

## **IHDA Permanent Supportive Housing (PSH) Referral Coordination Requirements**

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### **Background**

This document provides additional guidance regarding the scoring eligibility for referral coordination with state Agency partners for Projects applying for financing under IHDA's Permanent Supportive Housing Development Program. Please refer to Section 8.E.ii. of the Request For Applications for specific allowable scoring details.

Projects may earn five points for coordination with either the **Illinois Department of Children and Family Services ("DCFS")**, **Illinois Department of Corrections ("IDOC")**, or the **Illinois Department of Human Services Division of Developmental Disabilities ("IDHS DDD")**. Points for coordination with DCFS, IDOC, and IDHS DDD are not cumulative and are limited to coordination with one of these three State agencies listed below. Projects that demonstrate coordination with one of these agencies may earn three points for demonstrating a low threshold of coordination or five points for demonstrating a high threshold of coordination. Specific requirements for coordination differ by agency and are detailed below:

### **Coordination with the Illinois Department of Children and Family Services to House Youth Aging out of DCFS Care**

In Illinois, youth generally age out of DCFS systems at age 21 and many need a range of supportive housing interventions. All persons housed under this RFA must be of legal age to rent an apartment, although having co-signers of leases is acceptable, as is a master lease model, so long as the tenants are all at least 18 years of age. Housing may not be time limited and there can be no age restrictions on the housing. A preference for the intended population must be appropriately referenced in the Tenant Selection Plan.

Applications for Projects that are unable to obtain written confirmation from DCFS but have made efforts to obtain such written confirmation should include a description of the efforts used to obtain referrals for the Project. The Authority will review the documentation and may award points to Projects that have made best efforts. Projects that are intending to work with a DCFS-funded service provider must also provide confirmation of direct communication with DCFS to be considered for scoring under this category.

To communicate directly with DCFS regarding this requirement, Projects may reach out to John Cheney Egan at DCFS at [john.j.egan@illinois.gov](mailto:john.j.egan@illinois.gov).

**Low Threshold Coordination:**

Letter of Intent from DCFS, on DCFS letterhead, regarding referrals to the housing.

**High Threshold Coordination:**

Letter of support from DCFS, on DCFS letterhead, regarding referrals to the housing and a plan to how services will be delivered once the youth has graduated from DCFS funded services. If this detail is included in the Project's overall service plan, please either duplicate the relevant information, or provide specific reference to where the information is located in the service plan. This detail should include:

- Proof of DCFS funding for a DCFS-funded service provider
- A description of the relevant available services from a service provider
- The frequency of services, and how different service providers will coordinate, if relevant.
- Confirmation of the ability to make referrals for ongoing support services if necessary for any referred tenants, as applicable.

**Coordination with Illinois Department of Corrections Re-Entry program or County Sheriff's Office/Correctional Facility**

The Authority acknowledges that Justice-involved individuals face significant barriers in securing housing after involvement with the criminal justice system. Projects providing housing which is coordinated with IDOC to assist in providing Re-entry focused supportive housing to Justice-involved individuals are eligible under this sub-category.

For Projects coordinating with an entity other than IDOC such as a County Sheriff's Office, Sponsors should provide the same type of documentation listed below, including a letter from the Sheriff's Office, Correctional Facility, etc. outlining their commitment to re-entry support.

A preference for the intended population must be appropriately referenced in the Tenant Selection Plan. Applications for Projects that are unable to obtain written confirmation from IDOC but have made efforts to obtain such written confirmation should include a description of the efforts used to obtain referrals for the Project. The Authority will review the documentation and may award points to Projects that have made best efforts. Sponsors should also outline ways they intend to reduce barriers to attaining and maintaining housing for re-entry populations including the anticipated approach to tenant screening related to criminal background.

To communicate directly with IDOC regarding this requirement, Projects may reach out to Angela Mecagni at IDOC at [angela.mecagni@illinois.gov](mailto:angela.mecagni@illinois.gov).

**Low Threshold Coordination:**

Letter of Intent from IDOC or other eligible entity, on Agency letterhead, confirming the intent to provide referrals to the housing.

**High Threshold Coordination:**

Letter of Intent from IDOC or other eligible entity, on Agency letterhead, confirming the intent to provide referrals to the housing **and** a clear plan for how tenant screening and availability of services will be utilized to further individual post-release plans and the stability of justice-involved tenants. If this detail is included in the Project's overall service plan, Agreement/MOU, or preliminary tenant screening response, please either duplicate the relevant information, or provide specific reference to where the information is located in those documents. This detail should include:

- How coordination will occur with the Project
- What relevant services will be provided
- What funding source is used/intended to be used to pay for these services;
- The capacity of the organization to provide services to any Project tenants; and
- How the Project intends to reduce barriers to housing for re-entry populations.

**Coordination with Illinois Department of Human Services, Division of Developmental Disabilities**

Projects providing housing which have received confirmation of support from an IDHS-funded Independent Service Coordination agency and/or other IDHS-DDD funded service provider for adults with Intellectual or Development Disabilities are eligible under this sub-category.

A preference for the intended population must be appropriately referenced in the Tenant Selection Plan. Applications for Projects that are unable to obtain written confirmation from Independent Service Coordination Agencies (“ISCs”) or IDHS-DDD funded service providers but have made efforts to obtain such written confirmation should include a description of the efforts used to obtain referrals for the Project. A list of ISCs can be found on the IDHS website using the [DHS Office Locator tool](#) and filtering for the Office Type “Developmental Disability Services.” The Authority will review the documentation and may award points to Projects that have made best efforts. Projects may earn points under this sub-category as described below:

**Low Threshold Coordination:**

At least one Letter of Intent, on Agency letterhead, from either:

- An IDHS-funded Independent Service Coordination Agency willing to make referrals to the Housing **OR**
- One or more IDHS-DDD funded service provider(s) willing to make referrals to the housing and/or able to provide services to the resident at the property.

**High Threshold Coordination:**

Letters of Intent, on Agency letterhead, from **BOTH:**

- An IDHS-funded Independent Service Coordination Agency willing to make referrals to the Housing **AND**
- One or more IDHS-DDD funded service provider(s) willing to make referrals to the housing and/or able to provide services to the resident at the property.

If relevant service provider and service details are included in the Project’s overall service plan or as part of an Agreement/MOU, please either duplicate the relevant information, or provide specific reference to where the information is located in the relevant documents. This detail should include:

- Proof of IDHS-DDD funding for an IDHS-DDD funded service provider
- A description of the relevant available services from a service provider
- The frequency of services, and how different service providers will coordinate, if relevant.
- Confirmation of the ability to make referrals for ongoing support services if necessary for any referred tenants, as applicable.