



ILLINOIS HOUSING DEVELOPMENT AUTHORITY

REQUEST FOR PROPOSALS

Rental Housing Support Program Special Demonstration Program Local Administering Agencies

Application Deadline:

December 5th, 2017
5 PM Central Time

Audra Hamernik
EXECUTIVE DIRECTOR

King Harris
CHAIRMAN OF THE BOARD

ILLINOIS HOUSING DEVELOPMENT AUTHORITY
111 E. Wacker Suite 1000, CHICAGO, ILLINOIS 60601

1. Introduction

A combination of low wages and limited availability of affordable rental housing units require many families and households throughout the State of Illinois to pay a disproportionate share of their incomes for basic housing (“rent burdened”). Simultaneously, there are households in the state that face additional difficulty in finding affordable housing due to disabilities or special needs of other family members.

In order to address this pressing need, on July 5, 2005, P.A. 94-118, the Rental Housing Support Program Act (the “Act”) was signed into law. The Rental Housing Support Program (“RHS Program”) promotes permanent housing through the funding of rent subsidies for these “rent burdened” extremely and severely low-income households.

Funding under the RHS Program will be guided by the information provided in the Rental Housing Support Program statute (PA 94-118), adopted program rules (47 Ill. Admin Code 380), and a Request for Proposals, which will consist of a Program Guide and this application (with forms and instructions).

2. Special Demonstration Program Purpose

The State of Illinois continues in its effort to reduce the State’s reliance on institutional care for extremely low-income persons with disabilities. The RHSP Special Demonstration Program seeks proposals from qualified social service providers to create a pool of housing that can divert persons with disabilities from being institutionalized.

This housing is intended for extremely low-income individuals with disabilities who are being released from hospitals and are able to receive services outside of nursing home type settings and whose physical and psycho-social needs can be successfully served in the community.

For the purpose of this RFP, the minimum number of units that may be applied for is ten (10) and the maximum is thirty (30).

3. General Program Purpose

- a. The RHS Program is designed to provide subsidies to reduce the cost of renting for eligible households.
- b. Eligible households under the program are those with incomes at or below 30% of the Area Median Income (“Extremely Low-Income Household”) for the area, with at least 50% of the assistance targeted to benefit households at or below 15% of the Area Median Income (“Severely Low-Income Household.”)
- c. Tenant participants will be required to pay a monthly Tenant Contribution equal to approximately 1/12th of 30% of their annual income, within a designated range. The difference between the approved unit rent and the Tenant Contribution will be the Rental Assistance payment.
- d. The RHS Program is a “unit-based” subsidy generally supported by an agreement between a Local Administering Agency (“LAA”) and an approved property owner (“Landlord”), willing to make the unit available to eligible tenants.
- e. LAAs will be selected for participation in the program, in the Statewide RHS Program (outside the City of Chicago) based on responses under a competitive Request for Proposal process.
- f. A municipality within the state with a population greater than 2,000,000, which based on the U.S. Census data from 2000, defined solely as the City of Chicago, is authorized to designate a LAA for operation of the RHS Program within the City limits. The City of Chicago RHS Program will be subject to the rules adopted for the Statewide RHS Program, and its own Program Guide. Please contact the City of Chicago, Department of Housing for program guidelines for operation of and participation in the Rental Housing Support Program within the City of Chicago

- g. Portions of the funding under the RHS Program will be available from time to time under the Long Term Operating Support (“LTOS”) Program to provide long-term rental assistance to owners of newly available affordable housing units. These funds will be available under a separate application process.
- h. RHS Program funding is not intended to be used to supplement or supplant other rental assistance such as Section 8 or Housing Choice Voucher Programs, for funding of the same unit or tenant.
- i. Each applicant shall determine and document the need for and availability of two, three, and four-bedroom Units in its proposed Service Area. The Authority may adjust the number of these larger Units if the information in the Application indicates a greater or lesser need for specific Unit types.

4. General Program Administration

- a. Funding for the Statewide RHS Program may be provided under an agreement, with a term up to three years, to a LAA from the program administrator, the Illinois Housing Development Authority (IHDA), based on award under the RFP.
- b. These multi-year agreements between IHDA and the LAA will be funded for the term of the agreement from a state Appropriation, subject to availability of funds. Payments under the agreement will be made to the LAA quarterly in advance. Funding of the commitment under the multi-year agreement will be subject to review for compliance during the term of the contract.
- c. LAAs may apply for a renewal of their agreement after the initial agreement period; which may be granted subject to satisfactory performance under the agreement, RHS Program parameters at the time of renewal, and availability of funding.
- d. Funding for the total RHS Program, will be determined based on estimated collection of the \$10 real estate recorded document fee and appropriated in the State of Illinois Budget.

5. General Fund Allocations

- a. Resources collected and appropriated under the RHS Program will be allocated for program use in Geographic Areas around the state based. The appropriation will be based on that Geographic Area’s proportionate share of the total number of renter households with annual income of less than 50% of State Median Income for a household of four that are paying more than 30% of their income for rent.
- b. Calculations for fund allocation formula are based on U.S. Census decennial data. Changes in the fund allocation will be made based on release and availability of U.S. Census decennial data.
- c. The authorized Geographic Areas are:
 - i. Chicago,
 - ii. Suburban Areas including Cook County (excluding Chicago), DuPage County Lake County, Kane County, Will County, and McHenry County.
 - iii. Small Metropolitan Areas, including Bloomington-Normal, Champaign-Urbana, Decatur, DeKalb, Madison County, Moline, Pekin, Rantoul, Rockford, Rock Island, Peoria, Springfield, and St. Clair County,
 - iv. Rural Areas including all other areas of the State not covered by another Geographic Area.
- d. The Statute authorizes the City of Chicago to directly receive its proportionate share of the annual Appropriation to operate the RHS Program.
- e. A Reserve Account will be established by IHDA in an amount up to 5% of each year’s Appropriation, after allocation of RHS Program funding to the City of Chicago, to provide funding to address fluctuations in program funds collected, and seek consistent availability of funding for future years of the Statewide RHS Program.
- f. A minimum of 10%, after the allocation to the City of Chicago and to the Reserve Account, will be allocated to the Long-Term Operating Support Program (LTOS).
- g. Distribution of the resources to the remaining three Geographic Areas will be accomplished through the competitive RFP.

- i. LAA’s seeking to provide services under the Statewide RHS Program in more than one Geographic Area will be required to submit an application under the RFP in each Geographic Area.

6. Special Demonstration Local Administering Agency (“LAA”) Eligibility

- a. Eligible applicants under the Special Demonstration RHS Program shall be not-for-profit organizations organized under the General Not-For-Profit Corporation Act of 1986, as amended (805 ILCS 105/) and registered and in good standing with the Illinois Secretary of State and the Illinois Attorney General. Eligible not-for-profit organizations shall be currently engaged in nursing home diversion activities, and have an active relationship with one or more hospitals within their service area. Further, eligible applicants shall comply with all relevant portions of 310 ILCS105/ Rental Housing Support Program Act and all Rules promulgated with relation to the Act. Specifically, but not limited to: ensuring that Eligible households under the program are those with incomes at or below 30% of the Area Median Income (“Extremely Low-Income Household”) for the area, with at least 50% of the assistance targeted to benefit households at or below 15% of the Area Median Income (“Severely Low-Income Household.) Special Demonstration LAAs may negotiate flexibility with the lower income set-aside with the Authority if the LAA demonstrates that it has been unable to locate sufficient tenants in this lower income range.
- b. LAAs will be required to demonstrate experience, capacity, and knowledge of procedures related to the management of a rental assistance program:
 - i. Manage a rental assistance program in the Service Area designated,
 - ii. Review and verify income of applicants and tenants,
 - iii. Inspect and verify quality standards of housing Units,
 - iv. Establish an outreach plan through relationships with Landlords, hospitals, public housing authorities and referral agencies to meet housing needs of Severely and Extremely Low-Income Special Needs populations transitioning from hospital care,
 - v. Demonstrate fiscal and organizational viability to assume the program and fiduciary responsibility, including timely and accurate payments to participating Landlords.

Applicants may form partnerships or enter into other agreements with experienced entities to satisfy the requirements of the RFP, to achieve economies of scale, or to achieve broad distribution of resources, under the RHS Program. If partnerships are formed, one entity must become the Lead Applicant, and would be the main entity signing the contract. In such cases, if selected, all entities will be required to present qualifications, clearly define responsibilities of the parties, and demonstrate legal jurisdiction to serve in geographic areas presented. Partner entities may be required to execute contract documents, and will be jointly responsible for compliance with the terms of the RHS Program.

7. RHSP Application Review & Funding Process

a) Application Timeline

Applications for funding consideration under the Program must be received no later than the prescribed date and time. Any questions about the application and funding process can be directed to either Sam Mordka smordka@ihda.org or Matt Fifer mfifer@ihda.org .

The following chart provides an overview of the major steps associated with obtaining funding through the RHSP:

ACTIVITY
Application Release Date
Application submitted by application deadline –12/5/2017

Initial eligibility and threshold/completeness review
Program Feasibility Review
Committee review
IHDA Board presentation
Conditional Commitment Letter issued
Closing (Funding Agreement)

b) *Review of Applications – Program Feasibility Review*

After a preliminary review for completeness, applications will have a full review by multiple IHDA staff. This review will cover the following areas and will be scored for each section.

1. Organizational Experience (30 Points)
2. Organizational and Partnership Capacity (20 Points)
3. Ability to Meet Identified Program Goals in the Service Area (20 Points)
4. Readiness to Proceed (10 Points)
5. Targeting Outreach to Special Needs (10 Points)
6. Targeting of a variety of Unit types (10 Points)

c) *The IHDA Board Meeting/Commitment/Funding*

Provided the project is ready to move forward in all other aspects, the project will be presented at the next available IHDA Board meeting for approval. Applications recommended to be funded and presented to the IHDA Board will be based on the scoring criteria established for the Program, and funding availability. **The IHDA Board is the only entity that can approve funding for a project.**

The sponsor or a knowledgeable representative familiar with the application must be present at the Board meeting when the application is considered.

If the project is approved by the IHDA Board, a conditional commitment letter will be prepared and sent to the applicant within a few weeks after the Board meeting. The conditional commitment letter will outline all of the conditions that the applicant must satisfy prior to the closing of the IHDA funding and regulatory agreements.

d) *Contract Development*

Once an application has been approved negotiations will begin to produce a contract. This will include finalizing all the program information such as program funding and units selected.

e) *Application Forms & Instructions*

The Program Guide serves as a detailed description of all components of the RHSP, including applicant, landlord and tenant eligibility requirements, funding allocations, and other policies related to both applying for funding as well as operating the program if funded. Copies of the RHS statute and formal rules are available on the IHDA website www.ihda.org.

The application forms (with accompanying instructions) are the actual documents that need to be completed by all eligible entities which are applying to become Local Administering Agencies (LAAs) under the RHSP Special Demonstration. Please also note that the attachments and exhibits also note other documents to be completed and made part of the proposed LAA's application. Please see the application checklist to ensure that a complete application is being submitted.

Please Note: It is important to send all requested documents for complete consideration of your application. Documents sent as a replacement for requested documents under the Application will not be accepted unless authorized by Rental Housing Support Program or other authorized IHDA staff.

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(RHS)

Local Administering Agency Application

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RHS EXHIBIT INFORMATION FOR USE WITH APPLICATION

- Exhibit 1 – RHS Maximum Income Limits.
- Exhibit 2 – RHS Maximum Rent Limits
- Exhibit 3 – RHS Definition of Income and Assets
- Exhibit 4 – RHS Tenant Contribution Schedule
- Exhibit 5 – RHS HQS Standards
- Exhibit 6 – RHS Application Payment Instruction Form

RENTAL HOUSING SUPPORT PROGRAM (RHS) APPLICATION SUBMITTAL FORM

An application fee of \$250 (for eligible not-for-profit organizations, housing authorities and local government entities) in the form of a check made payable to the ILLINOIS HOUSING DEVELOPMENT AUTHORITY must be mailed under separate cover and with an Application Payment Instruction form directly to:

**Illinois Housing Development Authority
P.O. Box 23998
Chicago, IL 60673-1279**

In addition, please submit on a UBS flash drive the application and all supporting documentation to:

**Illinois Housing Development Authority
Attn: Multifamily Intake/ RHSP Special Demonstration RFA
111 E. Wacker Drive, Suite 1000
Chicago, Illinois 60601**

Lead Applicant Name:

Contact Person:

Street Address:

City, State, Zip+4:

E-mail Address:

Telephone Number:

Fax Number:

APPLICATIONS RECEIVED WITHOUT PAYMENT WILL NOT BE PROCESSED. Please attach copy of check below:

RHS PROGRAM APPLICATION CHECKLIST

Use this checklist to assemble all required information. In order for an application to be considered complete, the application package must include the following (as applicable):

Please Note: It is important to send all requested documents for complete consideration of your application. Documents sent as a replacement for requested documents under the Application will not be accepted unless authorized by Rental Housing Support Program staff

PLEASE LABEL ALL ATTACHMENTS

- TAB ONE - SUMMARY INFORMATION**
 - 1. Page 2 of the Application – Summary Information for the Lead Applicant
 - 2. Copy of the Application Payment Instruction Form – Applications received without payment will not be processed.

- TAB TWO – TRANSMITTAL LETTER**
 - Transmittal letter stating that:
 - All information contained in the application is true and correct; and
 - Applicant understands that application submission does not guarantee funding.

- TAB THREE – APPLICATION CHECKLIST**
 - Page 3 and 4 of the Application - Checklist

- TAB FOUR - LEAD APPLICANT DETAIL INFORMATION**
 - 1. Pages 5 through 8 of the Application: Section I. Summary Information
 - 2. **Attachment #1:** If applicable, documentation regarding legal jurisdictions for new service areas.
 - 3. **Attachment #2:** Lead Applicant Organizational Information, includes:
 - Last Two Annual Reports and Audited Financial Statements
 - List of Board Members and Resumes
 - Copy of IRS Determination and Articles of Incorporation
 - Current Certificate of Good Standing
 - Resolution of corporate governing body authorizing participation or application to the RHS program
 - Documentation of legal authority to serve the proposed service area.

- TAB FIVE – ORGANIZATION & CAPACITY INFORMATION FOR EACH AGENCY**
 - 1. Pages 9 through 11: Section II. Organization and Capacity – Part A
 - 2. **Attachment #3 A:** Legal or Other Documentation of Relationship with Lead Applicant (if applicable)
 - 3. **Attachment #4:** Organizational Experience Narrative

- TAB SIX – COMBINED AGENCIES EXPERIENCE**
 - 1. Page 12 and 13: Section II: Organization and Capacity – Part B
 - 2. **Attachment #5:** Key Functions Narrative
 - 3. **Attachment #6:** Staff Resumes

- TAB SEVEN – PROGRAM PROPOSAL NEED/COMMUNITY SUPPORT**
 - 1. Page 14 and 15: Section III. Proposal Need/Feasibility
 - 2. **Attachment #7:** Demand Information
 - 3. **Attachment #8:** If providing, information on Pre-Qualified Tenants
 - 4. **Attachment #9:** Letters of Support

- TAB EIGHT – PROGRAM PROPOSAL DESIGN AND PLANS**
 - 1. Page 16 and 17: Section IV. Proposal Design
 - 2. **Attachment #10:** Service Area Map
 - 3. **Attachment #11:** Landlord Selection Process
 - 4. **Attachment #12:** Outreach Plan
 - 5. **Attachment #13:** Plan for Services Narrative
 - 6. **Attachment #14:** Procedures and Operations

- TAB NINE – LANDLORD/PROPERTY/TENANT INFORMATION**
 - Page 18 and 19: Section V. Landlord/Property Information
 - 2. **Attachment #15:** Narrative regarding status of Landlord and Unit selection
 - 3. **Attachment #16:** Landlord Contact & Program Information Form (s) (if applicable)
 - 4. **Attachment #17:** Market Rent Analysis Form (s)
 - 5. **Attachment #18:** Tenant Selection Plan (s) or Narrative

- TAB TEN - PROGRAM BUDGET INFORMATION**
 - 1. Page 20 and 21: Section VI. Budget Information
 - 2. **Attachment #19:** Proposed Program Budget Narrative
 - 3. **Attachment #20:** Administrative Budget

- TAB ELEVEN – IMPLEMENTATION**
 - 1. Page 22: Section VII.
 - 2. **Attachment #21:** Program Implementation Plan

I. RHS PROGRAM SUMMARY INFORMATION

In Section I provide overall information regarding the application.

Only one agency may be listed at the Lead Applicant. Please refer to the information listed in the beginning of the application regarding types of eligible entities, and Geographic Areas. The requested amount should be consistent throughout the application, and reflect the amount needed for the proposed rents under the Program. Service area information is related to the entire proposal. If there are multiple service areas, please include specific information related to those areas. Part E of this section relates to the Lead Applicant only. Income level and Special Needs targeting should reflect goals of the proposal, and are not set asides.

The project summary should include information that would provide clarity on your overall proposal to carry out the Rental Housing Support Program in your area. For example, if you will be partnering with other agencies who will each take a different area, please indicate this detail in the Proposal Summary. For entities who are proposing to work in areas not currently part of their service area, documentation must be provided to show that an agreement has either been established with the new area, or that one will soon be executed.

A. Applicant Information:

1. Lead Applicant Name: [REDACTED]
2. Lead Applicant Address: [REDACTED]
3. Executive Director/Mayor/President/County Board Chair: [REDACTED]
4. Contact Person: [REDACTED]
5. E-Mail: [REDACTED]
6. Telephone: [REDACTED]
7. Fax [REDACTED]

Partner agencies will be addressed later in the application.

B. RHS Request:

Amount of Total Request from page 20: \$ [REDACTED]

Proposed # of Units to be Assisted [REDACTED]

C. Program Design and Information

1. Geographic Area to be served:

Category: Chicago Metro Small Metro Rural

2. Service Area:

Households to be assisted will be residing in rental properties located in the following service areas (neighborhoods, municipality(ies), County(ies)). A map of the service area must be included here along with a list:



D. For all Lead applicants, please provide the following, if applicable: Attachment #2:

- Last Two Annual Reports and Audited Financial Statements
- List of Board Members and Resumes
- Copy of IRS Determination and Articles of Incorporation
- Current Certificate of Good Standing
- Resolution of corporate governing body authorizing participation or application to the RHS program

E. Income Level: At least 50% of the Units for which an LAA receives Rental Assistance shall be reserved for Severely Low-Income Households unless the LAA is able to demonstrate that there are an insufficient number of Severely Low-Income Households currently residing in the Service Area defined in the Application or the area in which the Project is located, as applicable, who are qualified to become Tenants. The LAA must show that it has made extensive, but unsuccessful outreach efforts, including contacting non-profit corporations serving the homeless, disabled, and senior citizens in the Service Area or the area in which the Project is located; contacting public housing authorities with jurisdiction in the Service Area or the area in which the Project is located; and otherwise publicizing the availability of these Units at appropriate locations within and surrounding the Service Area or the area in which the Project is located, such as through advertising in local newspapers, or meetings with community groups.

The Applicant shall formalize acceptance of this requirement by indicating “yes” in the following text box.

F. Proposal Summary: Provide a brief description of your proposal, including the number of properties expected to be assisted, proposed service area, and any further information related to the program. Please also include the overall structure of how the program would be managed, including Partner (s)’ roles, if any. For example, if you are covering a full county but focusing in certain areas, or if you are dividing an area with partners, please include that information.

II. RHS PROGRAM ORGANIZATION AND CAPACITY

In Section II Part A provide general information on your organization's ability to carry out the Rental Housing Support Program, and your Partners, if applicable.

Each agency associated with the proposal must complete Part A, and should provide contact and other information related to the agency's experience. This information should provide insight into your organization's ability to adequately execute the responsibilities under the Rental Housing Support Program based on prior experience as an organization. It is important to focus only on information showing your ability to carry out the primary responsibilities being asked, and not responsibilities unrelated to the obligations of the Program. Detail regarding past experience in your community related to establishing relationships with landlords other community resources is helpful.

Part A asks for information on all the entities that will assist with running the RHS Program. This does not include landlords, or agencies that will provide referrals to the program. Each Partner needs to complete Part A, with information for their agency alone. Section B will ask for information pertaining to the all of the agencies proposing to work together under Program.

A. ORGANIZATIONAL INFORMATION

Use Additional Sheets as necessary. Provide the information for the Lead Applicant as well as any entity partnering with the Lead Applicant. Legal or other documentation showing the relationship created between the Lead Applicant and this organization, this could be a MOU or other similar legal document.

Attachment #3 – Legal Documentation

1. Agency Name
Contact Person/Title
Address
City/State/Zip Code+4
Telephone Number: Fax Number:
E-Mail Address:

Responsibilities with program:

If this information is for a Partner, please identify the Lead Applicant:

2. IDENTITY OF INTEREST

Please disclose any relationships between people and/or entities with people and/or entities that are related to this program. Include information such as ownership of proposed properties by staff administering the program or conflicts of interest that could alter the program's administration in favor of a person or entity.



3, ORGANIZATIONAL EXPERIENCE:

In an attached narrative of no more than a page, please provide IHDA with an overview of your organization. Include basics such as how long you have been in business, how many employees, who you serve, and what is your mission and the primary activities of the organization. Does your organization have any special qualifications that would enhance the management of a rental assistance program? What experience have you had with rental assistance programs or other similarly managed programs? The narrative is **Attachment #4 – Organizational Experience Narrative**.



PLEASE INCLUDE A SUMMARY OF PAST HOUSING OR RENTAL ASSISTANCE PROGRAM EXPERIENCE OF A SIMILAR SCOPE AND DESIGN TO THE CURRENT PROPOSAL:

Program Name* (Incl. Program No., if applicable)	Funding Source/Agency	Total Funding Amount Per Year	Dates Participated	Average # of Units Assisted Per Year	Date Program Completed

* Please list all IHDA, HUD & Non-IHDA Housing Funding Sources here.

In Section II Part B provide more detail on your organization's ability to carry out the Rental Housing Support Program based on your organization and staff experience, and your Partners' experience, if applicable.

The following qualifications **must be addressed** within the answers for the Key Functions narrative and include information regarding both the Lead Applicant and any Partners:

- a) Demonstrated experience operating or managing a rental assistance program, including review and verification of household income,
- b) Expertise to inspect and verify quality standards of housing Units,
- c) Level of commitment and expertise to implement an outreach plan through relationships and landlords, service providers, and referral agencies to meet housing needs of Severely and Extremely Low-Income households and Special Needs populations,
- d) Demonstrate fiscal and organizational viability to assume the program and fiduciary responsibility, including timely and accurate payments to participating landlords,
- e) Capacity to implement the RHS Program in a timely and efficient manner.
 - Preference may be given to qualified applicants that can demonstrate readiness to proceed.
- f) Familiarity with Federal and State fair housing and accessibility laws and regulations

B. COMBINED LEAD APPLICANT AND PARTNERS STAFF MEMBER EXPERIENCE

- 1) **Key Functions Narrative– Attachment #5:** In each function, reference and further describe experience the agency has had with the function listed below. Also include the staff member (s) who will be performing those functions, the staff person (s)' direct experience, including the name of the agency that employs the staff member (s). **Attachment #6 – Staff Resumes**

- A. Program Management:** describe any experience in developing and administering either a rental assistance or housing program of a similar scope, or in operating a specific services program for lower-income households as it relates to the management of the Rental Housing Support Program. Include information on type of activities, number of units, total program cost, year started and completed, and current status. Also include the experience working with government entities involved with affordable housing listed on the previous housing funding chart, in terms of communication with and reporting to those agencies.
- B. Grants Management:** describe the agency (ies)'s experience with fund management / tracking/reporting, as well as serving as a pass-through agency.
- C. Intake Functions:** describe any experience with assisting participants in preparing applications, verifying household income, and conducting eligibility screening; particularly related to the programs listed in the previous housing funding chart.
- D. Coordinating Outreach and Referrals:** describe experience doing outreach for potential participants, particularly for households who are very low income and may have a member with a Special Need, coordinating referrals for participants, working with various agencies, and providing information for persons seeking assistance.

Key Functions Narrative continued:

- E. Property Inspection:** describe any experience in housing inspections of a similar scope. Include a brief summary detailing job activities, number of units inspected, number of years licensed, and any other relevant information, such as knowledge/experience regarding lead-based paint assessment/reduction/licensed and federal/state accessibility standards.

- F. Fair Housing and Accessibility Laws:** describe any experience dealing with fair housing and accessibility laws both with applicants to programs and with ongoing issues.

III. RHS PROGRAM PROPOSAL NEED / COMMUNITY SUPPORT

In Section III provide information related to your community.

Information must be relevant, current, and clearly show that demand exists for the units under the RHS Program. Information regarding Pre-qualified tenants can also be submitted to show readiness. This section is also asking for acknowledgement of community support for your proposal.

Provide a brief narrative about your proposal addressing each of the following issues:

A. Demand:

In a narrative, please describe the demand for the proposed rental assistance program for your proposed service area. Include documentation that evidences this demand. Relevant studies may include: waiting lists from existing rental assistance programs or properties, market studies or other reports on need in the Service Area. Consider availability and condition of housing stock, average costs, and income and special needs and also requests of participants. Indicate how many 1, 2, 3, and 4 bedroom units will be part of your proposal, and provide an explanation if any will not be included in your unit mix.

Attachment #7 – Demand Information

B. Pre-Qualified Tenants

To show readiness, provide a narrative or other documentation showing potential tenants. These potential tenants should be reasonably available to move into units once a contract is in place for applicants who are awarded grants. Please do not send confidential personal information, but need to show that eligible persons are available and can be reasonably expected to become tenants. An example of this would be a waiting list for another housing program that has a similar income eligibility criteria.

Attachment #8 – Pre-Qualified Tenants Information.

C. Community Support:

Describe the community input, if any, solicited by your agency for the proposed program, including public hearings, meetings, etc. Also, attach copies of letters of support from government officials, neighborhood groups, public agencies and private individuals who are familiar with, and supportive of, your proposal. A letter of support from the Statewide Housing Coordinator, Lore Baker Lore.Baker@illinois.gov, is mandatory for your proposal to move forward. Please limit the number of included support letters to 10. **Attachment #9 – Letters of Support**



IV. RHS PROGRAM PROPOSAL DESIGN

In Section IV detailed information related to your proposal.

This section should show your plan to implement and manage the RHS Program in regards to landlord, tenant recruitment and in the daily operations of the Program. Include not only where you are in the development phase and the execution of these plans, but how you intend to continue with your efforts. For example, you may have reached landlords wanting to participate in the Program, but how are you choosing among them as it gets closer to the start of the funding? Have you created a system for the coordination of the income verification process?

A. SERVICE AREA (All program types)

Provide a map of your proposed target area. For example, is your program city-wide, limited to specific communities, county-wide, or regional in nature? **Attachment #10 - Service Area Map**

B. MARKETING AND OUTREACH EFFORTS

1. Landlord Selection Process Applicants will identify and document the process utilized to identify and select Landlords to participate in the RHS program. The process shall include outreach and assessment of the Units and capacity of the Landlord to meet the requirements under the RHS Program. Describe your overall process and plan for choosing properties and units, and subsequently, your landlords. Include in the narrative how you plan to choose units taking into account the following applicable concepts: location, relationship with landlords, unit size, rent levels, and other variables that would alter your decision making process. Each applying agency MUST select multiple Landlords, and when possible, multiple locations within the Service Area. **Attachment #11 – Landlord Selection Plan**

- Letters or other documentation from Landlords evidencing intent to participate in the program will assist in indicating the applicant's readiness to proceed under the RHS Program. Preference may be given to qualified applicants that can demonstrate readiness to proceed.
- LAAs may select as a Landlord to participate in the RHS Program, an entity that is a directly owned, or fully or partially owned subsidiary of the LAA only if the LAA provides for an independent third party able to perform certain required monitoring functions such as property inspections and funding reconciliations. Approval of funding of related parties will be at the discretion of IHDA.

2. Outreach Plan The applicant, as part of the application shall:

- Outline procedures for filling available Units with the population eligible under this Special Demonstration Program. This must include how in-reach will be done with cooperating hospitals, coordination with discharge planners, and how communication will be handled in cases of guardianship.
- Submit evidence of relationships and capacity to achieve preference targeting of Program Units for Special Needs populations, identified accessible units, and procedures to assure success with the stated targeting strategy.

Attachment #12 – Outreach Plan (IHDA model)

3. The Plan for Services Narrative shall include information for RHS Program tenants on how to gain access to education, training and support services. This narrative must include how you will provide the information to program tenants and if applicable, any information related to your plan to make services available to tenants. **Attachment #13 – Plan for Services**

C. PROCEDURES AND OPERATIONS

The applicant will provide written detail of processes and operating procedures for the following function. Include information about how you specifically plan to carry out these responsibilities:

1. Conducting physical inspections of RHS Program Units.
2. Processing quarterly rental payments to Landlords.
3. Demonstrating compliance with program guidelines and rules.
4. Resolving disputes and noncompliance issues.
5. Carrying out, reviewing and approval of tenant income certifications, including verification.
6. Conducting financial reconciliations of Rental Assistance payments with Landlords and with IHDA.
7. Completing other required monitoring and recordkeeping under the RHS Program.

Attachment #14 – Procedures and Operations Narrative

Please note: Existing documentation relevant to other housing programs cannot be sent as a replacement for this narrative.

V. RHS LANDLORD/PROPERTY/TENANT INFORMATION

In Section V provide information related to your proposed Landlords and properties and your plan to establish final units under the Program.

Due to an elapsed time between application submission and award, landlord and property information provided may change. It is important however, to provide information related to your plan to secure landlords for the program as well as unit information that was used to determine your funding request. While the unit types may change, it is important to establish a base of unit information in the application. The Market Rent Analysis will assist in the calculation of your request, and should be submitted for each unit size and market in your service area. A narrative can be submitted rather than a Tenant Selection Plan if specific landlords have not been selected who would normally negotiate the document.

A. Landlord/Property Information

This section will deal with addressing potential landlords, properties and units. The first part of the section has general information, the next shows the level of details that can be provided.

General Information

Please note that properties and units eligible under the RHS Program must individually or collectively meet the following criteria:

- i. No more than 30% of the units in a single property or development may be assisted under the RHS Program. Exceptions to this limit are those properties and developments that contain six units or less.
- ii. All housing units approved for participation in the RHS Program must meet Rental Housing Support Program Housing Quality Standards and address lead based paint certification requirements.
- iii. Units receiving rental assistance under an existing federal or local rental assistance program are not eligible to be assisted under the RHS Program.

Under the RHS Program, rents will be guided by the market and the maximum rent limit. The lower of the two will become the highest rent that can be charged under the program.

Provide information about the status of your Landlord Selection plan using one of the following levels.

Attachment #15 – Narrative regarding Landlord and Property Information

Level 1 - Minimum Narrative

If landlords and properties have not been identified, please provide a narrative that describes your Targeted Unit Area. This should include the specific areas where you expect to have units, the types of units, and approximate locations. Include as much information as possible.

Level 2 - Possible Landlords/Properties

If you are speaking with a number of landlords but have not yet finalized your landlord list, provide a narrative about those landlords, the location of their properties, and the types and number of units that could become Program Units. Be as specific as possible.

Level 3 - Landlord and Property Information

To show readiness provide a comprehensive listing of all landlords and building addresses, number and type of units, including bedroom size, accessibility of such Units, and a schedule of rents for housing units anticipated to participate in the program. To provide this information, fill in **Attachment #16– Landlord Contact and Program Information Form**

B. Market Rent Analysis

To establish the amount of your request, you will be required to document the Market Rent in areas where the units will be located. Even if Program Units have not been identified, rents must be established for the area in order to establish the amount of your request. To determine the market rent, applicants will need to submit at least three rental comparable properties for each bedroom size, **Attachment #17– Market Rent Analysis Form**, which can be found on IHDA’s website, and any other appropriate documentation to support the proposed rents. If the final units differ from those units used in the analysis, adjustments will be made to the final rents before finalizing the contract. Supporting documentation must be specific for each distinct market area within which RHS Units are proposed. The proposed Unit rents are to have been negotiated between the LAA and the Landlord. An applicant can provide the analysis based on probable units in the program, or to show readiness, can use actual Program units to compare to the units in the analysis. Final rents on program units must be reasonably close to the amount being charged by the landlord for non-participating units.

- The market rent analysis will include, at a minimum, details regarding the comparable property’s location, square footage of units and amenities for both the property and the units. Information regarding which utilities are included and not included in the proposed and comparable rents and an estimate of their cost must also be included in the comparable comparison analysis.

C. Tenant Selection Plan

To ensure that acceptance to the RHS Program for tenants follows a standard practice; LAAs and landlords will need to create a plan for processing applications and the policy of approval of qualified tenants. A Tenant Selection Plan **Attachment #18 – Tenant Selection Plan** must be reviewed and approved of by the LAA before a final contract can be signed. A preliminary Tenant Selection Plan can be submitted with the application to show readiness. In lieu of a Tenant Selection Plan, you may also submit a narrative that discusses major points of the Tenant Selection Plan, such as: the strategy to advertise, distribute and manage applications from potential tenants, will a centralized waiting list be established or a waiting list exist for each development, etc. This narrative must include information that is found in the Rental Housing Support Program Model Tenant Selection Plan, available on IHDA’s website.

VI. RHS PROGRAM BUDGET INFORMATION

Section VI Detailed information related to the amount of your request.

The Funding Summary shows the detail related to your funding request. The rents may be target rents based on the Market Rent Analysis or based on actuals. Insert additional rows as needed or submit on additional sheets using the same format. If a more detailed explanation needs to be provided, please provide clear and understandable information in a narrative. **Do not deduct the estimated amount of Tenant Contributions.** Use full rents in the calculation.

A. FUNDING SUMMARY

Unit Size	Number of Units	Monthly Rent per Unit	Monthly Rent for all Units	Yearly Rent for all Units	Rents under a three year contract
0 Bedroom					
1 Bedroom					
2 Bedroom					
3 Bedroom					
4 Bedroom					
Rental Assistance Subtotal					
Operating Fee					
Total					

These amounts represent the amount of funding you are requesting for three years.

IHDA reserves the right to revise the proposed budget totals.

B. PROPOSED BUDGET DETAIL Attachment #19 – Proposed Program Budget Narrative

If a narrative is needed to explain the amounts, please attach it to the Proposed Program Budget.

C. ADMINISTRATIVE COSTS

Regarding Program Operating Expenses, approved LAAs will be eligible to receive funding to cover program operating expenses of the RHS Program, up to 10% of annual RHS Program rental assistance up to \$500,000 or up to 7% of RHS Program annual grants over \$500,000. Program operating expenses may include, but not be limited to staff salaries and benefits of LAA employees for time spent performing duties associated with the RHS Program, including; inspections, tenant referrals and determination of tenant's eligibility; negotiation with prospective landlords regarding participation in the RHS Program; technical assistance; auditing and bookkeeping expenses; the LAAs use of equipment in operating the RHS Program (such as cars, copiers, paper used in preparing required documentation, etc.); and costs for office space and utilities incurred in operating under the RHS Program.

Please include a detailed administrative budget for this program **Attachment #20 - Administrative Budget**

VII. RHS PROGRAM IMPLEMENTATION PLAN

Include as **Attachment #21 – Program Implementation Plan**

In Section VII provide information related to your plan to implement the Rental Housing Support Program.

When possible, include your deadlines or proposed length of time you expect each activity to entail. Include as much detail related to implementation, keeping in mind the timing of the start of funding and organizational capacity.

- A. For this RHS Program, provide a timeline indicating at a minimum the following activities for start and completion of the entire program:
- Final selection of participating landlords and properties
 - Outreach to populations eligible under this Special Demonstration Program
 - Individual property inspections
 - Collection of applications from applicant households.
 - Screening of applicant households/Income Verifications
 - Contracting process between LAA and Landlords
 - Ongoing Program Management, including quarterly payment processing and reconciliations
 - Vacancy/Occupancy outreach (as needed)

VII. RHS PROGRAM LEAD APPLICANT CERTIFICATION FORM

I, _____ hereby attest the information provided in this application to be true and complete to the best of my knowledge.

Signature

Date

Title/Position

Non-Profit Organization