



Meeting of the Board of Directors

Friday, March 24, 2006

10:00 AM-12:00 PM

United Way Metro Chicago • 560 W. Lake Street • Chicago, IL 60661

AGENDA

- I. Welcome & Introductions**
- II. Approval of Meeting Minutes**
- III. Treasurer's Report – *Raul Rodriguez***
- IV. Director's Report – *Jennifer Hill***
- V. Committee Reports**
 - A. Executive Committee – *Ken Schmitt*
 - B. HMIS Committee – *Doug Jones*
 - C. Continuum of Care Development – *Sue Shimon*
 - D. Project Review and Prioritization – *Cynthia Schilsky*
 - E. Chronic Homelessness – *Lynda Schueler*
 - F. Homelessness Prevention – *Marie Vesely*
 - G. Governance – *Richard Koenig*
 - H. Advocacy Committee – *Nancy Radner*
 - I. Evaluation Committee – *Karen Stunkel*
- VI. Other Reports**
 - A. Regional Roundtable – *Cynthia Schilsky*
 - B. Mainstream Resources – *Mary Ann Romeo*
- VII. CBSA Reports**
 - A. South – *Fred Shannon*
 - B. West – *Cynthia Schilsky*
 - C. North – *Marie Vesely/Sue Shimon*
- VIII. Old Business**
- IX. New Business**
- X. Adjournment**

- Rental Support Work Group meets directly following adjournment of the Board.
- April meeting of the Board of Directors will be held **Friday, April 28**, 10:00 AM to noon, at United Way Metro Chicago.



Board of Directors

Meeting Minutes

February 24, 2006

I. Call to order

Chairman Ken Schmitt called to order the regular meeting of the Board of Directors of **Alliance to End Homelessness in Suburban Cook County** at **10:00 AM on Friday, February 26, 2006** at BEDS, in the First Presbyterian Church of LaGrange, 150 S. Ashland Avenue, LaGrange, IL.

II. Attendance

a) Directors present

Ken Schmitt, Eileen Higgins, Raul Rodriguez, Lynda Schueler, Khen Nickele, Edwin Walker, Mike Wasserberg, Pat Rodgers, Fred Shannon, Beverly Christmon, Cynthia Schilsky, Mary Schurder, Marie Vesely, Sandy Williams, Gerry DuPaty, Kelli Moore, Mark Enenbach

b) Members present

Jennifer Hill, Tom Hinchy, Amy Ernstes, Suzanne Hopkins, Shaun Pyron, Terri Chalmers, Nick Kuscevic, Courtney Suchor, Millicent Ntiamoah, Magalie Oscar, Molly Salisbury, Jose Alvarez, Farrah Ferrel, Beth Nabors, Daphne Head, Darci Redmond, Jere Teed, Karen Stunkel

III. Approval of minutes from last meeting

Edwin Walker moved and Fred Shannon seconded that minutes of the January meeting be approved with the following corrections: *The South Suburban Council report also discussed the Governance Report.* Motion passed.

IV. Treasurer's report

Raul Rodriguez reported no significant variances to the budget at this time. Update since the end of the reporting period: We have received several grant payments and have paid off the line of credit.

Edwin Walker moved to accept the Treasurer's report as presented. Eileen Higgins seconded. Motion passed unanimously.

V. Director's report

Jennifer Hill reported that we have received a \$3,500 grant from United Way in addition to the \$25,000 Chicago Community Trust grant. We have paid off the line of credit, which previously had a \$70,000 balance. Reviewed the list of Letters of Intent received for SuperNOFA project renewals, and described the new project letters received. Reminded the group that only one of the new projects will be selected and submitted to HUD with our application. There is an open meeting on March 2 regarding the bonus

project selection criteria. All Alliance members are welcome to attend and give input. The PRP Committee will bring its recommendation to the next Board meeting. Voluntary cuts to budgets of renewal projects have freed up about \$95,000 of pro-rata need share. Cynthia Schilsky suggested that \$60k of the \$95k of the prorata share be set aside for services for the bonus project, and the balance saved for next year (i.e., those projects that volunteered cuts in excess of the \$60,000 will be encouraged to apply for their full eligible amount this year and cut that amount next year). Significant discussion ensued about the 20% limit on supportive services in the bonus project budget. Beth Nabors advised that Journeys is withdrawing their letter of intent for the bonus competition as they plan to seek funding elsewhere.

Cynthia Schilsky moved that the Alliance set aside \$60,000 of the “hold harmless pro rata share” to supplement services within the bonus project. Edwin Walker seconded. Motion passed: 16 aye, 0 nay. Eileen Higgins abstained.

Jennifer reported on the HUD debriefing on our SuperNOFA application last year (2005). Indicated that provider participation in HMIS is critical. Tom Hinchy pointed out that our score (84) was very close to the funding limit (82) and urged all to consider the impacts of their project applications and activities on our Continuum score.

VI. Committee reports

- a) **Executive Committee:** Ken Schmitt reported that the meeting was cancelled as there was no a quorum present. Next meeting is March 13 by conference call.
- b) **HMIS Committee:** No representative present. Jennifer Hill referred all to the written report included in the packet. Mike Wasserberg asked about the Alliance’s AHAR obligations, and Jennifer reported that we can fulfill our 2006 reporting obligation by getting information from 4-5 agencies only. Those agencies will be notified shortly.
- c) **Continuum of Care Development:** Sue Shimon is on vacation. Jennifer referred all to the written report in the packet.
- d) **Project Review and Prioritization:** Cynthia Schilsky stated that there is an open meeting on March 2 regarding the selection criteria for the bonus project. Executive Committee will review Bonus RFP before its release.
- e) **Chronic Homelessness:** Committee recommends we begin work soon on the January 2007 unsheltered count. Also recommends another committee be formed (or assigned to discuss) the rental support program.
- f) **Homeless Prevention:** With a base of members of the Chronic Homeless and Prevention Committees, an ad hoc Rental Assistance Work Group was formed to begin working on housing voucher issues. Tom Hinchy suggested looking beyond that program to all rental assistance issues. Lynda, Marie, and Khen will talk after Board to schedule a meeting. [Meeting was scheduled for March 24, subsequent to next Alliance board meeting.]

IDHS application is due March 10. Total allocation more than doubled, and all of it is coming from the state’s housing trust fund, rather than coming from a combination of general revenue and TANF funds.

Marie Vesely moved that the current arrangement remain in place; that is, use the same four “banker” agencies (which can invite additional agencies to participate as

portals) and the same distribution ratios (South: 36%, North 35%, West 29%). If needed before the March 10 deadline, any modifications will be brought to the Executive Committee. Pat Rodgers seconded the motion. Motion passed unanimously.

- g) **Governance:** Richard Koenig is not present.
- h) **Advocacy:** Nancy Radner is not present. Ken Schmitt reported on Housing Lobby Day activities.
- i) **Evaluation:** Karen Stunkel referred all to the first report included in the packet. Committee will be contacting the CBSAs to seek input on outcome evaluation. Magalie Oscar volunteered to join that committee.

VII. Other reports

- a) **Regional Roundtable:** Cynthia Schilsky reported that there is no meeting until next month. Mike Wasserberg suggested the RRT have a comparative discussion of HUD application debriefings so area Continua can share information.
- b) **Mainstream Resources:** Mary Ann Romeo is not present.

VIII. CBSA reports

- a) **South:** Fred Shannon reported that Jill Valbuena of Thresholds presented an excellent video on mental illness; a meeting to follow up the Summit was scheduled for 03/14; encouraged support of expanding Metra services in the southeast, if anyone has a helpful contact, please help.
- b) **West:** Cynthia Schilsky indicated that WSCH is considering hosting a Summit in October, the focus of which would be engaging stakeholders in the Alliance plan. Initial planning meetings are taking place now. Jill Valbuena will present the mental health video to WSCH at their meeting next week.
- c) **North:** Marie Vesely reported that AHAND's 02/03 training workshop went well.

IX. Old business

- a) Jennifer Hill reminded everyone to sign in on the attendance sheet.

X. New business

- a) Marie Vesely had an experience wherein HUD rejected a request by her project to increase the number of people served. She would like to know if anyone else may have dealt with this issue.
- b) Suzanne Hopkins reminded all that Board Meeting information is available on the Alliance website www.suburbancook.org. Some members have reported difficulty in receiving notices by email. Please add the Alliance to your safe senders list to ensure all communiqués come through your server.

XI. Adjournment

Edwin Walker moved to adjourn the meeting; Pat Rodgers seconded the motion. Chairman Schmitt adjourned the meeting at **12:10 PM**.

Minutes submitted by: Suzanne Hopkins.

Alliance to End Homelessness
Balance Sheet
February 28, 2006

ASSETS

Current Assets		
Checking Account	\$	16,977.33
Accounts Receivable		39,603.12
Security Deposit		872.29
ComEd Deposit		270.00
		57,722.74
Total Current Assets		
Property and Equipment		
		0.00
Total Property and Equipment		
Other Assets		
		0.00
Total Other Assets		
		0.00
Total Assets		
	\$	57,722.74

LIABILITIES AND CAPITAL

Current Liabilities		
Accounts Payable	\$	25,477.50
Credit Card Payable		80.74
Federal Payroll Taxes Payable		6,689.32
State Payroll Taxes Payable		886.39
		33,133.95
Total Current Liabilities		
Long-Term Liabilities		
		0.00
Total Long-Term Liabilities		
		33,133.95
Total Liabilities		
Capital		
Retained Earnings		4,880.46
Net Income		19,708.33
		24,588.79
Total Capital		
		24,588.79
Total Liabilities & Capital		
	\$	57,722.74

Alliance to End Homelessness
Income Statement
For the Five Months Ending February 28, 2006

	Current Month Actual	Current Month Budget	Year to Date Actual	Year to Date Budget
Revenues				
Grant - CDBG	\$ 9,083.76	\$ 14,437.50	\$ 65,441.06	\$ 72,187.50
Grant - Work Study	517.50	166.67	2,103.76	833.35
Grant - HUD SHP /2005 Catholic	32,500.00	28,735.12	93,006.36	143,675.62
Grant - HUD SHP /2001 WINGS	0.00	2,905.17	0.00	14,525.85
Grant - HUD SHP /2001 YMCA	0.00	8,473.58	5,025.00	42,367.90
Grant - Chicago Community Trus	0.00	0.00	25,000.00	0.00
Grant - United Way	3,500.00	0.00	3,500.00	0.00
Donation - Individual	0.00	0.00	75.00	0.00
Donation - Foundn &Corp Giving	0.00	4,166.67	500.00	20,833.35
Membership Dues	0.00	208.33	0.00	1,041.65
Training Fees	0.00	208.33	0.00	1,041.65
Other Income	0.00	0.00	577.08	0.00
Total Revenues	<u>45,601.26</u>	<u>59,301.37</u>	<u>195,228.26</u>	<u>296,506.87</u>
Cost of Sales				
Total Cost of Sales	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Gross Profit	<u>45,601.26</u>	<u>59,301.37</u>	<u>195,228.26</u>	<u>296,506.87</u>
Expenses				
Wages Expense	16,023.32	16,033.33	78,089.66	80,166.65
Employee Benefit Programs Exp	600.00	900.00	3,000.00	4,500.00
HMIS Vendor Fees	0.00	31,645.67	65,383.00	158,228.35
Consultant Fees	1,200.00	4,583.33	7,425.00	22,916.65
Payroll Tax Expense	1,225.81	1,505.00	5,973.99	7,525.00
Rent or Lease Expense	1,144.72	900.00	4,584.50	4,500.00
Utilities Expense /Other Ofc	194.25	450.00	2,163.95	2,250.00
Printing Expense	0.00	131.25	102.53	656.25
Travel Expense	497.55	600.00	2,058.41	3,000.00
Postage & Delivery	0.00	43.75	308.89	218.75
Office Supplies Expense	0.00	380.00	1,016.83	1,900.00
Interest Expense	510.96	346.00	2,081.17	1,730.00
Equipment or Furniture	0.00	416.67	107.00	2,083.35
Other Office Expense	45.00	0.00	45.00	0.00
Insurance Expense	0.00	291.67	3,180.00	1,458.35
Total Expenses	<u>21,441.61</u>	<u>58,226.67</u>	<u>175,519.93</u>	<u>291,133.35</u>
Net Income	<u>\$ 24,159.65</u>	<u>\$ 1,074.70</u>	<u>\$ 19,708.33</u>	<u>\$ 5,373.52</u>



HMIS Report March 24, 2006

The Alliance has finalized the Business Functional Requirements with Softscape, Hallelujah! The HMIS Committee finalized all of the Adhoc & Standard canned reports along with the new Prevention Questions and reports to be added to the application. Next, the Alliance will finalize the Enhancement details with Softscape, specifically relating to multiple emergency services functionality, mass bed check out, and the prevention workflow.

We are also working on the detailed report design (line by line) with Softscape. This will be a very extensive process. Again, we *want to thank all those who have continually dedicated their time and efforts to making this system one that we will all be proud of.*

Our next steps with Softscape:

- Review and/or revise Alliance implementation project timeline.
- Alliance to identify detailed interfacing and data conversion (XML) requirements with Softscape. Once this happens we will then explain the XML requirements and costs to Alliance agencies that will be doing Data Conversion/Interfacing.
- Alliance to review and sign off on Technical Design Specifications.

HMIS Committee next steps:

- Review and finalize Policy/Confidentiality and Alliance/Agency HMIS agreements.
- Send out RFP for initial HMIS Training (Application/ Policy & Procedures). Due to project contract timeline constraints and initial training volume it will be completed by an outside vendor. After that the Alliance will be doing all of the user training.
- Review and accept bids for Alliance Training.
- User Acceptance Testing (UAT) by Agencies

HMIS Committee Report – Prevention Services Review

HMIS Committee – Meeting Date: March 10, 2006 at 10:00 AM - 12:00 PM, Alliance Office, 1107 S Mannheim, Westchester, IL.

Persons Present: Ken Schmitt, Doug Jones, Alex Hernandez, Jennifer Hill, Nick Kuscevich, Jeanette Lincoln, Marie Vesely, Lynda Schueler, Shaun Pyron, Renae Wilson

Meeting Objective: Review revised prevention questions to be added to HMIS application, decide what assessments to add them to, and review proposed prevention report.

Minutes: A revised layout of questions from the forms and reports gathered from agencies was presented and finalized.

Outcome: Finalization of the Prevention questions and the standard prevention canned report.



HMIS Report March 24, 2006

The HMIS Committee and its subcommittees have finalized the following reports for the Suburban Cook County HMIS.

HMIS Committee “Finalized” Alliance Reports

Standard Canned Reports: pre-designed reports created by Softscape for the Alliance.

1. Annual Progress Report (APR)
2. Annual Homeless Assessment Report (AHAR)
3. Emergency Shelter Grant (ESG) (*Can be eliminated if necessary*)
4. Community Service Block Grant (CSBG)
5. IDHS - Emergency Food & Shelter Supportive Housing Report
6. Annual Point Prevalence Report - Point in Time Count
7. Client Served Report
8. Potential Duplicate Report
9. System Monitoring & Auditing Report
10. Prevention Services Report (*New report from new questions added to application*)
11. Emergency Shelter Overnight Stay Report
12. Bed Utilization Report

Adhoc Reports: are non-formatted data elements (up to 50) that can be queried on with specific search criteria and dumped into an Excel spreadsheet for further analysis.

1. HUD Data Elements1 (Universal & Program Data)
2. HUD Data Elements2 (Universal & Program Data)
3. Bed Management/Housing Activity
4. Service Objectives, Goals & Outcomes
5. Case Management & Referral Info
6. Program Information
7. Services Received & Program Enrollment by Client
8. Household Characteristics Information

**Continuum of Care Development Committee
March 13, 2006 Meeting**

Present: Jennifer Hill, Sue Shimon

Jennifer and Sue met March 13 and reviewed the recently released Exhibit I in order to understand the changes in its format and content.

We discussed the points outlined in the February 22nd HUD debriefing of our 2005 application and how and where to improve the 2006 Exhibit I.

Action Plan:

- 1) Review our Stakeholder Group Engagement chart for its relevance to Exhibit I Form D.
- 2) Cross reference the 2005 Exhibit I content with the 2006 Exhibit I information requests. Jennifer will create a list of information that must be collected now.
- 3) Cross reference the 2005 Exhibit I Goals chart with the Alliance Strategic Plan.
- 4) Verify progress on the 2005 Exhibit I goals.
- 5) Schedule CoCD meetings to capture committee members' input, info and action.

Next meetings:

Monday, March 20th, 1 p.m. at the Alliance office

Thursday, March 23rd, 10 a.m. at the Alliance office

Both meetings will have same agenda. Committee members can attend one or the other.

**Continuum of Care Development Committee
March 20, 2006 Meeting**

Present: Jennifer Hill, Cynthia Schilsky, Marie Vesely, Suzanne Hopkins, Lynda Schueler, Ron Jordan, Sue Shimon

The committee reviewed, discussed and assigned point people to work on information updates, new information collection and other Exhibit I application completion tasks, using the Exhibit I 2005/2006 comparison chart produced by Jennifer. Each committee member received a hard copy of Exhibit I Forms and will work within their respective Alliance committees, CBSAs and larger community service networks to assure accurate and timely completion.

Decisions on strategies to update the housing inventory and collect Katrina evacuee data will be made in the March 23 meeting including Tom Hinchy and Eileen Higgins.

Next meetings: Thursday, March 23rd, 10 am at the Alliance office, and April 6th, at 11am at Catholic Charities, at 1400 South Austin Blvd in Cicero.

Submitted by Susan Shimon, CoCD Committee Chair

**Project Review and Prioritization Committee Meeting
March 2, 2006
Alliance Office**

In Attendance: M. Ntiamoah-Catholic Charities, J. Hill-Alliance, D. Redmond-Another Choice, K. Moore-LATH, L. Schueler-WSPADS, J. Valbuena-Thresholds, M. Enenbach-CEDA, K. Schmitt-YMCA Network, R. Wilson-Alliance, C. Schilsky-chairperson

Meeting Objective: To develop the procedure for selection of the #1 ranked bonus project for SuperNOFA 2006.

When the NOFA is released an RFP will be issued to those agencies that submitted a LOI. The applications will be due when the renewal applications are due. Projects will have to meet the guidelines as outlined for population served, type of project, and budget requirements as well as the basic COC criteria. Also COC involvement will be considered.

Review committee will be 4 persons in addition to the Chairperson of the PRP Committee. All members of the committee will read all the proposals. Projects will be evaluated based on the following areas of consideration – with an overall grade given for each area. Each project would be graded on its own merit.

Program Quality

Housing plan

Services plan

Source and process for referrals to program

Expected outcomes

Capacity to actualize the project

Infrastructure of organization/s

Community support for project

Experience of agency/ies in doing similar projects

Active in Continuum of Care

Resources and Leveraging provided

Both internal and external

Each project will give an oral presentation to the committee. After all the presentations the committee will evaluate the projects based on individual grading of the applications and the presentations and make their recommendation as to which project will be the one submitted as the bonus project. Feedback to applicants will be in accordance with usual Alliance procedures.

Number of units or number of clients served will be considered in the scope of other parameters. No criteria will be established for the numbers to be served.

Notes on the Chicago Community Trust & SSCH
Submitted by Patrick Rodgers, March 2006

Prior to the South Suburban Summit I called the Trust to see if they would be able to help by giving us some money for the Summit (i.e. food, location, supplies, etc.). I talked to Ngoan Le and she stated that this was not the kind of thing that the Trust did. But if we wanted funding for programs we should contact her later.

In early February several agencies met with Ngoan again, this time with the hope of getting money to expand services for the homeless and those in danger of homelessness in the South Suburbs. It was pointed out that conditions in Suburban Cook County in general and the South Suburbs in particular are different from Chicago and services have to be looked at differently. Ngoan stated that there was no funding available for services in the South Suburbs. She went on to say that most funding at this time is funder driven and that, other than anecdotes; there is no documentation to show that conditions are different in suburban Cook County than in Chicago. She suggested that the South Suburban Council ask for money to do a study in the South Suburbs to document the difference. This could be used to convince funders that there were indeed differences between Chicago and Suburban Cook County, and that funds should be made available for services. She pointed out however that the deadline for a letter of inquiry was 03/17/06.

On February 20th several members of the Council met with Ngoan again at the offices of the Trust. We had asked for the meeting to get a better grasp on the concept that Ngoan had proposed at the last meeting. It was decided that we would go back and put a general proposal together and that Ngoan would set up a meeting on March 8 which would include Representatives of the Council, the Alliance, and several of the regional planning bodies in the Metro Area.

After this meeting we became convinced that not only could this document be used to influence funders, but it could also be used as a tool to expand the stakeholder base for purposes of input for the 10 year plan. Prior to our Summit, the only people at the table were direct service agencies. The summit attempted to expand the table to include schools, municipalities, elected boards, police departments, Faith communities, etc. Some of those responded to the summit and will be engaged. However, many more do not see homelessness, actual and potential, as anything that they need to worry about. Therefore, they need something to bring the problem in focus for them (the old joke about the mule and the 2x4 comes to mind), and this project could be just the thing to do it.

Prior to the March 8th meeting representatives of the Council met with Larry McClellan to put together an outline for the meeting. Larry was particularly good for this because of: his knowledge of the south suburban area due to his previous research and prior employment at Governor's State University; and his prior work with NIPC and other planning bodies. The committee knew what it wanted and Larry was able to help us put it into terms and ideas that would be understandable to those in attendance.

On March 8th the next meeting was held at the offices of the Chicago Community Trust. In attendance were the committee from the Council, the Chair and Executive Director of the Alliance, and several regional planning and information entities. Most of those regional entities stated that they agreed that South Suburban Cook was different and that they had information on Suburban Cook in general and the South Suburbs in particular and that they would make that information available. After the meeting Ngoan asked us to make sure as to what we were asking for. Were we trying to do a 10 year plan for the South Suburbs or just trying to get information to show that the South Suburbs are different. We reiterated the fact that the 10 Year plan would come out of the Alliance not from the council, and that this information would hopefully lead to not only more funding for services but broader representation at the table for future planning purposes.

The committee again met on March 14th to put together ideas for the letter of inquiry. Again the Chair and the Executive Director of the Alliance were present. Larry came with an outline and there was a very spirited discussion as to the content. Larry left with the promise to get a draft for comments out by the next day. This happened and all comments came to me. A discussion of the process to date was had at the council meeting on March 16th. The council voted that the letter of inquiry be submitted. This vote took place with the understanding that further approval would be needed in the event we are asked to submit a full application. The comments were merged into the draft and the letter of inquiry was submitted after the Council Meeting.

A report was made by the Council to the executive committee of the Alliance on March 17th to keep them apprised of the progress made on the letter of enquiry and the Summit. A similar report was made by the West CBSA as to progress on their Summit.

A combination of low wages and limited availability of affordable rental housing units require many families and households throughout the state to pay a disproportionate share of their income for basic housing. Simultaneously, there are households in the state that face additional difficulty in finding affordable housing due to disabilities or special housing needs of family members. The **Rental Housing Support Program (RHSP)** is designed to promote permanent housing through the funding of rent subsidies for these “rent burdened” extremely low-income households. Funding for rental assistance was identified as a significant need under the *“Building for Success: Illinois’s Comprehensive Affordable Housing Plan.”*

Program Purpose:

- To provide subsidies to reduce the cost of renting for extremely low income households and families.
- The program is a “unit-based” subsidy generally supported by a contract between a local administering agency and an approved property owner, willing to make the unit available to eligible tenants.
- Funding for the program will be provided under a multi-year (proposed three-year) contract to a “local administering agency” (LAA) from the Illinois Housing Development Authority (IHDA) based on award under a request for proposal.
- Funding commitments under the multi-year contract will be made at the start of the contract term, will be subject to annual review for compliance, and will be eligible for renewal following the end of the multi-year contract. Contract renewals will be subject to satisfactory performance and availability of funding.
- Grant funding will also be made available directly to housing developments from IHDA to provide long-term rent subsidies for units within the developments.

Program Administration:

- As administrator for the Rental Housing Support Program (RHSP), IHDA will develop program rules, oversee selection of program partners through the Request for Proposal (RFP) process, and manage the flow of funding to program participants.
- Through an RFP process IHDA will make grants to qualified Local Administering Agencies (LAAs) to cover the rental subsidy costs on approved housing units.
- Based on calculations conducted in 2002, program funding has the potential of reaching \$30 million annually from collection of a \$10 fee on recorded, real estate related documents. Nine dollars (\$9) of the collected fee is deposited into the RHSP Fund, and \$1 is available to county assessors for program collections and other operations.
- The RHSP rental assistance program requires “maintenance of effort” funding; meaning the program is only able to assist new tenants when existing tenants leave the program, and incremental annual funding is available. Reserves will be established to help moderate annual fluctuations in collections.
- The City of Chicago is authorized to designate its own Local Administering Agency for operation of the program within the city limits.

Tenant Eligibility for Program Assistance

- Rental subsidies will be available for households with gross income at or below 30% of the median family income for the area.
 - At least 50% of the resources allocated to a LAA will benefit tenants with incomes at or below 15% of area median income. If unable to reach the above requirement of serving households at/or below 15% of area median income, the LAA must provide documentation of inability, and identify households above the level, but below the maximum level of 30% of area median income.
- Tenant eligibility will be determined prior to initial occupancy, and reviewed annually based on recertification of income by the property owner and reviewed by the LAA.

- Tenant income qualification standards will be established by IHDA in the program rules.
- Tenants who become ineligible for assistance based on increases in income, will be given an opportunity to phase out of the program.

Fund Allocations:

- Resources collected under the RHS Program will be distributed to geographic areas around the state based the "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, and that are paying more than 30% of their income for rent; based on U.S. Census Bureau decennial census data.
- The Geographic Area definitions are: Chicago, suburban Chicago, other metro/cities, and rural.
- The City of Chicago will first receive its proportionate share of the annual appropriation to operate the RHS Program. The City of Chicago RHS Program will be subject to the rules adopted for the statewide RHS Program.
- Because Chicago has a legislatively directed allocation, their program can be scheduled to start following the adoption of rules for the program, collection of sufficient funds to support program grants, and establishment of budget authority.
 - The City of Chicago will be required to report to IHDA, in conformance with reporting requirements set for LAA's under the program.
 - Developments, property owners and LAA's in Chicago will not be eligible to receive additional funding under other categories of the statewide allocation of resources.

Local Administering Agency (LAA) Eligibility : In order compete under the RFP and receive funding under the RHS Program, LAAs will need to meet eligibility and performance criteria established in the RFP, including the following:

- Not-for-profit organizations, local governmental bodies, or public housing authorities are eligible applicants to administer the RHS Program.
- Successful applicants will be required to demonstrate experience, capacity, and knowledge of procedures to:
 - Manage a rental assistance program in the service area designated,
 - Review and verify income of applicants,
 - Inspect and verify quality standards of housing units,
 - Establish relationships with property owners, service providers, and referral agencies to meet housing needs of priority populations,
 - Demonstrated fiscal and organizational capacity to assume the program, and fiduciary responsibility, including payments to participating property owners.
- In order to achieve economies of scale in administration of the RHSP, up to 20% of the funds for the rural Geographic Area may be set aside for award to one local administering agency to be distributed throughout the rural areas in the state.
 - The "rural LAA" will be selected based on eligible qualifications under the statewide RFP, with additional requirements.
 - The successful "rural LAA" will establish procedures for assuring equitable distribution of resources to cover the Geographic Area designated.
- Local Administering Agencies will be eligible to receive funding to cover operating expenses of administration of the program, up to 10% of grants under \$500,000 or 7% of grants over \$500,000.

Request for Proposal and Selection

- LAAs may be awarded grants in response to a Statewide RFP based on eligibility, designated Geographic Area, quality of proposals, and funding availability.
- The Statewide RFP will be advertised and available for application for a period of not less than nine months.

- Pending funding availability, IHDA will make available an RFP for funding under the RHSP in subsequent years of the program.
- IHDA will provide outreach and technical assistance on program criteria to help prepare applicants for the RFP.
- The RFP will require applicants to designate 30% of the units to benefit priority populations identified in the *Building for Success: Illinois' Comprehensive Housing Plan*.
 - The definition of priority populations may include, but are not limited to: homeless and at-risk homeless persons; persons with disabilities: elderly persons and persons with disabilities seeking relocation from nursing homes and other institutions; and other targeted beneficiaries.
 - LAA will submit, as part of their application, evidence of relationships with referral agencies, identified units feasible for occupancy by priority populations, and procedures to assure compliance with this targeting requirement.
- The LAA will apply for funding in the designated Geographic Area in which they are located.
 - LAA will identify in the application the specific community(ies) that they propose to serve under the program.
 - LAA located in communities that overlap more than one Geographic Area will apply in the Geographic Area in which the majority of the population is located. The LA may serve the entire population of the community.
- LAA will identify in the application the amount of funding requested, property owners and building addresses, and number of units, anticipated to participate in the program.
 - Unit mix available from each LAA will include identification of two, three, and four bedroom units, based on demonstrated need in the community.
 - No more than 30% of the units in a single property or development generally may be assisted under the RHSP. Requests for waiver of this program rule will be considered based on documentation provided by the LAA.
- LAA will submit in the application its proposed area's maximum rents by unit size, and submit rent comparable or market analysis documentation to support the rent levels proposed.
- LAA will provide written detail of process and operating procedures for:
 - Selecting landlords and property owners for program participation,
 - Processing quarterly rental payments to property owners,
 - Managing outreach, partnerships, and referrals of tenants to meet priorities population requirements,
 - Demonstrating compliance with program guidelines and rules,
 - Resolving disputes and noncompliance issues.
- LAA will provide documentation of projected operating costs of program implementation.

Local Administering Agency Responsibility

- The LAA is responsible for marketing and selection of property owners and properties participating in the program. The LAA will enter into an agreement with the selected property owners, and is responsible for assuring property owner compliance with all program requirements.
- The LAA is responsible for property selection and leasing.
- Eligible units must meet established standards for habitability.
- The LAA will review income certification documentation submitted to the property owner from the tenant prior to initial occupancy, and at least annually.
- The LAA will be required to submit documentation required for quarterly payments of rental assistance to property owners.
- The LAA will be required to report periodically on program and financial results and beneficiaries under the RHS Program in their service area.

Rent Maximums and Tenant Share of Rent Payment

- The rent subsidy paid to the property owner will equal the difference between the agreed-upon “contract rent”, and the tenant’s share of rent payment. The contract rent will be negotiated between the property owner and the LAA.
- The LAA will submit in the application its proposed area’s maximum and contract rents by unit size, and submit documentation to support the rent levels proposed.
 - Proposed rent levels and subsidies above the published guidelines will be reviewed on a case-by-case basis, given sufficient justification from the LAA.
- Increases in rents during the term of the multi-year contract are not recommended.
- The tenant portion of the rent payment will be a flat amount, calculated and published by IHDA annually, based on the size of the unit and 30% of the household’s income category. The tenant portion of rent will not be based exactly on an individual tenant’s income.
- The Tenant is responsible to notify the LA and property owner of changes in income. Changes in the tenant share of rental payment could occur at the next subsequent anniversary and lease renewal, based on applicable rent calculation requirements.

Participating Property Owner Responsibility

- Property owners will be required to maintain housing quality for units.
- Lease payments to property owners will be made quarterly in advance by the LAA, based on availability of funding, and submission of quarterly documentation of unit occupancy under the program.
- Property owners are required to notify the LAA if a unit becomes vacant, and any subsequent effort to fill the unit with a new tenant eligible under the RHS program guidelines.
- All property owners will be required to adhere to Fair Housing and affirmative marketing practices, and other applicable federal, state, and local regulations.

Grants for Housing Developments

- A minimum of 10% of annual appropriation will be set aside for award directly to owners for long-term operating support for development of affordable rental housing.
- Housing Development Grants will be made available under IHDA’s common application process.
- Portions of the Housing Development Grants may be coordinated with other IHDA/State capital, operating, and service resources, under a joint NOFA, to accomplish targeted affordable housing goals.
- Depending on fund availability and financing, the term of the rental assistance commitment will be 7-15 years.