



MANAGEMENT BULLETIN #510

DATE: October 29, 2020

TO: Local Administering Agencies of IHDA's RHS Program

CC: Asset Management Department Staff

FROM: Asset Management Department, IHDA

RE: RHS Documentation Submission Updates

SUMMARY:

IHDA reviews Local Administering Agency (LAA) compliance with deadlines for document submission as part of the RHS Program audit process. With this notice, IHDA is updating its penalties for non-compliance.

Effective immediately, non-compliance in the timely submission of program documents as required by IHDA will result in denial of new funding at the conclusion of the LAA's existing Funding Agreement and/or Rental Assistance Contract.

Required compliance documents include but are not limited to: Tenant Income Certifications, Vacancy Forms, and Landlord Acknowledgement Certifications. As a reminder, the deadlines for these items are as follows:

- Tenant Income Certification: No later than the effective date. If submitted thereafter, an explanation of extenuating circumstances is required.
- Vacancy Form: Within 3 business days of the vacancy.
- Landlord Acknowledgement Certifications: Deadline provided with notice of quarterly payment.

These documents should be submitted electronically to IHDA's Program Administration Officer, Aurora Carter, at ACarter@ihda.org.

Thank you in advance for your cooperation.

ATTENTION:

Due to concerns surrounding COVID-19 (i.e. Coronavirus), IHDA will not be accepting visitors at our offices until further notice. Many on-site meetings are being held remotely or have been postponed. With no on-site meetings or visits, IHDA staff will continue to be available via email and telephone. We also urge you to check the IHDA website or call (312) 836-5200. Your patience is appreciated as we all adjust to this new work environment.