

2010

CHANGE.

CHICAGO HOUSING AUTHORITY

**PROPERTY RENTAL ASSISTANCE (PRA)
APPLICATION**

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Property Rental Assistance Application Instructions

Section 1 – Introduction and Overview

1.1. About the Chicago Housing Authority

The Chicago Housing Authority (CHA) is the largest provider of rental housing in the city of Chicago, providing homes to more than 50,000 families and individuals, while supporting healthy communities in neighborhoods all across the city. CHA currently owns and operates approximately 9,500 senior apartments and more than 8,000 units of public housing in traditional family, scattered site, and mixed-income properties. CHA also oversees the administration of approximately 36,000 Housing Choice Vouchers that allow low-income families to rent in the private market.

CHA has completed approximately 72% of the 15-year Plan for Transformation (the Plan), the largest and most ambitious redevelopment effort of public housing in the history of the United States. The cornerstone of the Plan includes building or rehabilitating 25,000 units of public housing by 2015. As part of the Plan, the CHA has led the way in revitalizing neighborhoods by partnering with private sector developers to transform distressed and obsolete housing into vibrant, mixed-income communities.

Over the past decade, the CHA and its partners have:

- Completed construction or rehabilitation of nearly 18,000 units of public housing.
- Improved the social outcomes of CHA residents in employment, income and education by providing access to a wide variety of supportive services.
- Promoted investment and revitalization in neighborhoods across Chicago.

The long-term goal of the CHA, as contemplated in the Plan, is to build and strengthen communities by integrating low-income families into the social, economic and community fabric of Chicago's neighborhoods.

1.2. Program Overview

The Property Rental Assistance (PRA) program is a component of the CHA's Housing Choice Voucher (HCV) Program (formerly known as "Section 8").

- All tenants in the HCV program pay approximately 30% of adjusted household income toward rent and utilities.
- All units in the HCV Program are owned by private landlords who receive a monthly payment from CHA equal to the difference between the fair market rent for that unit and the tenant's income-based rent.

The most common type of Housing Choice Voucher is the “tenant voucher” which allows a tenant to choose an apartment in the private market.

In contrast to the tenant-based HCV program, the Property Rental Assistance program is based on a long-term contract for a specific number of units within a property.

Owners of selected properties will enter into a Housing Assistance Payment (HAP) contract, (“Contract”) with the CHA to receive rental subsidy for a number of specific units.

- The contract rent for the unit is equal to the market-rate rent in the neighborhood for comparable units. Annual increases to the contract rent are based on changes in market rents.
- The rental assistance remains with the property for the term of the Contract, as long as:
 1. The units are occupied by eligible tenants, and
 2. The units meet physical condition standards of the program.
- Different eligible tenants may rent the assisted unit during the term of the Contract.
- CHA wants to provide affordable units for the long-term and therefore is aiming for Contract terms of 15-30 years; but shorter terms will be considered (e.g. 5-year base term with 5-year option renewals). Owners interested in contract terms of less than 5 years are better suited to the tenant-based HCV Program.

1.3. Program Goals

The Property Rental Assistance program has four primary goals:

1. Expand availability of high-quality affordable housing units within healthy and revitalizing neighborhoods throughout Chicago.
2. Provide housing options for:
 - Working Families
 - Supportive Housing (with social services) for specific populations:
 - Family Supportive
 - Senior (Assisted / Supportive)
 - Intergenerational / Grand-families
 - Individual
 - Veterans
 - Seniors
3. Provide owners with reliable & straightforward rental income to operate their properties.
4. Ensure units remain affordable for the long-term at quality properties.

The CHA is seeking applications from a variety of Multi-Family Apartments properties, including:

- Low-rise
- Walk-up
- Courtyard-style
- Elevator Buildings
- Multi-property Portfolios

The PRA program is flexible to allow for Contracts on properties in all stages of development or operations, including:

- Established / Existing Apartment buildings in good condition (“Existing”)
- New Construction or Substantial Rehabilitation properties (“New/Rehab”)

The PRA program is flexible in the ratio of assisted units at a particular property.

- Generally up to 25-40% of units for Family housing
- Generally up to 50% of units for Senior housing
- Up to 100% for Supportive Housing (those properties that have social services).
- The number of tenant based vouchers in use at a property and other assisted or low-income units at a property will be considered when establishing the ratio of assisted units at a property. Applications that exceed these guidelines require written justification, without which an application will be deemed non-responsive.

The mix and distribution of assisted bedroom sizes at a property should be relatively proportionate with the mix of bedroom sizes within and across the entire property.

1.4. Leasing & Waitlist Process

Owners of participating properties will determine their own property-specific tenant screening and selection criteria, subject to CHA approval. Owner/Manager must apply the same screening criteria to all tenants at a property, regardless of PRA assistance. The lease used at the property must comply with the Chicago Residential Landlord Tenant Ordinance.

For assisted units, the CHA will refer prospective tenants to the owner/manager of properties with HAP Contracts in accordance with its Administrative Plan. Prospective tenant referrals will be:

- 50% from Public Housing Program (current residents/relocatees/waitlist).
- 50% from Housing Choice Voucher Program Waitlist with geographic preference.

Owner/Manager is responsible for ensuring that all units are leased to qualified families. Leasing assisted units to ineligible tenants is a violation of the HAP Contract and will result in the loss of rental subsidy. Within 5 business days of rejecting an applicant/prospective tenant referred by CHA, the owner/manager shall provide written notification and documentation to CHA.

Owner may lease assisted units from a Site-Based Waitlist only if insufficient CHA prospective tenant referrals respond or meet selection criteria after 60-90 days. CHA must be notified in writing prior to utilization of a site-based waiting list. CHA will monitor the leasing progress to ensure sufficient referrals.

For “Existing” housing, assisted units may be leased to eligible tenants already residing at property if the existing tenants are program and income eligible. However, at turnover those units should be leased using CHA referral process.

Vacancy Payments

- CHA will pay 50% of contract rent for initial 60-day lease-up period.
- CHA may exercise option to extend initial lease-up period for additional 30 days with 100% payment of contract rent.
- Owner keeps rental assistance if tenant moves out mid-month.
- At turnover, full rent may be available for up to 60 days if vacancy is not owner fault.

Section 2 – Program Eligibility

2.1. Eligibility Thresholds

In order to be considered for rental assistance under this program, all applications must meet the conditions stated below:

1. Proposed property/development must be located in the city of Chicago.
2. Applications must include a minimum of eight assisted units. Eight assisted units may consist of a portfolio of multiple building (i.e. townhomes, 2-6 flats, and single family homes.)
Exceptions to the minimum unit threshold may be granted on a case-by-case basis with written explanation.
3. Assisted units must be leased to families earning 80% or less of the Area Median Income (AMI). See table below for 2010 income maximums.

Household Size	1	2	3	4	5	6	7	8
2010 Income Limits	\$42,100	\$48,100	\$54,100	\$60,100	\$64,950	\$69,750	\$74,550	\$79,350

4. Studio and Single Room Occupancy (SRO) units are Program eligible; however all units must have living and kitchen areas and a bathroom.
5. Properties should be located in neighborhoods with access to a variety of neighborhood amenities such as schools, transportation, parks, recreation, retail shopping options and access to jobs and medical facilities:

- a. Public and private investments and revitalization efforts occurring in the area.
 - b. Relative concentration of other assisted and/or low income housing in the area.
6. Applicants must own the subject property, or provide evidence of pending ownership/site control. For supportive housing applications, long-term, master-leased units may also be considered in lieu of direct ownership.
7. For new/rehab applications:
- a. Construction must be ready to start within one year of CHA approval.
 - b. Current zoning ordinances or regulations must permit the building proposed. Applications that do not have zoning approval should provide evidence that rezoning is likely to be obtained.

2.2. Ineligible Units

Certain housing types are NOT eligible for PRA. These include, but are not limited to the following:

- Transitional housing (including emergency shelters)
- Owner-occupied housing
- Shared housing
- Manufactured housing (e.g., trailer or mobile homes)
- Public housing (either constructed using capital funds or receiving other operating subsidy)
- Units receiving other local, state, or federal rent or operating subsidies (For example, units assisted by the Chicago Low-Income Housing Trust Fund program are ineligible. However, units receiving capital assistance such as TIF loans, or LIHTC equity are eligible)
- Section 202 & Section 236 housing

For further information on ineligible units, visit: <http://tinyurl.com/ineligibleunits>

2.3. Physical Condition & Other Requirements

The property must comply with all applicable building codes.

Physical Condition/Housing Quality Standards (HQS) (Definition in Exhibit B)

The assisted units and common areas of the property must meet the physical condition standards of the program at initial occupancy and throughout the contract term (currently defined as HQS). CHA or its designee will be responsible for initial inspections of the units and common areas. Annual inspections of each assisted unit and common areas will be the responsibility of the owner/manager. The owner agrees to make all assisted units available to CHA at any time to perform Quality Control inspections and verification. Information on Housing Quality Standards and CHA's inspection procedures is available upon request.

Lead-based paint requirements

For properties involving rehabilitation of structures built prior to 1978, federal requirements regarding the treatment or removal of lead based paint apply. Further information on these requirements is available upon request.

Accessibility

For all units assisted under PRA, all units must comply with all local and state fair housing and accessibility regulations and federal requirements of the Fair Housing Act and Amendments and Section 504 for accessible and adaptable units. Under these regulations, the owner is obligated to make reasonable accommodations for disabled residents. Further information on accessibility requirements is available upon request.

Davis-Bacon requirements for construction and rehabilitation

For new construction applications or applications requiring more than \$1,000 per unit in rehabilitation must adhere to Davis-Bacon wage requirements. Further information on Davis-Bacon requirements is available upon request.

Section 3 – Application & Selection Process

3.1. Application Deadline & Process

Owners interested in participating in PRA should submit an application. Applications will be evaluated on a first-come, first-served basis throughout the year. Based on the review of an application, CHA may contact the owner for additional information or for clarifying documents. All applications require submission of basic information about the property, owner and manager. Applications for Supportive Housing and/or New/ Rehab properties require submission of additional supplemental information. Applications will be accepted throughout the year on a rolling first-come, first-served basis beginning **July 16, 2010**.

The CHA shall have no obligation to compensate any applicant for any costs incurred to prepare an Application. The CHA reserves the right to reject any and all applications. The CHA may amend and/or terminate the Application & Selection process at any time.

The CHA will periodically host informational sessions for apartment owners and developers interested in the program. Three initial information sessions will be held as follows:

- New /Rehab Session (without Supportive Services):
 - July 7, 2010, 10 a.m. – 12 p.m. 60 E. Van Buren, 3rd Floor
- Existing Housing Session (without Supportive Services):
 - July 8, 2010, 10 a.m. – 12 p.m. 60 E. Van Buren, 3rd Floor
- Any Supportive Housing Session (Existing and/or New/Rehab):
 - July 9, 2010, 10 a.m. – 12 p.m. 60 E. Van Buren, 3rd Floor

To RSVP for an information session, or to be alerted about future information sessions, please send an email to PRA@thecha.org.

All questions must be submitted in writing to PRA@thecha.org. Questions will receive an emailed response and may also be posted on CHA's Frequently Asked Questions (FAQ) website for the Property Rental Assistance program. Selection of questions and answers for the FAQ website will be based upon the general applicability of the subject matter; this determination will be at the sole discretion of the CHA. The CHA website is www.thecha.org/PRA.

3.2. Application Requirements

For each proposed PRA property, applicants are required to submit one original and one copy of the application, each in a three ring binder, plus an electronic version (on a CD, "zip-drive", or via email to PRA@thecha.org).

Submit applications and CD to:

**Property Rental Assistance Program
Chicago Housing Authority
60 E. Van Buren
13th Floor
Chicago, IL 60605**

Applications should be organized in tabs with the correct number and order of tabs, according to the property type. Each tab is to be labeled by **topic** as indicated in Exhibit A. Some application requirements are only necessary for Supportive Housing or New/Rehab properties.

3.3. Non-Responsive or Non-Compliant Applications

If an application is non-responsive or non-compliant with the program, application requirements, or HUD program regulations, the CHA will provide a letter describing the deficiencies of the application. Non-responsive or non-compliant applications may be revised and resubmitted.

3.4. Selection Process

Completeness: All application requirements described in Exhibit A must be submitted in order for an application to be evaluated.

Application Review: CHA will review all applications for responsiveness and compliance with the application requirements and HUD regulations.

Evaluation: All complete and responsive applications will be evaluated and scored by an evaluation panel appointed by CHA. Projects are considered independently and scored

competitively against the criteria defined in the Program Goals and not against other applications.

3.5. Selection Criteria

CHA will use the scoring criteria below to evaluate and select properties that meet the goals and objectives of the program, subject to available funding.

Each evaluation factor is associated with a point value. The total points awarded to an application will be reviewed as a percentage of the total points available for the type of property proposed.

All complete and responsive applications will be evaluated on the following factors as described in Section 1.4 Program Goals and in Exhibit A:

Evaluation Factor	Tab	Max Points
Property Description: CHA is seeking a variety of property types, unit mixes, and sizes. The applicant should have the optimal property description for the targeted population. CHA’s program goal is to ensure long-term availability of affordable housing as provided by the application’s proposed term.	2	25
Neighborhood Description: CHA is seeking neighborhoods that have a demonstrated public and/or private investment in established or revitalizing areas that support the target population.	3	25
Owner/Developer Experience: CHA is seeking an Owner/ Developer structure with a demonstrated level of experience owning/developing housing similar to the proposed project in the application.	2	20
Property Manager Experience: CHA is seeking a Property Manager with demonstrated ability to manage housing similar to the proposed project in the application.	4	20
Operating Costs: CHA is seeking applications demonstrating financial feasibility and a proposed rent schedule that is constructed using acceptable methodology.	5	10
Total		100

Supportive Housing Applications will be also be evaluated on:

Evaluation Factor	Tab	Max Points
Supportive Services Need, Plan & Provider Experience: CHA is seeking comprehensive applications that provide the appropriate level of services to the target population.	6	20

New Construction/Rehabilitation Applications will also be evaluated on the following:

Evaluation Factor	Tab	Max Points
Development Plan & Financing: CHA is seeking a variety of applications with feasible development plans, and financing. CHA will also consider the results of the market study and Aldermanic support for the proposed project.	7-10	20

In summary, the maximum points for various types of applications are as follows:

Property Type	Max Points
Existing Housing without Supportive Services	100
Existing Housing with Supportive Services	120
New Construction/Rehab without Supportive Services	120
New Construction/Rehab with Supportive Services	140

Using the scoring criteria, applications will be classified into the following categories:

- Recommended
- Conditionally Recommended
- Not Recommended

Conditionally recommended applications may be fully recommended subject to specific revisions to proposed elements of the application (for example, unit mix, deconcentration, rent schedule, etc.). For conditionally recommended applications, the CHA will provide the applicant with a request for clarification or revision.

Recommended applications will be submitted for approval by the CHA Board of Commissioners or Chief Executive Officer, as appropriate.

3.6. Notification

For approved applications, the CHA will provide the selected applicant with a copy of the approval documentation.

The CHA will provide timely written notice to all applicants not selected. Owners of properties not selected may request to participate in a debriefing session about their application, if requested in writing within 15 days of notification of not being selected.

Section 4 - Contract Administration

4.1. Contract Award

Properties that are selected for PRA will be awarded assistance subject to CHA funding availability and in accordance with the Contract.

4.2. Post-Award Conditions and Requirements

- All assisted units will be inspected by the CHA and must meet physical condition standards of the program.
- CHA and the owner must agree upon and execute a Contract and other associated documents.
- The Contract may be for a term of up to 30 years, contingent upon the availability of federal appropriations.

The following conditions apply to applications for new or rehabilitated units only:

The Selected Applicant may execute an Agreement to enter into a Housing Assistance Payment contract (AHAP), hereinafter referred to as “Agreement”). Prior to the execution of the Agreement, the following item must be approved:

- **Subsidy Layering Review**
Properties that utilize tax credits or other governmental housing assistance for construction or development from federal, state or local agencies are subject to a HUD Subsidy Layering Review (see 24 CFR 983.55) to prevent excessive public assistance. Applicants shall provide any additional documentation not included in this application that may be required to complete the subsidy layering review.
- **Initial Rent**
CHA will estimate the amount of initial Contract rent to owner based on applicant’s proposed contract rent per unit and the fair market rents in the neighborhood for comparable units and property types. This estimate will be documented in the Agreement, but the actual amount of the initial Contract rent will be established at the beginning of the Contract term after construction or rehabilitation is complete.

Prior to the beginning of construction, the following must be completed:

- **Environmental Review.**
PRA activities are subject to HUD environmental regulations in 24 CFR 983.58. Applicant must supply CHA with necessary documentation for submittal to obtain environmental clearance from the responsible entity that conducts the federal environmental review and approves or categorically excludes the requirements under the National Environmental Policy Act of 1969.

Prior to the execution of the Contract the following items must be submitted to CHA:

- Certificate of Occupancy issued by the City of Chicago.
- Architect's Certificate of Completion.

Application Requirements & Format

Applicants must organize their submission to CHA by tabs. Each tab is to be labeled by **topic** as indicated below. All Applications should include the information in Tabs 1-5. Applications for Supportive Housing should also include Tab 6. Applications for new construction and rehabilitation properties should also include Tabs 7-10.

All Applications should include Tabs 1-5:

- Tab 1 – Table of Contents
- Tab 2 - Application and Project Summary
- Tab 3 – Site and Neighborhood Characteristics
- Tab 4 – Property Management Experience
- Tab 5 – Rent Schedule & Financials

Applications for Supportive Housing also should also include Tab 6:

- Tab 6 – Supportive Services

Applications for New Construction / Substantial Rehabilitation properties should also include tabs 7-10:

- Tab 7 – Development Plan
- Tab 8 – Development Financing
- Tab 9 – Market Study
- Tab 10 – Aldermanic Consultation

Descriptions of Tabs

Tab 1 **Table of Contents**

Tab 2 **Property Summary & Developer Background**

Application Summary

Complete **Exhibit C**, “Application Summary” form and insert here.

Property Summary

Property Name: Indicate the name of the development

Community Area: Example: Bronzeville
Chicago’s near south side

Property Address(s): Specify all addresses in the property

Proposed Contract Term: # of Years

Census Tract: Indicate all census tract numbers

Property Description

Indicate Existing, New Construction or Rehabilitation; describe building type(s); population served (families, seniors, supportive housing); Number of units at the property; Number of units per building; Location in the Building of units assisted; Bedroom mix; Number of assisted units being proposed; Building and site amenities (laundry facilities, security, community space, recreation space, play lots, parking, etc.).

Developer Background and Ownership Structure

Describe the developer’s background, length of time in business and level of experience in developing affordable housing. Application must provide a brief narrative describing applicant’s experience in developing affordable housing, including a list of previous developments and their locations. (Max 5 pages)

Outline the property’s ownership structure including the name of the partnership, or other entities (and their principals) that comprise the owner entity and the % of ownership interest for each partner or other ownership participant. (2 pages)

Evidence of Ownership (or site control)

Application must provide evidence of current ownership of the property. Alternatively, application may include evidence of pending site control, option agreements, sales contracts, etc.

Complete and attach **Exhibit D** that provides a list of all other ownership entities that include the proposed owner/partner/ownership participant for the current application.

Supportive Housing applications using a master lease agreement should provide a summary and copy of that agreement.

Tab 3 Site and Neighborhood Characteristics

Describe the surrounding community including type of housing stock, the developments proximity to shopping, schools, medical facilities, parks and recreational space, public transportation and other neighborhood amenities.

Neighborhood description should include neighborhood amenities including, but not limited to:

- public transportation
- employment
- educational facilities (including school names and grade levels)
- medical services and health facilities
- commercial/retail establishments
- parks and recreational facilities
- social service providers

Tab 4 Property Management Experience & Tenant Screening Criteria

Applicant must demonstrate the experience of the property management team in managing properties of a similar size, configuration and income mix, including an affordable housing component. A firm's record in property management, including project-based, tenant-based rental assistance and/or low-income tax credit programs (if applicable) will be evaluated.

The following must be included in this tab:

- Name, address, and phone number of property manager
- Address (es) of properties managed. Include number of units and years managed.
- Statement of qualifications of property manager, addressing issues enumerated above.
- Management plan for the property or description of how the property will be managed.
- Summary of tenant screening criteria for the property. (1 page or less)

Tab 5 Rent Schedule & Finances

CHA will review the proposed rent schedule and financial feasibility of the proposed property.

The following must be included:

- Proposed rent schedule by bedroom size
- Proposed rent for per PRA units
 - Which utilities, services and appliances are included in the rent

- Which utilities, services and appliances are not included in the rent
- Proposed Building/Unit Amenities

Existing property applications only

For existing properties not being rehabilitated, the following should be included:

- Property's balance sheet
- Property's latest income and expense statement
- Evidence that any mortgages on the property are current, and not in default. Submit a copy of the mortgage statement as applicable.
- Evidence that all taxes and utility payments are current.

Tab 6 is required for Supportive Housing Applications Only

Tab 6 Supportive Services

All members of tenant households in Supportive Housing must have easy, facilitated access to a flexible and comprehensive array of supportive services designed to assist the tenants to achieve and sustain housing stability. Service and property management strategies should include effective, coordinated approaches for addressing issues resulting from substance use, relapse, and mental health crises, with a focus on fostering housing stability. Applicants that will provide supportive services must include the following:

- Supportive Service Plan (including target population, staffing, and approach).
- Supportive Service Programming Funding Uses
- Qualification of service provider experience, etc.

Tabs 7 – 10 are required for New Construction and Rehabilitation Applications Only

Tab 7 Development Plan

Provide brief overview of the development, building, and/or rehabilitation plan and schedule. Include drawings/rendering and/or maps as appropriate (4-8 pages).

- **Neighborhood Map**

Amenities must be graphically identified by a color-coded map. The proposed development must be shown as the center of the 1-mile radius ring. Each amenity should be denoted (with amenity name) on the map, as accurately as possible, within the 1-mile ring. Corresponding addresses of the amenities, if not able to be displayed on the map, must be subsequently attached on a separate sheet.

- **Zoning**

In addition to the above referenced items, applicants must submit documentation establishing that the property is appropriately zoned or in the process of being rezoned for the intended use. If the property is in the process of being rezoned, the application must

include evidence that this process has been initiated along with a timetable for completion.

- **Deconcentration Initiatives**

As part of the Plan for Transformation, CHA aims to provide opportunities for low-income families to live in areas with a mix of incomes and backgrounds. Therefore preference for PRA assistance will be given to properties in census tracts that have low concentrations of poverty (20% or less). The application should include a brief discussion of the income mix both within the proposed property and in the surrounding community.

Tab 8 Development Financing

List all funding sources, type of funds (HOME, CDBG, TIF, State Trust Funds, tax credit equity, etc. and amounts from each source (details such as terms, rates and amortization are in tab 3). Provide commitment letters from all funders; list all commitment letters on the first page of this Tab in the order that they appear, and separate each letter with a blank sheet of colored paper. Letters must indicate accurate funding amounts and disclose all terms.

- Development Sources and uses of funds
- Construction Budget
- Tax Credit Allocation Commitment Letter from DCD or IHDA
- Funding/Lender Commitment Letters for major sources of development financing
- Equity Investment Commitment Letter

Letter must include the amount of investment and equity contribution schedule.

- 10-Year Operating Pro Forma

CHA will review the 10-year operating pro forma for the proposed property to determine financial feasibility/stability; the proposed rent structure or actual rents collected; proposed operating expenses or actual operating expenses; proposed net operating income (NOI) or actual NOI; and proposed debt service coverage and actual reserve contributions.

Tab 9 Market Study

Applicants must provide a market study or analysis of comparable rents. The study must include a minimum of five comparable properties within two miles of the subject property. If the two-mile radius does not include the minimum number of comparable properties, the rent analysis area should be expanded to include those properties in closest proximity that are most comparable with the subject property. If the market analysis uses a comparable property that is located outside of the two-mile radius, applicant must include a justification for doing so. New construction/Rehab applications without a market study will be deemed non-responsive.

Tab 10 Consultation with City Officials

Application should include information about consultation with applicable City Officials regarding the proposed property/development.

Definitions

Agreement to enter Housing Assistance Payment Contract (AHAP or Agreement)

The Agreement is a written contract between the public housing authority (in this case, CHA) and the owner in the form prescribed by HUD. The Agreement defines requirements for development of housing to be assisted under PRA. When development is completed by the owner in accordance with the Agreement, the housing authority enters into a Housing Assistance Payment (HAP) contract with the owner. The Agreement is not used for existing housing assisted under PRA. HUD will keep the public informed about changes to the Agreement and other forms and contracts related to this program through appropriate means.

Contract Units

The housing units covered by a PBP contract.

Existing Housing

Housing units that already exist on the application date and that substantially comply with Housing Quality Standards on that date.

Grand-family/Intergenerational Housing

Housing where a family is headed by a grandparent or other relative and a child(s) is living in the household. Evidence of legal guardianship is required. In many cases, the parent may still be in the home but cannot function as the primary caretaker, so the grandparent or relative assumes a major role in raising the children and providing for their basic needs.

Housing Assistance Payment (HAP or Contract)

The monthly assistance payment for a PRA unit by a CHA, which includes: (1) A payment to the owner for rent to owner under the family's lease minus the tenant rent; and (2) An additional payment to or on behalf of the family, if the utility allowance exceeds the total tenant payment, in the amount of such excess.

Housing Quality Standards (HQS)

The current minimum physical condition standards for housing assisted under the program. See 24 CFR 982.401 (<http://tinyurl.com/housingqualitystandards>)

Ineligible Properties

According to HUD regulations, the public housing authority (PHA; in this case, CHA) may not attach or pay project-based voucher (PBV; in this case, PRA) assistance for units in the following types of housing:

1. Shared housing;
2. Units on the grounds of a penal, reformatory, medical, mental, or similar public or private institution;
3. Nursing homes or facilities providing continuous psychiatric, medical, nursing services, board and care, or intermediate care. However, the PHA may attach PBV assistance for a dwelling unit in an assisted living facility that provides home health care services such as nursing and therapy for residents of the housing;
4. Units that are owned or controlled by an educational institution or its affiliate and are designated for occupancy by students of the institution;
5. Manufactured homes (e.g., trailer or mobile homes);
6. Cooperative housing;
7. Transitional housing.
8. Owner-occupied units; and
9. Units occupied by an ineligible family. Before a PHA selects a specific unit to which assistance is to be attached, the PHA must determine whether the unit is occupied and, if occupied, whether the unit's occupants are eligible for assistance. The PHA must not select or enter into an Agreement or PBP contract for a unit occupied by a family ineligible for participation in the PBV program.

New Construction Housing

For the purposes of this application, New Construction Housing is defined as units that have not commenced construction as of the application date. For properties already under construction, but not occupied or under an AHAP agreement, the property would be considered as “Existing”, moving directly to the HAP Contract.

Rehabilitation Housing

To qualify as rehabilitation under 24 CFR Part 983, structures must require a minimum expenditure of \$1,000 per assisted unit, including the unit's prorated share of work to be performed in common areas.

Selection Date

The date the Chicago Housing Authority approves the allocation of property rental assistance in accordance with the criteria established in the administrative plan.

Supportive Housing

Supportive housing is affordable housing blended with on-site supportive services that help people live more stable, productive lives. Supportive housing benefits individuals and families facing complex challenges, including those who are homeless or at risk of becoming homeless and those facing serious, persistent issues such as substance use, mental illness and HIV/AIDS.

**Property Rental Assistance
Application Summary**

Company Information		
Development/Property Name:		
Development Address, City, State and Zip:		
Community Area:	Census Tract:	Ward /Alderman:
_____	_____	_____
Owner's Name:		Owner's Email Address:
_____		_____
Owner's Telephone Number:		Owner's Fax number:
_____		_____
Owner's Address, City, State and Zip:		

Contact Person Name & Title:		

Contact Person Address, City, State and Zip:		

Email Address:		

Telephone number:		Fax number:
_____		_____

Development Information	
Application Type	<input type="checkbox"/> New Construction <input type="checkbox"/> Rehabilitation <input type="checkbox"/> Existing
Requested Assistance Contract Term:	<input type="checkbox"/> Thirty Years <input type="checkbox"/> Fifteen Years <input type="checkbox"/> Other: _____
Type of Building	<input type="checkbox"/> Elevator <input type="checkbox"/> Walk-up <input type="checkbox"/> Townhouse <input type="checkbox"/> Single Family Homes
Structure type	<input type="checkbox"/> Low Rise (4 or less Story) <input type="checkbox"/> High Rise (5 or more Story)
Target Population	<input type="checkbox"/> Working Families <input type="checkbox"/> Seniors <input type="checkbox"/> Households in Need of Supportive Services <input type="checkbox"/> SH: Veterans <input type="checkbox"/> SH: Individuals <input type="checkbox"/> SH: Grand Families
Number of Floors/Level in building: _____	Number of buildings at Property: _____
Total Number of Units at Property:	PRA Assisted Units:
_____	_____

Unit Mix	Studio: _____	1 BR: _____	2 BR: _____	3BR: _____	4 BR: _____	Other: _____
Proposed Number of PRA Units	Studio: _____	1 BR: _____	2 BR: _____	3BR: _____	4 BR: _____	Other: _____
Unassisted /Market Rent	Studio: _____	1 BR: _____	2 BR: _____	3BR: _____	4 BR: _____	Other: _____
Proposed PRA Unit Rent	Studio: _____	1 BR: _____	2 BR: _____	3BR: _____	4 BR: _____	Other: _____
Are there any Supportive Services Provided: <input type="checkbox"/> No or <input type="checkbox"/> Yes						

COMPLETED BY:	Print Name:	Title:
	Signature:	Telephone:

Chicago Housing Authority Use Only

Date Received:	
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