical preservation, environmental, demolition, and lead based paint laws: Applicant agrees and acknowledges that it is its responsibility to determine which laws and regulations apply;
10. Applicant certifies that all procurements/vendor contracts comply and will continue to comply with all applicable laws and regulations, including applicable municipal procurement policies and procedures;
11. Should the Applicant be awarded grant funds under the Program, Applicant will comply with any and all requirements, as set forth in the grant agreements.



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ADDITIONAL RESOURCES



MORE INFORMATION AND RESOURCES

IHDA's website contains additional guides, FAQs, and presentations for your reference. Navigate to the following website:

- <https://www.IHDA.org>
- *Community*
- *Revitalization and Repair Programs*
- *Land Bank Capacity Program (LBCP) and Technical Assistance Network (TA Network)*

- Revitalization And Repair Programs
- Foreclosure Programs
- FAQs
- Contact Us

Revitalization And Repair Programs

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.



Land Bank Capacity Program (LBCP) and Technical Assistance Network (TA Network)

The Land Bank Capacity Program ("LBCP") and Technical Assistance Network ("TA Network") was created in 2017 to help communities gain access to funding and technical assistance for land banks in Illinois outside the Chicago Metropolitan Statistical Area (MSA). Grant funds under LBCP may be used to offset the costs of creating and operating land banks.

Eligible applicants for LBCP must be a municipality, county, or land bank located outside the Chicago MSA. For the purpose of this program, outside the Chicago MSA shall mean all of Illinois but for Cook, DuPage, Grundy, Kane, Kendall, Lake, McHenry, and Will counties.

The Illinois Housing Development Authority ("IHDA") is pleased to request applications for Round 2 of the Land Bank Capacity Program.

Applications are now available and will be accepted until **Monday, September 30, 2019 at 3:00 p.m. CDT**. More information on the program, application process, and eligibility requirements can be found by visiting the [LBCP FAQ](#) or by participating in the Application Webinar. Registration details for the webinar are listed below:

Land Bank Capacity Program Round 2: Application Tutorial Webinar

Date:	Tuesday, August 20, 2019
Time:	1:30 p.m. - 2:30 p.m. CDT
Event Number:	803 693 791
Audio Conference Number:	-1-415-655-0003
Link to Webinar:	https://illinois2.webex.com/illinois2/onstage/g.php?MTID=ef84527143c01ccf33a236d45bfa2ec1

Please direct any questions to LBCPinfo@ihda.org

+ [Land Bank Capacity Program and Technical Assistance Network Documents](#)

CONTACT INFORMATION

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Program Officer

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*Please zip all of your application materials and send as a single attachment. All applications and their accompanying materials should be submitted within a **single email**. After IHDA has received your application, we will send you a confirmation of receipt in response – ensure that you receive this confirmation, and that there were no errors in transmission.*

*Submission deadline is **September 30, 2019 at 3:00pm CST***

QUESTIONS?