ILLINOIS HOUSING
DEVELOPMENT AUTHORITY

How to Apply for 2021 Illinois Rental Payment Program (ILRPP)

Strategic Response Department

Illinois Housing Development Authority

OBJECTIVES

- **Share information** about the Illinois Rental Payment Program (ILRPP)
- Demonstrate ILRPP portal with a **step-by-step walkthrough** of the application
- Review Team and Project **collaboration/communication tools**

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Preserving Housing Stability During the COVID-19 Pandemic

- IHDA is administering **$500M**+ from Consolidated Appropriations Act, 2021
- Prevent the eviction of tenants unable to pay rent due to the Covid-19 pandemic
- Prevent housing providers from going into foreclosure on rental properties.
- Scheduled to launch on **May 17, 2021**

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ILRPP Terms and Timeline

- Coverage provided: Twelve months of rent arrearage + three months prospective rent
- Coverage period: June 2020 – August 2021
- **Maximum grant amount:** **$25,000 per rental unit**
- Assistance paid to: Housing Providers
- Landlord application opens: May 17, 2021 – June 6, 2021
- Landlord application: (*Tenant Section)* Closes on June 13th
- Approvals and payouts: Late Spring 2021
- Program close: September 2022

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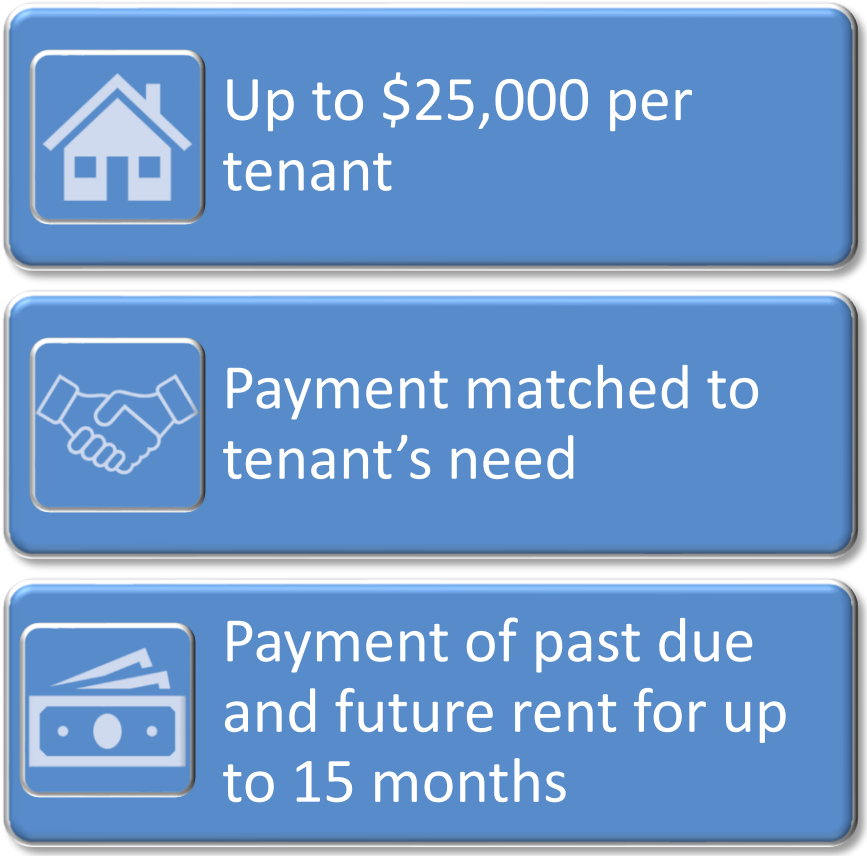
ILRPP Payments and Benefits



- Payments made directly to housing provider on behalf of the tenant in the form of a check.
- Housing provider must waive all fees and penalties related to household's occupancy of the unit.
- Housing provider may not initiate or engage in eviction proceedings due to any past due rent for the coverage period.

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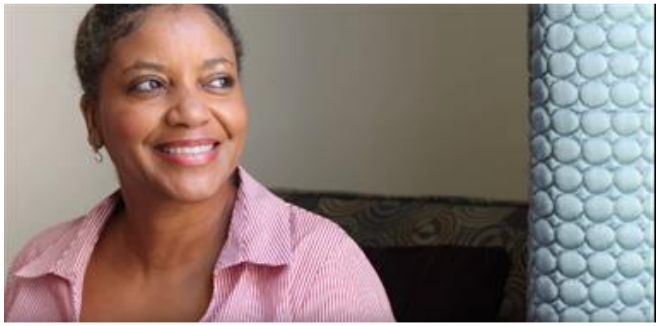
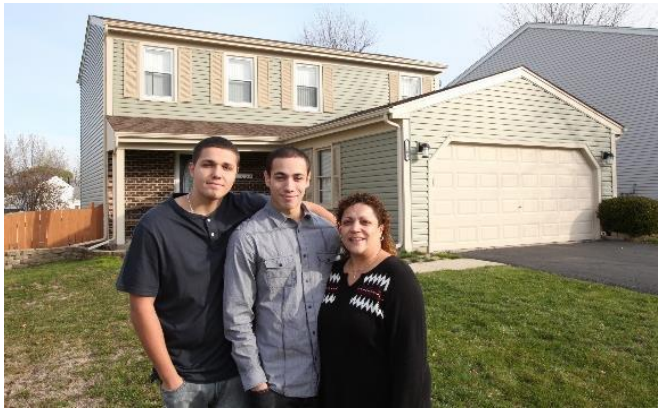
Who Is Eligible?

- Household experienced a loss of income, incurred significant costs, or experienced a financial hardship due to COVID-19.
- Household is behind on rent and at risk of experiencing homelessness or housing instability.
- Household's annual income in 2020 was at or below 80% of the Area Median Income, adjusted for household size.
- Unit is the tenant's primary residence and is located within the State of Illinois.
- **Proof of citizenship is <u>not</u> required; ILRPP assistance is not a "public-charge" benefit.**





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How ILRPP Works

- Housing providers will initiate an application; both tenant and housing provider will jointly apply.
- Grant payments will be based on tenant need.
- **Prioritization of applicants who are unemployed and below 50% of the Area Median Income (AMI).**
- Ability to track application: ILRPP.IHDA.ORG/STATUS

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Application Process –Section I

Section I: Housing Provider

- **Visit ILRPP.IHDA.org**
- Housing Provider must complete and submit Section I of the ILRPP application.

Confirmation

- After completing Section I, the housing provider will receive an email from DocuSign within 24 hours with instructions to complete Section II. Be sure to check spam and junk folders for this email.

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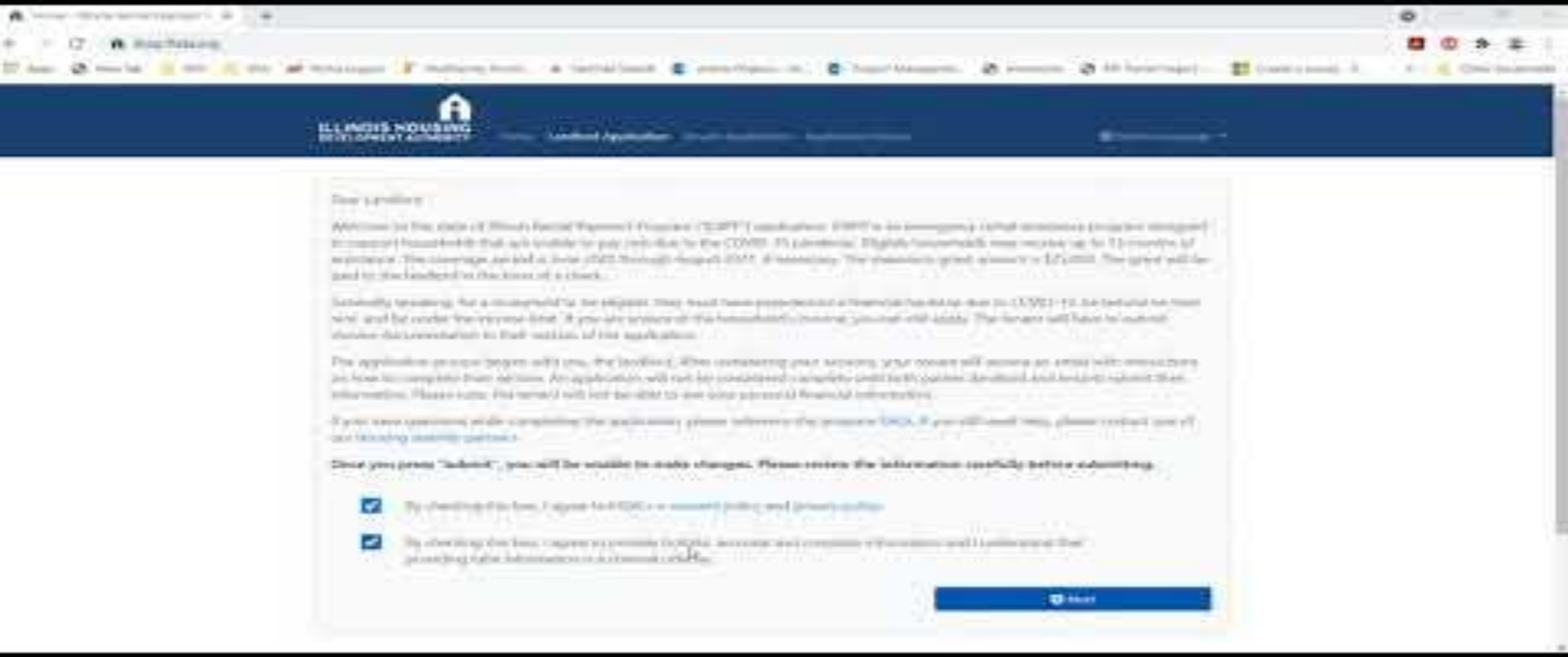
https://ilrpp.ihda.org/



Application Process – Section II

Section II: Housing Provider

- Housing provider completes Section II and provides the following information:
  - Proof of Property Ownership
  - Property Management Agreement (if applicable)
  - SSN or ITIN
  - Employer Identification Number (if applicable)
  - Current Signed Lease (if available)
  - Proof of Past Due Rent
- Tenant will receive a DocuSign email within 24 hours to complete Section III.

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ILRPP APPLICATION - SECTION II

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Housing Provider Documentation

- Evidence of property ownership:
  - Installment of 2019 and 2020 property tax bill
  - 2021 monthly mortgage statement
  - Deed
  - Print out from County Website
- Current signed lease, if available
- Fully executed and current property management agreement (if payment is made to a property manager)
- Written documentation of past due rent:
  - Notice of rent past due (5-day notice, 30-day notice, 60-day notice)
  - Eviction notice
  - Other written evidence (such as a rent roll) that contains the amount of rent past due for the household, the unit address and the tenant's name

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Application Process – Section III

Section III: Tenant

- Tenant completes Section III and provides the following information:
  - Government issued Photo ID
  - -Utility bill or proof of address dated within 90 days of applying
  - -Evidence of 2020 income for Each Wage earner in the Household
  - -Proof of public assistance such as SNAP, TANF, Medicaid, Head Start, etc. (if applicable)

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ILRPP APPLICATION - SECTION III

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Tenant Documentation

- Government-issued photo ID
- A utility bill or proof of address dated within 90 days of applying (if the address on your ID is not your current address)
- If applicable, evidence of assistance received from other government programs, if applicable (SNAP, TANF, Medicaid, Head Start, etc.)
- Proof of household income for 2020:
  - 2020 IRS Form 1040 (first two pages only)
  - Wage statements, pay stubs, IRS Form W-2, IRS Form 1099 and Schedule C if self-employed or other income proof

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INCOME ATTESTATION WITHOUT FURTHER DOCUMENTATION

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INCOME ATTESTATION WITHOUT FURTHER DOCUMENTATION

Wage Earner's Name:	

By executing this document, I am hereby asking the Illinois Housing Development Authority to waive the Standard Requirement (as defined below) that documentation be provided to support the income determination for the wage earner listed above. I hereby certify and attest that the 2020 annual income for the wage earner listed above is: $

I also hereby certify and attest that I am submitting this written attestation with respect to the wage earner listed above, due to one or more of the following reasons ***(check all that apply)***:

- ☐ accommodate disabilities
- ☐ extenuating circumstances related to the pandemic (e.g. place of employment has closed)
- ☐ lack of technological access
- ☐ cash income
- ☐ no qualifying income

STANDARD REQUIREMENT: In order to complete an application for emergency rental assistance under the Illinois Rental Payment Program ("ILRPP"), tenants are required to provide information that enables the Illinois Housing Development Authority ("IHDA") to determine the tenant's income, as well as the income for any wage earner in the household, in order to confirm whether the household income meets the ILRPP income parameters. As part of the ILRPP application process, tenants are required to provide documentation for

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HOUSING STABILITY SERVICES (HSS)

- 64 non-profit agencies were selected having full State coverage
  - Includes housing counseling agencies, community-based organizations, and legal aid organizations
- Coverage in all 102 counties
- 80% of agencies offer Spanish-speaking services
- 12 languages services including ASL
- Provide intentional outreach and intake assistance to applicants who may face technology and language barriers
- Assist both housing providers and tenants with application process
- HSS must use their DocuSign **Code** when applying

Expectations

- Promote the ILRPP program with community members, housing providers, housing partners and surrounding communities
- Provide Intake Assistance to HSS with the Landlord-Led Application (small landlords)
- Assist Tenants in completing their Landlord-Led application portion
- Assist with status reports or any other relevant information
- Assist in resolving issues when either party is not being responsive

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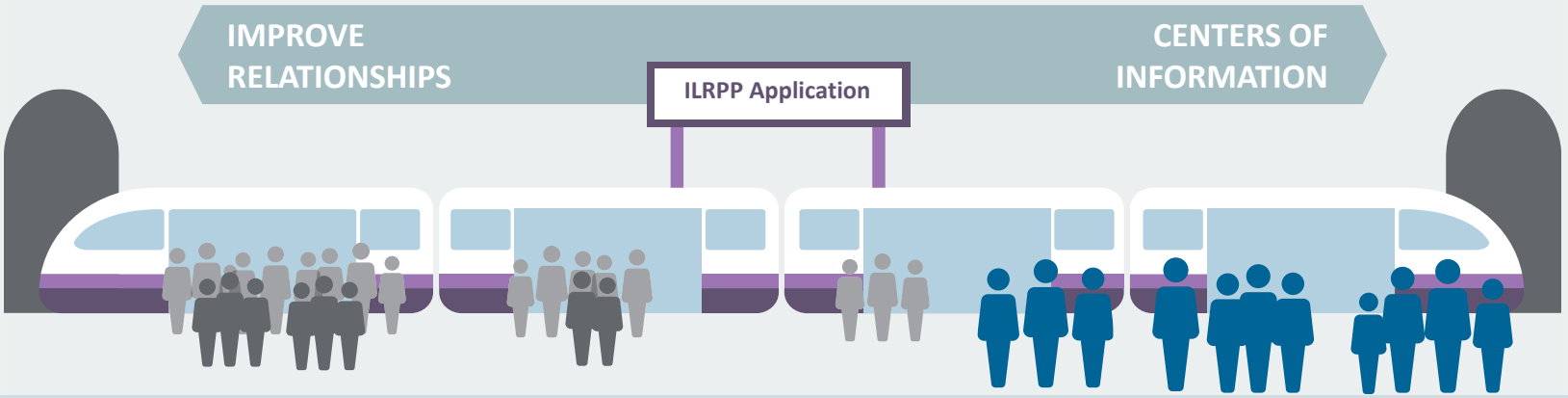
HOUSING STABILITY SERVICES

HSS agencies will provide ongoing support to applicants.



Provide technical assistance and assist in processing applications.

Provide assistance to those who may face technology and/or language barriers

Offer solutions and information about other available programs

Have an established relationship with the targeted audience

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Key Messaging

- A submitted application is not a guarantee of assistance.
- It will be critical to communicate with all potential applicants that not everyone who submits an application will be eligible for funding.
- The portal is scheduled to be open for **three weeks – June 6, 2021**
- Each agency will receive a **Housing Stability Services Code** that will be required when submitting an application.
- Once an application is submitted, tenants and housing providers may track their application status at ILRPP.IHDA.org/status.

Call Center

- Phone Number: (866) 454-3571, *(866) - ILHELP1*
- Hours Starting **Monday, May 17th:**
  8:00AM – 7:00PM
  Monday through Friday
- Languages: Multiple Languages including Spanish
- Special Phone Tree prompt for HSS agencies

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Communication Plan

Call Center Participants

Housing Stability Servicers

QUESTIONS.ILRPP@IHDA.ORG

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QUESTIONS?

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