

# Statewide Referral Network

Information for Owners and Managers About Properties Supported by IHDA Resources

## Illinois Housing Search Website

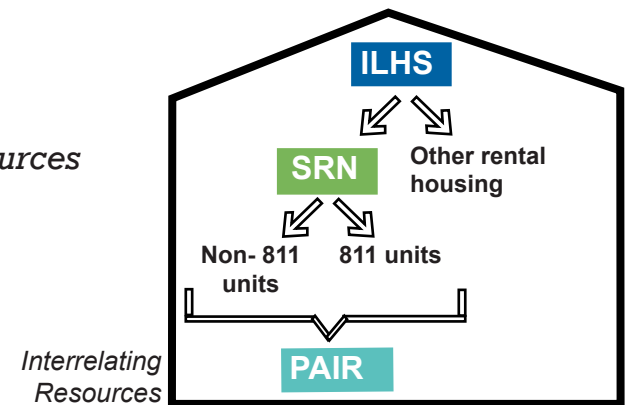
ILHousingSearch.org (ILHS) is a free housing resource to help property managers, owners, and landlords advertise rental properties throughout the State of Illinois. Some unit characteristics expressed on the site include indoor and outdoor amenities, special features, and application requirements. The website allows property managers to list units, including SRN units.

## Statewide Referral Network

The Statewide Referral Network (SRN) links vulnerable populations (already connected to services) to affordable, available, supportive housing. Managed by the Statewide Housing Coordinator (SHC), the SRN receives tenant referrals from various Service Providers via the PAIR module. The SHC then verifies eligibility and sends referrals to property owners or managers for their further consideration. The SRN includes both Section 811 units and units made affordable through other funding. Eligible supportive housing populations include persons with any disability or persons experiencing or at-risk-of homelessness (according to the HEARTH act definition). All of these populations must also be persons with 30% or less of Area Median Income (AMI).

## The Pre-Screening, Assessment, Intake, and Referral (PAIR) Module

The PAIR module is a waitlist management system for SRN, which includes Section 811 units. It allows for the pre-screening of individuals for eligibility through an initial questionnaire, which collects more details of those who potentially qualify for continued assessment, and provides intake onto a waiting list. The SHC, the designated manager of the waitlist, then facilitates the matching and referral of qualified applicants, to properties with SRN units. Section 811 units are only available to certain populations and have stricter requirements than other SRN units.



## Your Obligations as a Property Owner or Manager

- 1. Complete** the periodic poll sent to you by Social Serve. This poll will notify the Waitlist Manager (WM) and SRN Coordinator (SRNC) at IHDA when your property is at 65% construction completion, which initiates the pre-leasing of your units in the SRN.
- 2.** Upon receiving your certificate of occupancy, **hold** the SRN unit(s) for 90 days. If the unit is not rented in 90 days, you may contact the SRNC at IHDA to discuss the possibility of a SRN waiver.
- 3. Conduct** a normal tenant application procedure while the unit is open to the SRN, and **contact** the WM when a tenant is denied and when the unit is rented, so the PAIR module may be updated.
- 4.** When the unit is going to experience turnover, **update** the WM and SRNC through the Social Serve periodic poll. **Hold** the turnover unit for 30 days, starting when the unit is ready for occupancy. If the unit is not rented in 30 days, you may contact the SRNC at IHDA to discuss the possibility of a SRN waiver.
- 5.** You **should not** directly contact Service Providers or potential tenants outside the PAIR module waiting list during this SRN process.

## Questions? Contact

**SocialServe** | The ILHS and SRN website manager. Contact them for information on how to set up your units on the website. (877) 428-8844 | info@socialserve.com

**Waitlist Manager** | Contact Alexis DeWeese with any questions about the PAIR module. (217) 557-3095 | gov.ilpairwaitlist@illinois.gov

**SRN Coordinator** | Contact Candace Jennings for questions about the SRN, Section 811, or waiver requests. (312) 836-5233 | CJennings@ihda.org

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