



ILLINOIS HOUSING DEVELOPMENT AUTHORITY

Request for Proposal
Rental Housing Support Program
Local Administering Agencies

Application Released:
February 13th, 2025

Applications Due:
April 11th, 2025, By 5:00 P.M. CST

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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

Section 1: Introduction and Application, Review & Funding Process

I. 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”).

In order to address this pressing need, on July 5, 2005, Governor Blagojevich signed P.A. 94-118, the Rental Housing Support Program Act (the “Act”). 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 for rental assistance was also identified as a significant need under the 2005 “Building for Success: Illinois’s Comprehensive Affordable Housing Plan.”

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 this Request for Proposals (“RFP”).

II. 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. The tenant contributions can be paid from any source other than RHS funds.
- 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 RFP process.
- f. **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.
- g. Each applicant shall determine and document the need for and availability of a variety of unit sizes to target the specific population served.

III. General Program Administration

- a. Funding for the **RHS Program** shall 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 RHS Program, will be determined based on estimated collection of the \$20 real estate recorded document fee and appropriated in the State of Illinois Budget.

IV. General Fund Allocations

- a. Resources collected and appropriated under the RHS Program will be allocated for program use in Geographic Areas around the state.
- b. The Statute authorizes the City of Chicago to directly receive its proportionate share of the annual Appropriation to operate the RHS Program.
- c. 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 RHS Program.
- d. A municipality within the state with a population greater than 2,000,000, 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 Chicago Low Income Housing Trust Fund for program guidelines for operation of and participation in the Rental Housing Support Program within the City of Chicago
- e. 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).
LAA's seeking to provide services under the Statewide RHS Program must be located in either the service areas of Quincy or Effingham and their surrounding communities.

V. Local Administering Agency ("LAA") Eligibility

- a. Eligible applicants under the **RHS Program** shall be units of local government, local Housing Authorities organized under the Illinois Housing Authorities act, or 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. Further, eligible applicants shall comply with all relevant portions of 310 ILCS 105/ Rental Housing Support Program Act and all Rules published in 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.) 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. Demonstrate fiscal and organizational viability to assume the program and fiduciary responsibility, including timely and accurate payments to participating Landlords.

Applicants are encouraged to 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.

VI. 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 [the](mailto:rhsp@ihda.org) Rental Housing Support Program inbox rhsp@ihda.org.

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

Application Release Date	February 13, 2025
Application submitted by deadline	April 11, 2025
Initial eligibility and	
Program Feasibility Review	April 18, 2025
IHDA Board presentation	May 16, 2025
Conditional Commitment Letter issued	May 31, 2025
Closing (Funding Agreement)	June 30, 2025

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 (25 Points)
2. Organizational and Partnership Capacity (20 Points)
3. Ability to Meet Identified Program Goals in the Service Area (30 Points)
4. Readiness to Proceed (10 Points)
5. Targeting Outreach to Special Needs (5 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.

If the project is approved by the IHDA Board, a conditional commitment letter will be prepared and sent to the applicant in the weeks following the Board meeting. The conditional commitment letter will outline all of the conditions that the applicant must satisfy prior to the closing of the grant award.

d) *Funding Agreement*

Once an application has been approved a funding agreement will be provided. The funding agreement will document information such as funding amount and anticipated units.

e) *Application Forms & Instructions*

The Program Guide serves as a detailed description of all components of the RHS Program, 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 RFP (with all accompanying attachments and exhibits) are the documents that need to be completed by all eligible entities which are applying to become Local Administering Agencies (LAAs) under the **RHS Program**. 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.

Submit completed application and attachments electronically to RHSP@ihda.org

Section 2: Application Submittal Form

Agency Name

Main Office Street Address, Line 1

City

State

Street Address, Line 2

Zip Code

County

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

Section 3: 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

A. 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 area
 - 3. **Attachment #2:** Lead Applicant Organizational Information, includes:
 - Last Two Annual Reports and Audited Financial Statements
 - List of Board Members
 - Copy of IRS Determination
 - 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**
 - 1. 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. 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.

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:
2. Lead Applicant Address
3. Executive Director/Mayor/President/County Board Chair:
4. Contact Person
5. E-Mail:
6. Telephone:

B. RHS Request:

Amount of Total Request:

Proposed # of Units to be assisted:

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)).

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

- Last Annual Report
- Prior two Audited Financial Statements
- List of Board Members
- 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 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 households 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. Program Organization and Capacity

A. ORGANIZATIONAL INFORMATION

Duplicate this page as necessary for each entity participating in the proposed program.

Provide the information for the Partner Applicant as well as any. 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. Partner Applicant Name:

2. Partner Applicant Address:

3. Executive Director/Mayor/President/County Board Chair:

4. Contact Person:

5. E-Mail:

6. Telephone:

8. Responsibilities with program:

B. 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.

C. ORGANIZATIONAL EXPERIENCE:

In a narrative of no more than one page, please provide an overview of the lead and partner organizations. Include information 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 or partner 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?

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/Agenc y	Total Funding Amount Per Year	Dates Participate d	Average # Units Assisted Year	Date Completed

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

D. COMBINED LEAD APPLICANT AND PARTNERS STAFF MEMBER EXPERIENCE

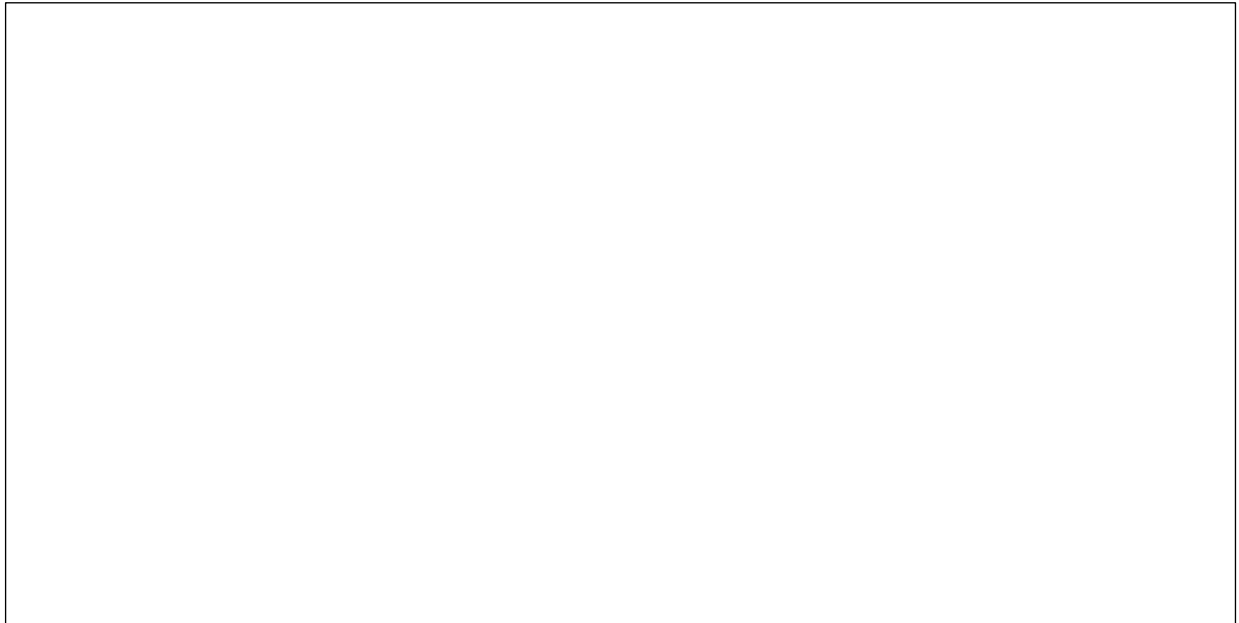
- 1) **Key Functions Narrative:** Describe experience the agency has had with the functions listed below. Also include staff information for who will be performing those functions, the staff direct experience, including the name of the agency that employs the staff member (s).
 - A. **Program Management:** Describe experience in developing and administering a rental assistance program of similar scope, or in operating a specific services program for lower-income households. Include information on type of activities, number of units, total program cost, year started and completed, and current status.
 - B. **Grants Management:** Describe the agency experience with fund management / tracking/reporting; processing quarterly rental payments to Landlords; conducting financial reconciliations of Rental Assistance payments with Landlords and with IHDA.
 - C. **Tenant/Landlord Issues:** Resolving disputes and noncompliance issues.
 - D. **Intake Functions:** Describe experience with participants in preparing applications, verifying household income, and conducting eligibility screening.
 - E. **Coordinating with Social Service Providers 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. Describe how coordination with Social Service Providers has led to positive tenant outcomes including reduced turnover.
 - F. **Property Inspection:** Describe any experience in housing inspections of a similar scope. Include a brief summary detailing job activities, number of units inspected, and any other relevant information, such as knowledge/experience regarding lead-based paint assessment/reduction/licensed and federal/state accessibility standards.
 - G. **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. Program Proposal Need / Community Support

Community Support:

In a narrative, please describe the demand for the rental assistance program for your proposed service area. A letter of support from the Illinois Department of Corrections should be included for your proposal to move forward. Describe the community input, if any, solicited by your agency for the proposed program, including public hearings, meetings, etc. Also, attach any copies of letters of support from government officials, neighborhood groups, public agencies and private individuals who are familiar with, and supportive of, your proposal. Please limit the number of included support letters to 10.

Attachment #9 – Letters of Support



IV. Program Proposal Design

A. OUTREACH EFFORTS

- Landlord Selection Process Explain 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 the overall process and plan for choosing properties and units. 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. LAAs may select Landlords that are an entity that is a fully or partially owned subsidiary of the LAA if the LAA provides for an independent third party able to perform 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: Outline procedures for filling available Units with the population eligible under the RHS program rules. 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.

B. PROCEDURES AND OPERATIONS

Attachment #14 – Procedures and Operations Narrative

V. Landlord/Property/Tenant Information

In Section V provide information related to your proposed Landlords and properties and your plan to finalize units under the RHS 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 addresses potential landlords, properties and units.

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 50% 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 ten 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 market rents and the maximum rent limit. The lower of the two will become the highest rent that can be charged under the program.

B. Attachment #15 – Narrative regarding Landlord and Property Information Minimum

If landlords and properties have not been identified, please provide a narrative that describes your targeted 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.

C. 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 are under consideration. Be as specific as possible.

D. 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**

- | | | | |
|-------------------|--|------------------|--|
| 1. Landlords Name | | Landlord Address | |
| 2. Landlord Name | | Landlord Address | |
| 3. Landlord Name | | Landlord Address | |

E. 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. 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](#). An applicant can provide the analysis based on probable units in the program, or to show readiness, can use current RHS units to compare to the units in the analysis.

The market rent analysis will include, at a minimum, details regarding the comparable property's location, number of bedrooms, 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.

F. Tenant Selection Plan

To ensure that acceptance to the RHS Program for tenants follows a standard practice, LAAs and landlords will have a plan for processing applications and a procedure for the approval of qualified tenants. A Tenant Selection Plan **Attachment #18 – Tenant Selection Plan** must be reviewed and approved of by 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, a narrative that discusses major points of the Tenant Selection Plan, such as: the strategy to advertise, distribute and manage applications from potential tenants, whether a centralized waiting list will be established or a waiting list exists for each development, etc., can be submitted. This narrative must include information that is found in the RHS Program Model Tenant Selection Plan, available on [IHDA's website](#).

VI. 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	Monthly Rent for all Units	Yearly Rent for all Units	Rents under a three year
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

Approved LAAs will be eligible to receive administrative 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.

Attachment #20 - Administrative Budget

VII. 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.

For this RHS Program, provide a timeline and workplan indicating at a minimum the following activities for start and completion of the entire program:

Activity	Date Range to Perform Activity	Expected Dollars Expended	Number of Properties Affected	Additional Information
Final selection of participating landlords and properties				
Outreach to populations eligible under this RHSP 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)				

VIII. RHS Program Lead Applicant Certification Form

Every grantee under the Program will be required to comply with these certifications and requirements as well as any additional certifications or requirements covered in the grant documents:

1. Applicant certifies that all statement herein are true, accurate, and complete;
2. Applicant is an eligible recipient of grant funds based on the Program Rules;
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 comply with the terms and conditions of the Program;
6. Applicant will comply with monitoring and evaluation of the Program through the full Commitment period;

On behalf of [Click or tap here to enter text.](#), I certify that the information contained herein accurately reflects my jurisdiction's commitment and ability to participate fully in the Abandoned Residential Property Municipality Relief Program.

Name

Title

Date

Signature