

Summary of the Draft 2010 HCV Administrative Plan Changes

Section	Topic	Current Language	New Language	Old Page #	New Page #
Introduction		Model Administrative Plan	Administrative Plan	Intro-1 Intro-2	
Chapter 1	No Changes				
Chapter 2					
	2.II.A. Overview	The CHA will encourage applicants and participants to request reasonable accommodations from anyone in the HCV program, and at any stage of the process.	The CHA will extend the opportunity to request a reasonable accommodation to all applicants and participants throughout the time of their involvement with the HCV program. An applicant or participant may request a reasonable accommodation at any time. However, the CHA will specifically inquire about the need for a reasonable accommodation at the time of the program events identified above.	Page 2-7	Page 2-7
	2.II.C. Request for an Accommodation	The CHA will encourage the family to make its request in writing using a reasonable accommodation request form. However, the CHA will consider the accommodation any time the family indicates that an accommodation is needed whether or not a formal written request is submitted.	The CHA will encourage the family to make its request in writing using a reasonable accommodation request form. However, the CHA will consider the accommodation any time the family indicates that an accommodation is needed whether or not a formal written request is submitted. The preferred method is to utilize the "Request for Reasonable Accommodation" form. The Reasonable Accommodation Request forms are available at the CHA offices or on the CHA's website at www.thecha.org. If the individual with a disability is unable to submit their request in writing, the CHA will assist the individual to put their request in written form. The program participants should contact the CHA and landlord about their reasonable accommodation needs. Decisions to approve or deny requests for reasonable accommodations shall be made on a case-by-case basis. If the applicant/participant disagrees with the denial of the reasonable accommodation, the applicant may request an informal review or the participant may request an informal hearing.	Page 2-9	Page 2-9
	2.II.D. Verification of Disability	Existing Plan provides HUD rules but does not state CHA policy	CHA must obtain verification of a Request for Reasonable Accommodation from a knowledgeable professional identified by the family. If a verification form is not returned by the knowledgeable professional within thirty (30) calendar days, the CHA will follow up with knowledgeable professional. The CHA will attempt to obtain verification by third party means including U.S. postal service, fax, email, and when all other means fail, hand-carried by the family or verbally by a telephone call initiated by the CHA.	Page 2-10	Page 2-10
Chapter 3					
	3.II.C. Social Security Numbers	The applicant and all members of the applicant's household age 6 or older must provide documentation of a valid Social Security Number (SSN) or a certification stating that no SSN has been issued. If a household member who is required to execute a certification is less than 18 years old, the certification must be executed by the individual's parent of guardian. Assistance cannot be provided to a family until all SSN documentation requirements are met.	The CHA will allow the family to retain its place on the waiting list for 120 calendar days pending disclosure and documentation of social security numbers. If all household members have not disclosed their SSNs at the next time the CHA is issuing vouchers, the CHA will issue a voucher to the next eligible applicant family on the waiting list.	Page 3-17	Page 3-17
			The CHA will grant one additional 90-day extension if needed for reasons beyond the applicant's control, such as delayed processing of the SSN application by the SSA, natural disaster, fire, death in the family, or other emergency approved by CHA. While the CHA is awaiting disclosure and documentation of the SSN, the child will be counted as part of the assisted household, and the CHA will generate an ALT ID in the Public and Indian Housing Information Center (PIC). The ALT ID will be deleted within 30 calendar days of receipt of the SSN.		Page 3-18
			If a participant or any member of the household has been assigned a new SSN, it must be submitted at the time of the interim or annual reexamination or recertification, which ever comes first.		
Chapter 4					
	4.II.B. Organization of the Waiting List	The CHA will maintain a combined waiting list for the tenant-based HCV program and the project-based HCV program.	The CHA maintains two waiting lists. One waiting list is maintained specifically for the tenant-based HCV program. A second waiting list is maintained for the project-based HCV program.	Page 4-5	Page 4-5
	4-II.C. Opening and Closing the Waiting List	The CHA will give public notice by publishing the relevant information in suitable media outlets including, but not limited to: <i>Chicago Tribune, Chicago Sun Times, Other newspapers such as La Raza, Chicago Chinese News, Hoy, Chicago Reader, Chicago radio: WVON, CHA Cable TV, CHA Web Site.</i>	The CHA will give public notice by publishing the relevant information in suitable media outlets, including electronic media, to provide public announcement to the diverse Chicago community.	Page 4-6	Page 4-7
	4.II.C. Opening and Closing the Waiting List-Closing the Waiting List	The CHA will close the waiting list when the estimated waiting period for housing assistance for applicants on the list reaches 24 months for the most current applicants or may choose to set a time limit for opening and closing the waiting list. Where the CHA has particular preferences or funding criteria that require a specific category of family, the CHA may elect to continue to accept applications from these applicants while closing the waiting list to others. For example, CHA has a special set aside for the Family Unification Program, the Latinos United Consent Decree, and special programs for persons with disabilities, and project based vouchers that may only be used for such purposes. CHA may also set up special demonstration programs under its Moving to Work Demonstration Program authority. If there are insufficient families on the waiting eligible to make use of the special vouchers and demonstration programs established by the CHA, CHA may accept applications limited to eligible families to ensure the appropriate use of these vouchers.	The CHA closes the waiting list when it is anticipated that there are sufficient waiting list applicants that can be served within a time period determined by the CHA.	Page 4-7	Page 4-7

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	4.II.E.	While the family is on the waiting list, the family must immediately inform the CHA of changes in contact information, including current residence, mailing address, and phone number. The changes must be submitted in writing.	While the family is on the waiting list, the family must inform the CHA within 10 calendar days of changes in contact information, including current residence, mailing address, and phone number. The changes must be submitted in writing.	Page 4-8	Page 4-9
	4.III.B. Selection and HCV Funding Source-Special Admissions	Existing Plan provides HUD rules but does not state CHA policy	In the following cases, the CHA may add or move the family to the top of the waiting list in order to select in accordance with Special Admissions requirements. A family that is displaced by demolition, disposition, or rehabilitation (for ADA purposes) of the public housing unit in which they are living will receive a voucher to allow the family to relocate. In this transition, a family can only add family members by birth, adoption, and court order. The voucher size (i.e., number of bedrooms) is based on the number of family members identified on the public housing lease. Exceptions will be approved on a case-by-case basis.	Page 4-11	Page 4-11
			Families affected by an owner's decision to opt-out of a project based Section 8 contract will receive a voucher to allow the family to relocate to an affordable unit. The voucher size (i.e., number of bedrooms) is based on the number of family members identified on the assisted lease for the affected project.		
			Families affected by an owner's decision to prepay or upon final payment of a HUD insured mortgage will receive a voucher to allow the family to relocate to an affordable unit. The voucher size (i.e., number of bedrooms) is based on the number of family members identified on the assisted lease for the affected project.		
			Special Funding For the Families Receiving Assistance under the Section 8 Moderate Rehabilitation Program CHA Policy CHA may convert all or part of a Section 8 Moderate Rehabilitation development to project-based vouchers. Eligible families residing in the units assisted under the Section 8 Moderate Rehabilitation program at the time of conversion will be offered assistance under HCV project-based voucher program. CHA will provide tenant-based vouchers to eligible families residing in units assisted under the Section 8 Moderate Rehabilitation program at the time that the Section 8 Moderate Rehabilitation HAP contract expires but is not renewed. In these cases, the CHA may add or move the family to the top of the waiting list in order to select in accordance with Special Admissions requirements.		Page 4-12
	4.III.B. Selection and HCV Funding Source-Targeted Funding	The CHA administers the following types of special admissions and targeted funding: Public housing demolition and relocation Families affected by an owner's decision to opt-out of a project based Section 8 contract and families affected by an owner's decision to prepay a HUD issued mortgage. HUD-VASH Program, Family Unification Program, Vouchers for persons with disabilities.	The CHA administers the following types of targeted funding: HUD-Veterans Affairs Supportive Housing (HUD-VASH) program This special allocation of vouchers is not subject to selection from the CHA waiting list and selections for participation are based on referrals to CHA by the participating Veterans Affairs medical center. Family Unification Program Families eligible for participation are selected from the HCV program waiting list and must be approved as eligible by the Department of Children and Family Services (DCFS). Mainstream vouchers for persons with disabilities Vouchers with a one year term. CHA will make the one year vouchers available only to non elderly families with a disabled person. CHA will select non-elderly families with a disabled person from the HCV program waiting list. CHA will make the five year vouchers available to elderly families and non elderly families with a disabled person. CHA will select non-elderly families with a disabled person from the HCV program waiting list.	Page 4-11	Page 4-12
			Non-Elderly disabled vouchers CHA will make these vouchers available to non-elderly disabled families (families that do not meet the definition of an elderly family, whose head, spouse or sole member is a person with disabilities). CHA will give the first priority to families on the 2005 CHA Senior Housing Waiting List who meet the definition for a non-elderly disabled family at the time of selection. If there are not sufficient families on the 2005 CHA Senior Housing Waiting List, CHA will select non-elderly disabled families from the HCV program waiting list. Other programs designated under any new HUD awarded funding. CHA will administer such programs in accordance with the HUD requirements. CHA will use the funds (including any renewal of such funds and new allocations of funds) that are provided by HUD only for the specific purposes identified above. In addition, when any targeted vouchers are returned by families, CHA will only use that voucher for the same purpose.		Page 4-13

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	4.III.B. Selection and HCV Funding Source-Regular HCV Funding	CHA will use its regular HCV funding to assist eligible families on its waiting list. However, in partnership with local agencies, the CHA may set aside a small number of its regular voucher funding for special demonstration programs that meet the City of	CHA will use its regular HCV funding to assist eligible families on its waiting list. However, in partnership with local agencies, the CHA may set aside a small number of its regular voucher funding for special demonstration programs that meet the City of Chicago's housing needs, provide supportive services and are consistent with the Moving to Work demonstration program goals. CHA shall not be the sole source of financing for these special demonstration programs. CHA under its MTW Program will administer a set-aside of tenant-based vouchers for use in a demonstration program to expand affordable housing choices within housing opportunity areas in the City of Chicago. In order to access housing in these areas, CHA may approve special exception payment standards on a unit-by-unit basis up to 300 percent of the HUD published FMRs for the City of Chicago. CHA will cap the rent to owner based on the comparable rents for similar unassisted units in the City. CHA will select families for participation based on the following factors: Families must select housing in a housing opportunity area. Families selected for this demonstration must complete the mobility counseling. Families must agree that they are not eligible to use the homeownership option.	Page 4-12	Page 4-13
	4.III.C. Selection Method-Local Preferences	The CHA will offer a preference to any: Eligible family living in a property at the time of owner proposal selection for project-based assistance will be given an absolute preference for occupancy of a unit in the property. Family that has been terminated	The CHA will offer a selection preference for the tenant-based HCV program to any: Family that is a victim of a federally declared natural disaster affecting the city of Chicago; Family in a CHA public housing development that is participating in the CHA's Victim Assistance Program; Family that is an active participant in a Witness Protection Program; Family living in a CHA public housing unit which must be rehabilitated to meet ADA/504 requirements and for whom an alternate CHA public housing units is not available; Family that has been terminated from the CHA's HCV program due to insufficient program funding; Family that includes a person with disabilities who has Medicaid Home and Community Based Services Waivers under Section 1515 (c) of the Social Security Act (limited to up to 3 percent of CHA's vouchers per CHA fiscal year); Over-housed or under-housed family living in a Section 8 Moderate Rehabilitation project administered by CHA for which no appropriate size unit is available in the same project that is already under a HAP contract; and Family that was an applicant family on the 2005 CHA 2005 Senior Designated Housing Waiting List at the time CHA designated the projects as "Senior Only"	Page 4-13	Page 4-14
	4.III.C. Selection Method-Order of Selection	Families will be selected from the waiting list in numerical order based on the number that was assigned to each application by lottery, at the time the applicants were placed on the waiting list and any preferences for which the families qualify.	CHA will select families in order of preference as follows: (1) Families that are victims of a federally declared natural disaster affecting the city of Chicago; (2) Families that are: Residents in CHA public housing developments that are participating in the CHA's Victim Assistance Program; and Families that are active participants in a Witness Protection Program; (3) Families living in a CHA administered housing unit which must be rehabilitated to meet ADA/504 requirements and for who alternate CHA administered housing units are not available; (4) Families that have been terminated from the CHA's HCV program due to insufficient program funding; (5) Families that include a person with disabilities who has Medicaid Home and Community Based Services Waivers under Section 1515 (c) of the Social Security Act ; (6) Over-housed or under-housed families living in a Section 8 Moderate Rehabilitation project administered by CHA for which no appropriate size unit is available in the same project that is already under a HAP contract; and (7) Families that were applicant families on the 2005 CHA 2005 Senior Designated Housing Waiting List at the time CHA designated the projects as "Senior Only" (8) Families that qualify for the CHA HCV working preference at the time that they are selected from the Waiting List. To meet this preference, adult household members must: o be employed; or o have been notified that they are hired to work; or o employed in an internship or other training program designed to prepare individuals for the job market; or o be a person with disabilities or over 62 years of age.	Page 4-14	Page 4-15
	4.III.C. Selection Method-Income Targeting Requirement	The CHA will monitor progress in meeting the 75% very low income requirement throughout the fiscal year. The CHA will monitor the families admitted to the HCV program based on the number of families that entered in to a lease within the CHA's fiscal year. Very low-income families will be selected ahead of other eligible families on an as-needed basis to ensure the income targeting requirement is met.	The CHA will monitor progress in meeting the very low income requirement throughout the fiscal year. The CHA will monitor the families admitted to the HCV program based on the number of families that entered in to a lease within the CHA's fiscal year. Very low-income families will be selected ahead of other eligible families on an as-needed basis to ensure the income targeting requirement is met.	Page 4-14	

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			Families that qualify for the above preferences will be selected within each preference category in order of the date and time of the family's application for assistance. Families that do not qualify for any of the above preferences will be selected from the waiting list after all qualified preference families have been provided assistance. The non-preference eligible families will be selected in numerical order based on the number that was assigned to each application by lottery, at the time the applicants were placed on the waiting list and any preferences for which the families qualify.		
Chapter 5					
	5.II.D.Voucher Issuance	Vouchers will be issued to eligible applicants immediately following the mandatory briefing.	CHA will determine that a family is eligible for the program based on information that CHA received within the 120 day period prior to issuance of the voucher. Vouchers will be issued to eligible applicants immediately following the mandatory briefing.	Page 5-11	Page 5-11
Chapter 6					
	6.I.C. Anticipating Annual Income-Basis of Annual Income Projection	Whenever possible, the CHA will use HUD's EIV system. When EIV is obtained and the family does not dispute the EIV employer data, the CHA will use current tenant-provided documents to project annual income. When the tenant provided documents are pay stubs, the CHA will make every effort to obtain at least 4 consecutive pay stubs dated within the last 60 days.	The CHA will use HUD's EIV system in its entirety. When EIV is obtained and the family does not dispute the EIV employer data, the CHA will use current tenant-provided documents to project annual income. When the tenant provided documents are pay stubs, the CHA will make every effort to obtain at least two consecutive pay stubs dated within the last 60 days.	Page 6-7	Page 6-8
	6.I.G. Assets	Removed this Section in its entirety.	The CHA under the terms of its MTW Agreement will not consider assets or income earned from assets or withdrawal of cash or liquidation of assets under the HCV program. This applies to applicants that are selected for participation in the HCV program and program participants at the time on their next regular reexamination of income.	Pages 6-16 through 6-23	Page 6-16
	6.I.H. Periodic Payments-Treatment of Overpayment Deductions from Social Security Benefits	Existing Plan provides HUD rules but does not state CHA policy.	In the case of a Social Security Administration overpayment/recoupment, the CHA will calculate annual income using the reduced amount. Depending on the length of the withholding period, the calculation will either remain effective until the next reexamination of income, or the CHA will recalculate annual income after the withholding period ends using the full benefit amount.	Page 6-24	Page 6-17
	6.II.A. Introduction-Anticipating Expenses	If a family has an accumulated debt for medical or disability assistance expenses, the CHA will include as an eligible expense the portion of the debt that the family expects to pay during the period for which the income determination is being made. However	In the case of medical expenses, the CHA will use receipts from the last 12 months as anticipated future expenses (e.g., printout of prescription expenses from a drug store, and doctor's statement of costs for medical treatment and payments). If a family has an accumulated debt for medical or disability assistance expenses, the CHA will include as an eligible expense the portion of the debt that the family expects to pay during the period for which the income determination is being made. However, amounts previously deducted will not be allowed even if the amounts were not paid as expected in a preceding period. The CHA may require the family to provide documentation of payments made in the preceding year.	Page 6-31	Page 6-25
Chapter 7					
	7.I.B.Overview of Verification Requirements - Requirements for	Any documents used for verification must be the original (not photocopies) and generally must be dated within 60 calendar days of the date they are provided to the CHA.	Any documents used for verification must be the original (not photocopies) and generally must be dated within 120 calendar days of the date they are provided to the CHA.	Page 7-2	Page 7-2
	7.I.B.Overview of Verification Requirements-EIV Identity Verification	The CHA will identify participants whose identity verification has failed as part of the regular reexamination process. The CHA will attempt to resolve PIC/SSA discrepancies by reviewing file documents. When the CHA determines that discrepancies exist due to CHA errors such as spelling errors or incorrect birth dates, the errors will be corrected promptly.	The CHA will identify participants whose identity verification has failed by reviewing EIV's Identity Verification Report on a monthly basis. The CHA will attempt to resolve PIC/SSA discrepancies by obtaining appropriate documentation from the tenant, updating section 3 of the form HUD-50058, and transmitting a revised form HUD-50058 into PIC. When the CHA determines that discrepancies exist due to CHA errors such as spelling errors or incorrect birth dates, the errors will be corrected promptly.	Page 7-5	Page 7-6
	7.I.D. Third Party Written and Oral Verification-When Third Party Verification is Late	Existing Plan provides HUD rules but does not state CHA policy.	CHA will use third-party verification that is received late and is past the deadline for processing the reexamination to conduct an interim reexamination to adjust the income amounts used for the reexamination only for zero income families and in cases where there is reason to believe that the family engaged in deliberate fraud or program abuse.	Page 7-7	Page 7-8
	7.II.B. Social Security Numbers	The CHA will also accept the following documents as evidence if the SSN is provided on the document: Driver's license Other identification card issued by a federal, state, or local agency, a medical insurance company or provider, or employer or trade union Payroll stubs Benefit award letters from government agencies; retirement benefit letters; life insurance policies Court records (real estate, tax notices, marriage and divorce, judgment or bankruptcy records) The CHA will instruct the family to obtain a duplicate card from the local Social Security Administration (SSA) office. For individuals who are at least 62 years of age and are unable to submit the required documentation of their SSN within the initial 60-day period, the CHA will grant an additional 60 calendar days to provide documentation.	The CHA will consider the following documentation as acceptable evidence of the social security number: An original SSN card issued by the Social Security Administration (SSA) An original SSA-issued document, which contains the name and SSN of the individual An original document issued by a federal, state, or local government agency, which contains the name and SSN of the individual, along with other identifying information of the individual Such other evidence of the SSN as HUD may prescribe in administrative instructions The PHA may only reject documentation of a SSN provided by an applicant or participant if the document is not an original document, if the original document has been altered, mutilated, or is not legible, or if the document appears to be forged. The CHA will explain to the applicant or participant the reasons the document is not acceptable and request that the individual obtain and submit acceptable documentation of the SSN to the CHA within 90 calendar days. The CHA will allow the family to retain its place on the waiting list for 90 calendar days (plus any additional time granted by the CHA as an extension) pending disclosure and documentation of social security numbers. If not all household members have disclosed their SSNs at the next time the CHA is issuing vouchers, the CHA will offer assistance to the next eligible applicant family on the waiting list.	Page 7-10	Page 7-12

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	7.II.H. Verification of Preference Status	<p>The CHA will offer a preference to any eligible family living in a property at the time of owner proposal selection for project-based assistance. Such “in place” families will be given an absolute preference for occupancy of a unit in the property receiving project-based voucher assistance. The CHA will verify the preference from the owner’s list of property occupants at the time the owner’s proposal is selected for project-based voucher assistance.</p> <p>The CHA will offer a preference to any family that has been terminated from its HCV program due to insufficient program funding. The CHA will verify this preference using the CHA’s termination records.</p> <p>The CHA will offer a preference to any family that is a victim of a federally declared natural disaster affecting the city of Chicago. The CHA will verify this preference with the Federal or state agency responsible for administering the disaster relief efforts in Chicago.</p> <p>The CHA will offer a preference to any family for which CHA is administering assistance under the Disaster Housing Assistance Program ((DHAP) upon expiration of the family’s DHAP assistance.</p>	<p>The CHA will verify eligibility for local preferences as follows:</p> <p>For families that are victims of a federally declared natural disaster affecting the city of Chicago: The CHA will verify this preference with the Federal or state agency responsible for administering the disaster relief efforts in Chicago.</p> <p>For families residing in CHA public housing developments that are participating in the CHA’s Victim Assistance Program: The CHA will verify that the family is eligible under the CHA Victim Assistance Program criteria.</p> <p>For families that are actively participating in a Witness Protection Program: The CHA will verify this preference with the applicable Federal or state law enforcement agency. The law enforcement agency must certify that the family is a victim or witness of a violent crime, is in a life threatening situation, and the family needs assistance to move in order to ensure their continued protection.</p>	Pages 7-18 and 7-19	Pages 7-21 and 7-22
		<p>The CHA will verify this preference from its DHAP program files indicating the family’s assistance is ending and the family still has a need for housing assistance.</p> <p>The CHA will offer a preference to any family living in a Section 8 moderate rehabilitation project administered by CHA that is either over housed or under housed. The CHA will verify this preference from its moderate rehabilitation program files indicating the family’s need to move for such purposes. The CHA will offer a preference to any family living in public housing which must be rehabilitated to meet ADA/504 requirements and for whom alternate public housing units are not available. The CHA will verify the family’s eligibility with the CHA’s 504/ADA Coordinator. The CHA’s 504/ADA Coordinator must certify that the family is a resident of public housing which must be rehabilitated to meet ADA/504 requirements and that an alternate public housing unit is not available in the neighborhood of the development undergoing rehabilitation.</p>	<p>For families living in a CHA public housing unit which must be rehabilitated to meet ADA/504 requirements and for whom alternate CHA public housing units are not available: The CHA will verify the family’s preference eligibility with the CHA’s 504/ADA Coordinator.</p> <p>For families that have been terminated from CHA’s HCV program due to insufficient program funding: The CHA will verify this preference using the CHA’s termination records.</p> <p>For families with persons with disabilities who have Medicaid Home and Community Based Services Waivers under Section 1515 (c) of the Social Security Act: Referral to CHA by the Medical Waiver Service Provider (i.e., Access Living) is considered verification that the family is eligible for this preference.</p>		
		<p>The CHA will offer a preference for up to 24 families during the CHA fiscal year that are active participants in a Witness Protection Program. CHA will verify this preference with the applicable Federal or State Law Enforcement Agency. The Law Enforcement Agency must certify that the family is a victim or witness of a violent crime, is in a life threatening situation, and the family needs assistance to move and ensure their continued protection.</p>	<p>For over housed or under housed families living in a CHA Section 8 moderate rehabilitation project: The CHA will verify that the family is either over housed or under housed and that no appropriate size Section 8 moderate rehabilitation units are available in the project.</p> <p>For families who were applicants for public housing properties that were being converted to senior housing under CHA’s 2005 Senior Designated Housing Plan: CHA will verify that the family was on the CHA 2005 Senior Designated Housing Waiting List.</p>		
		<p>The CHA will offer a preference for up to 3 percent of its regular vouchers during the CHA fiscal year for persons with disabilities who have Medicaid Home and Community Based Services Waivers under Section 1515 (c) of the Social Security Act. Only persons referred to CHA by the Medical Waiver Service Provider (i.e., Access Living) are eligible for this preference.</p> <p>The CHA will offer a preference to residents in CHA administered public housing developments that are participating in the CHA’s Victim Assistance Program. The CHA will verify the family’s eligibility with the manager of the public housing development. The manager must certify that the family is a resident of a public housing development that is the victim of a violent crime, is in a life threatening situation, and the family needs assistance to move and ensure their continued safety.</p>			

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		<p>The CHA will offer a preference to residents in CHA administered public housing developments who are participating in the CHA's Victim Assistance Program. The CHA Victim Assistance Program staff will verify the family's eligibility by certifying and providing evidence for the following:</p> <p>The resident is on a lease of a CHA public housing unit (senior, family, scattered site and mixed income housing);</p> <p>The resident is a victim of a violent crime occurring on CHA property, witnesses of violent crimes who are at risk of violence as a result of having witnessed the crime, or survivors of homicide victims (spouse, children and parents);</p> <p>The resident has the violent issue documented by a threat assessment from the CHA Victim Assistance Department or supported by a current (within past 30 calendar days) police report documenting the resident as a victim of a violent crime occurring on property or a victim of an arson report from the Chicago Fire Department , has an Order of Protection or Civil No-Contact Order which is still in force, has a statement from a domestic or sexual violence agency, or has documentation from the State's Attorney Office, Attorney General 's Office, or a domestic or sexual violence assault shelter; and</p> <p>The resident is in lease compliance standing with the CHA.</p>			
	7.III.E.Assets and Income from Assets	<p>The CHA will verify the value of assets disposed of only if:</p> <p>The CHA does not already have a reasonable estimation of its value from previously collected information, or</p> <p>The amount reported by the family in the certification appears obviously in error.</p> <p>Example 1: An elderly participant reported a \$10,000 certificate of deposit at the last regular reexamination and the PHA verified this amount. Now the person reports that she has given this \$10,000 to her son. The PHA has a reasonable estimate of the value of the asset; therefore, reverification of the value of the asset is not necessary.</p> <p>Example 2: A family member has disposed of its 1/4 share of real property located in a desirable area and has valued her share at approximately 5,000. Based upon market conditions, this declaration does not seem realistic. Therefore, the PHA will verify the value of this asset.</p>	<p>The CHA under its MTW Program will not consider assets or income earned from assets under the HCV program. This applies to applicants that are selected for participation in the HCV program and program participants at the time on their next regular reexamination of income.</p>	Page 7-24	Page 7-26
	7.IV.B. Medical Expense Deduction-Amount of Expense	<p>The CHA will provide a third-party verification form directly to the medical provider requesting the needed information. Third-party verification form signed by the provider, when possible</p> <p>If third-party is not possible, copies of cancelled checks used to make medical expense payments and/or printouts or receipts from the source will be used. In this case the CHA will make a best effort to determine what expenses from the past are likely to continue to occur in the future. The CHA will also accept evidence of monthly payments or total payments that will be due for medical expenses during the upcoming 12 months.</p> <p>If third-party or document review is not possible, written family certification as to costs anticipated to be incurred during the upcoming 12 months.</p>	<p>Medical expenses will be verified through: Copies of the cancelled checks used to make medical expense payments and/or printouts or receipts from the source will be used.</p>	Page 7-29	Page 7-31
Chapter 8					
	8.II.D. Special Inspections	<p>During a special inspection, the CHA generally will inspect only those deficiencies that were reported. However, the inspector will record any life threatening or additional HQS deficiencies that are observed and will require the responsible party to make the necessary repairs.</p> <p>If the annual inspection has been scheduled or is due within 30 calendar days of the date the special inspection is scheduled the CHA may elect to conduct a full annual inspection.</p> <p>CHA will not schedule an owner initiated Special inspection unless the owner agrees that they or their agent will attend the inspection. CHA will not conduct an owner initiated Special inspection unless the owner or their agent attends. For an owner initiated Special inspection, the owner is responsible to complete all tenant notification requirements.</p>	<p>The CHA will only conduct a special inspection if the owner or family requests that the CHA conduct an inspection because of an emergency HQS fail item in the unit.</p> <p>If the reason identified for a complaint inspection is not an emergency HQS fail item as identified in paragraph 8-I.C, Life Threatening Conditions, above, the CHA or its contractor will not conduct the inspection and will advise the caller that the item will be inspected during the next annual inspection. If the caller is the family, the CHA or its contractor will advise the family to contact the landlord to request that the landlord make the necessary repairs.</p> <p>CHA or its contractor will not schedule or perform a complaint inspection unless the party that requests the complaint inspection (owner, owner's agent, or the voucher program participant) is present for the inspection. The CHA or its contractor will not perform a follow up inspection after a missed complaint inspection appointment. If the family requests an inspection and is not present due to unavoidable circumstances, the family may request another inspection.</p>	Page 8-13	Page 8-13

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			The CHA or its contractor will evaluate the circumstances and determine on a case-by-case basis whether to schedule a new complaint inspection. The inspector will conduct the complaint inspection within one day of receipt of the telephone call, fax or other CHA notification. During a special inspection, the CHA or its contractor will inspect only those emergency fail items that were reported. If the caller states that the utilities are not turned on, the inspector will inquire as to who is responsible for the utility. If the owner is responsible for the utility, the inspections staff will contact the owner and notify the owner that the unit fails HQS. If the family is responsible for the utility, it will be treated as a family-caused HQS fail. The inspection staff will call the complaining party within one day to determine if the utilities are on. If the utility is not on and the utility is the responsibility of the owner, the CHA will abate the HAP for the unit. If the utility is the responsibility of the tenant, CHA will treat it as a family-caused HQS fail and begin termination of assistance procedures.		
			If the caller identified lack of heat as the complaint item and the utility has not been turned off, an emergency fail item inspection will be conducted pursuant to its meeting the criteria defined as an emergency fail. If based on the complaint inspection the unit does not meet the HQS, the CHA staff or its contractor must notify the owner that the unit failed the inspection and is not eligible for continued assistance unless specific repairs are made within 24 hours of the notification date by the CHA staff or its contractor for emergency fail items. The CHA staff or its contractor must provide the owner with a copy of the inspection form or notification with the failed items listed that identifies the reasons that the unit failed, establishes a date for the CHA staff or its contractor to reinspect the unit, and advises the owner that if the owner does not make the necessary repairs within 24 hours of the notification date by the CHA staff or its contractor, the CHA will stop payment to the owner on the first of the month following the end of the repair period deadline.		
	8-II.F. Inspection Results and Reinspection for units under HAP contract - Reinspections	Existing Plan provides HUD rules but does not state CHA policy.	Where inspection deficiencies are the owner's responsibility, the CHA will charge the owner \$40 for conducting a 2nd reinspection. The \$40 must be paid by money order. The CHA requires that owner or an authorized representative of the owner participate such reinspections.		Page 8-15
	8.III.C. Establishing Comparability-Rents Charged for other Units on the Premises.	Existing Plan provides HUD rules but does not state CHA policy.	In the case of a family moving into a multifamily property, the CHA will only consider the units leased within the past two years in determining the rents that the owner is charging for comparable unassisted units.	Page 8-21	Page 8-23
Chapter 9	No changes				
Chapter 10					
	10.I.C. Moving Process-Approval	Upon receipt of a family's notification that it wishes to move, the CHA will determine whether the move is approvable in accordance with the regulations and policies set forth in sections 10-I.A and 10-I.B. The CHA will notify the family in writing of its determination.	Upon receipt of a family's notification that it wishes to move, the CHA will determine whether the move is approvable in accordance with the regulations and policies set forth in sections 10-I.A and 10-I.B. A family that is in the process of an eviction action by the owner is not eligible for a voucher to move to a new unit. A family that has been issued an Intent to Terminate Notice is also not eligible for a move. The CHA will notify the family in writing of its determination.	Page 10-7	Page 10-7
	10.II.C. Receiving PHA Role-Timing of Voucher Issuance.	When family ports into its jurisdiction, the CHA will issue the family a voucher based on the paperwork provided by the initial PHA unless the family's paperwork from the initial PHA is incomplete, the family's voucher from the initial PHA has expired or the family does not comply with the CHA's procedures. The CHA will update the family's information when verification has been completed.	When a family ports into its jurisdiction, the CHA will issue the family a voucher based on the paperwork provided by the initial PHA unless the family's paperwork from the initial PHA is incomplete, the family's voucher from the initial PHA has expired or will expire before 60 calendar days, or the family does not comply with the CHA's procedures. The CHA will update the family's information when verification has been completed.	Page 10-18	Page 10-18
Chapter 11					
	11.I.B. Scheduling Regular Reexaminations - homeownership families	Existing Plan provides HUD rules but does not state CHA policy	In the case of families participating in the Family Self Sufficiency (FSS) program or the homeownership option of the HCV program, CHA will conduct the regular reexamination every year.		Page 11-2
	11.1.B. Scheduling Regular Reexaminations-Notification of and Participation in the Regular reexamination Process	Families are required to participate in a regular reexamination interview, which must be attended by the head of household, spouse, or cohead. If participation in an in-person interview poses a hardship because of a family member's disability, the family should contact the CHA to request a reasonable accommodation (see Chapter 2).	Families are required to participate in activities necessary to complete a regular reexamination. To complete the regular reexamination, the family may be required to attend an interview. If so, the interview must be attended by the head of household, spouse, or cohead. If participation in an in-person interview poses a hardship because of a family member's disability, the family should contact the CHA to request a reasonable accommodation (see Chapter 2).	Page 11-2	Page 11-3
Chapter 12					
	12.I.D. Mandatory Termination of Assistance-Failure to Disclose and Verify Social Security Numbers [24 CFR 5.218(c), Notice PIH 2010-3]	Existing Plan provides HUD rules but does not state CHA policy.	The CHA will defer the family's termination and provide the family with the opportunity to comply with the requirement for a period of 90 calendar days for circumstances beyond the participant's control such as delayed processing of the SSN application by the SSA, natural disaster, fire, death in the family, or other emergency, if there is a reasonable likelihood that the participant will be able to disclose an SSN by the deadline.	Page 12-3	Page 12-3
Chapter 13	No changes				
Chapter 14	No changes				
Chapter 15					

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	15.VI.C. Homeownership (Size of Program)	The CHA will administer up to 40 new homeownership units per year. The CHA may exceed the number of units planned per year. All families interested in the program and meet the eligibility requirements as defined in Section 15-VII.B. of this plan may participate in the homeownership option.	All families interested in the program that meet the eligibility requirements as defined in Section 15-VI.B. of this plan may participate in the homeownership option.	Page 15-15	Page 15-15
Chapter 16					
	16.II.B. Payment Standard-Unit-by-Unit Exceptions	Existing Plan provides HUD rules but does not state CHA policy.	CHA under the terms of its MTW Agreement may approve special exception payment standards on a unit-by-unit basis up to 300 percent of the HUD published FMRs for the City of Chicago under a demonstration program to expand affordable housing choices within housing opportunity areas in the City of Chicago.	Page 16-7	Page 16-7
	16.III.B. Informal Reviews- Scheduling and Holding an Informal Review.	Except as provided in Section 3-III.G, the CHA must schedule and send written notice of the informal review within 10 calendar days of the family's request.	Except as provided in Section 3-III.G, the CHA will schedule and send written notice of the informal review within a reasonable time of the family's request and will hold the review within a reasonable time from the date of the family's request.	Page 16-12	Page 16-12
	16.III.C Informal Hearings for Participants-Scheduling and Holding Hearings	The CHA must schedule and send written notice of the informal hearing to the family within 10 calendar days of the family's request. If the family misses the scheduled hearing, the family's assistance is terminated.	The CHA will schedule and send written notice of the informal hearing to the family and will hold the hearing within a reasonable time of the family's request. If the family misses the scheduled hearing, the family's assistance is terminated.	Page 16-17	Page 16-17
	16.IV.B. Repayment Policy-Owner Debts to the PHA	Any amount due to the CHA by an owner must be repaid by the owner within 30 days of the CHA determination of the debt.	The CHA will collect any overpayments to an owner by reducing the future HAP payments to the owner by the amount owed until the debt is paid in full. If the reduction of HAP payments is not possible, any amounts due to CHA by an owner must be repaid by the owner.	Page 16-28	Page 16-28
	16.IV.B. Repayment Agreement Guidelines- Downpayment Requirements	The CHA will consider hardship exceptions on a case by case basis. To qualify for a hardship exemption, a family must submit a request for a hardship exemption in writing. The request must explain the nature of the hardship and how the hardship has affected the family's ability to pay the monthly repayment amount.	If the owner refuses to repay the debt or does not repay the debt, the CHA will ban the owner from future participation in the program. Furthermore, if the amount owed by the owner is not repaid, the CHA will pursue other modes of collection, including referral to the Inspector General, litigation and debt collection agencies.	Page 16-29	Page 16-29
	16.IV.B. Repayment Agreement Guidelines-Non-Payment	If a payment is not received by 5:00 p.m. of the business day on the date due, and prior approval for the missed payment has not been given by the CHA, the CHA will send the family a delinquency notice giving the family 10 calendar days to make the late payment. If the payment is not received by the due date of the delinquency notice, it will be considered a breach of the agreement and the CHA will terminate assistance upon written notification to the family. If a family receives 3 delinquency notices for unexcused late payments in a 12 month period, the repayment agreement will be considered in default, and the CHA will terminate assistance upon written notification to the family.	The family must make its payment by the date due. If the payment is not received by the due date, the family has breached the repayment agreement and the CHA will terminate assistance upon written notification to the family.	Page 16-30	Page 16-30
	16.IV.B. Repayment Agreement Guidelines-No Offer of Repayment Agreement	The CHA will not enter into a repayment agreement if there is already a repayment agreement in place with the family, or the amounts owed by the family exceed the Federal or State threshold for criminal prosecution.	The CHA will not enter into a repayment agreement if there is already a repayment agreement in place with the family, or the amounts owed by the family exceed the Federal or State threshold for criminal prosecution. The CHA will only enter into 1 repayment agreement with a family during the family's tenure on the program. Subsequent events will be automatic grounds for termination.	Page 16-30	Page 16-30
	16.V.B . SEMAP Certification-HUD Verification Method	Existing Plan provides HUD rules but does not state CHA policy	The CHA is a Moving-to-Work agency and under its current agreement the CHA is not required to certify to SEMAP. Language related to SEMAP in this plan is for reference purposes only.	Page 16-32	Page 16-32
Chapter 17					
	17.I.A. Overview	The CHA will operate a project-based voucher program using up to 20 percent of its budget authority for project-based assistance.	The CHA will operate a project-based voucher program using a portion of its HCV budget authority for project-based assistance.	Page 17-3	Page 17-2
	17.II.B. Owner Proposal Selection Procedures-Solicitation and Selection of PBV Proposals--Rehabilitated and Newly Constructed	CHA Request for Proposals for Rehabilitated and Newly Constructed Units The CHA will advertise its request for proposals (RFP) for rehabilitated and newly constructed housing in the following newspapers and trade journals. Chicago Sun Times N'Digo El Dia In addition, the CHA will post the RFP and proposal submission and rating and ranking procedures on its electronic web site. The CHA will publish its advertisement in the newspapers and trade journals mentioned above for at least one day per week for three consecutive weeks. The advertisement will specify the number of units the CHA estimates that it will be able to assist under the funding the CHA is making available. Proposals will be due in the CHA office by 5:00 p.m., 30 calendar days from the date of the last publication. In order for the proposal to be considered, the owner must submit the proposal to the CHA by the published deadline date, and the proposal must respond to all requirements as outlined in the RFP. Incomplete proposals will not be reviewed.	The CHA will announce the availability of project based vouchers and advertise its request for proposals (RFP) for existing, substantially rehabilitated and newly constructed housing as needed consistent with broad public announcement requirements.	Page 17-6	Page 17-3

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	17.II.B. Owner Proposal Selection Procedures-Solicitation and Selection of PBV Proposals--Rehabilitated and Newly Constructed	The CHA will rate and rank proposals for rehabilitated and newly constructed housing using the following criteria: Owner experience and capability to build or rehabilitate housing as identified in the RFP; Extent to which the project furthers the CHA goal of deconcentrating poverty and expanding housing and economic opportunities; and if applicable, the extent to which services for special populations are provided on site or in the immediate area for occupants of the property.	The CHA will rate and rank proposals on a first-come first-served basis for rehabilitated and newly constructed housing for purposes of selecting proposals for which it will provide funding. The CHA will evaluate proposals for rehabilitated and newly constructed housing using the rating and ranking procedures published in the RFP.	Page 17-6	Page 17-3 and 17-4
	17.II.B. Owner Proposal Selection Procedures-Solicitation and Selection of PBV Proposals--Existing Housing	CHA Requests for Proposals for Existing Housing Units The CHA will advertise its request for proposals (RFP) for existing housing in the following newspapers and trade journals: Chicago Sun Times N'Digo El Dia In addition, the CHA will post the notice inviting such proposal submission and the rating and ranking procedures on its electronic web site. The CHA will periodically publish its advertisement in the newspapers and trade journals mentioned above for at least one day per week for three consecutive weeks. The advertisement will specify the number of units the CHA estimates that it will be able to assist under the funding the CHA is making available. Owner proposals will be accepted on a first-come first-served basis and will be evaluated using the following criteria:	The CHA will announce the availability of project based vouchers and advertise its request for proposals (RFP) for existing, substantially rehabilitated and newly constructed housing as needed consistent with broad public announcement requirements.	Page 17-7	Page 17-3
	17.II.B. Owner Proposal Selection Procedures-Solicitation and Selection of PBV Proposals--Existing Housing	Experience as an owner in the tenant-based voucher program and owner compliance with the owner's obligations under the tenant-based program; Extent to which the project furthers the CHA goal of deconcentrating poverty and expanding housing and economic opportunities; If applicable, extent to which services for special populations are provided on site or in the immediate area for occupants of the property; and Extent to which units are occupied by families that are eligible to participate in the PBV program.	The CHA will rate and rank proposals on a first-come first-served basis for existing housing for purposes of selecting proposals for which it will provide funding. The CHA will evaluate proposals for existing housing using the rating and ranking procedures published in the RFP.	Page 17-7	Page 17-3 and 17-4
	17.II.B. Owner Proposal Selection Procedures-Solicitation and Selection of PBV Proposals--CHA Owned Units	CHA Selection of Proposals Subject to a Previous Competition under a Federal, State, or Local Housing Assistance Program: The CHA may periodically advertise that it is accepting proposals in the following newspapers and trade journals: The Chicago Sun Times, N'Digo, El Dia.	The CHA may advertise its request for proposals (RFP) for existing housing units in a local newspaper of daily circulation at least annually.	Page 17-8	Page 17-3 and 17-4
	17.II.B. Owner Proposal Selection Procedures-Solicitation and Selection of PBV Proposals--CHA Owned Units	The CHA may submit a proposal for project-based housing that is owned or controlled by the CHA. If the proposal for CHA-owned housing is selected, the CHA intends to use the Chicago Department of Housing or other arm's length entity to review the CHA selection and to administer the PBV program. The CHA will obtain HUD approval of Chicago Department of Housing or other arm's length entity prior to selecting the proposal for CHA-owned housing.	CHA may provide PBV assistance to CHA-Owned units only if HUD or a HUD-approved independent entity determines that the CHA-Owned units were appropriately selected. In addition, the following program services will be performed by the HUD-approved independent entity: 1. Determine the amount of rent for the PBV assisted units. 2. Establish initial contract rents based on an appraisal conducted by a licensed, state certified appraiser. 3. Perform inspections of the PBV assisted units in accordance with Housing Quality Standards. The CHA may compensate the independent entity and appraiser from CHA's MTW block grant. The CHA, independent entity, and appraiser will not charge families any fee for the appraisal or the services provided by the independent entity.	Page 17-9	Page 17-4
	17.II.B. Owner Proposal Selection Procedures-PHA Notice of Owner Selection	Within 10 calendar days of the CHA making the selection, the CHA will notify the selected owner in writing of the owner's selection for the PBV program. The CHA will also notify in writing all owners that submitted proposals that were not selected and advise such owners of the name of the selected owner. In addition, the CHA will publish its notice for selection of PBV proposals for two consecutive days in the same newspapers and trade journals the CHA used to solicit the proposals. The announcement will include the name of the owner that was selected for the PBV program. The CHA will also post the notice of owner selection on its electronic web site.	In accordance with the CHA Procurement Policy, the CHA will notify owners in writing of the developments selected and not selected for the PBV assistance.	Page 17-10	Page 17-4

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		Upon contract award, the CHA will make available to any interested party its rating and ranking sheets and documents that identify the CHA basis for selecting the proposal. These documents will be available for review by the public and other interested parties for one month after publication of the notice of owner selection. The CHA will not make available sensitive owner information that is privileged, such as financial statements and similar information about the owner. The CHA will make these documents available for review at the CHA during normal business hours. The cost for reproduction of allowable documents will be \$.25 per page.	In accordance with the CHA Procurement Policy, the CHA will notify owners in writing of the developments selected and not selected for the PBV assistance.	Page 17-10	Page 17-4
	17.II.E. Subsidy Layering Requirements	Existing Plan provides HUD rules but does not state CHA policy.	The CHA under its MTW Program will not submit PBV proposals to HUD for a subsidy layering review. Instead, CHA will rely on the subsidy layering reviews conducted by the State of Illinois or the City of Chicago.	Page 17-12	Page 17-5
	17.III.D. Inspecting Units	Existing Plan provides HUD rules but does not state CHA policy.		Page 17-20	Page 17-21
	17.V.B. HAP Contract Requirements- Term of HAP Contract	The term of all PBV HAP contracts will be negotiated with the owner on a case-by-case basis.	The term of all PBV HAP contracts will be negotiated with the owner on a case-by-case basis. The CHA under its MTW Program may enter into a HAP contract for an initial term of no less than one year and no more than thirty years subject to the availability of funding.	Page 17-26	Page 17-8 and 17-9
	17.VI.C. Organization of the Waiting List	The CHA will establish a combined waiting list for the CHA's tenant-based and project-based voucher program.	The CHA will maintain a separate city wide waiting list for the CHA's project-based HCV program. The CHA maintains a separate waiting list for the tenant-based HCV program (See Chapter 4).	Page 17-32	Page 17-6
	17.VI.D. Selection from the Waiting List- Preferences	The CHA will provide a selection preference when required by the regulation (e.g., eligible in-place families, qualifying families for "excepted units," mobility impaired persons for accessible units). The CHA will not offer any additional preferences for the PBV program or for particular PBV projects or units.	<p>Priorities: Priority for admission to PBV developments will be given to families that: Live in a property at the time of owner proposal selection for project-based assistance will be given the highest preference for occupancy of a unit in the property; or Families covered under the CHA Relocation Rights Contract (RRC) whose right of return or return to final replacement housing has not been satisfied. Such families are not required to be on the PBV Waiting List prior to admission to the PBV Program and will be processed similar to special admissions for the tenant-based voucher program. The CHA will maintain documentation verifying the preferences and eligibility of such families.</p> <p>Preferences: CHA will provide preferences, with the working preference having priority over all other preferences. The preferences are for families that: Qualify for the CHA HCV working preference at the time that they are selected from the Waiting List. To meet this preference, all adult household members must meet at least one of the following criteria: o be employed; or o have been notified that they are hired to work; or o employed in an internship or other training program designed to prepare individuals for the job market. o be a person with disabilities or over 62 years of age. Live in CHA public housing developments that, without supportive services, will not be able to sustain lease compliance and therefore run the risk of becoming homeless (for supportive services units only); Live or work in the neighborhood of properties receiving PBV assistance (to be determined on a project-by-project basis); or</p>	Page 17-33	Page 17-16
			<p>Include persons with disabilities who need services offered at a particular project or site if the preference is limited to families (including individuals): o With disabilities that significantly interfere with their ability to obtain and maintain themselves in housing; o Who, without appropriate supportive services, will not be able to obtain or maintain themselves in housing; and o For whom such services cannot be provided in a non-segregated setting.</p> <p>In advertising such a project, the owner may advertise the project as offering services for a particular type of disability. However, the project will be open to all otherwise eligible disabled persons who may benefit from services provided in the project. In these projects, disabled residents will not be required to accept the particular services offered as a condition of occupancy.</p> <p>Where occupancy of PBV properties or units is limited to the homeless, seniors, families with persons with disabilities, families needing supportive services, veterans, or families needing assisted living, CHA will give preference to families that meet the specific requirements for occupancy. The CHA maintains separate preferences for the tenant-based HCV program (See Chapter 4).</p>		

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	17.VI.D. Selection from the Waiting List-Verification of Preference Status	Existing Plan provides HUD rules but does not state CHA policy	Verification of Preference Status The CHA will verify eligibility for local preferences as follows: For families that qualify for the work preference: The CHA will verify the preference using the verification procedures for work, and job training status as provided in 'Chapter 7 of the Administrative Plan. For families that live or work in the neighborhood of properties receiving PBV assistance: The CHA will verify residency using a recent copy of a utility bill mailed to the family, driver's license, or similar document as evidence of residence. CHA will use a recent pay stub or statement from the employer as evidence of the family's employment in the neighborhood. For families living in CHA public housing developments that, without supportive services, will not be able to sustain lease compliance and therefore run the risk of becoming homeless: The CHA will verify that the family requires supportive services (for selection for supportive services units only.) For homeless families or individuals: The CHA will verify the person's eligibility with the City of Chicago or other entity that works with the provision of food, temporary shelter, or other services to the homeless population.		Page 17-18
	17.VI.D. Selection from the Waiting List-Owner Referrals	Existing Plan provides HUD rules but does not state CHA policy. It's provided in the HAP contract.	Beginning 180 days from initial occupancy, the CHA will begin referring applicants from the existing PBV waiting list for screening by the owner. Within 90 days of initial occupancy, the owner may refer applicants from the development's waiting list for certification of eligibility if all units have not been preleased to families on the PBV waiting list. Once the proposed family's eligibility and preference status is determined by the CHA, the CHA will then immediately place the family on the PBV Waiting List and process their application.		Page 17-18
	17.VI.E . Offer of PBV Assistance	Existing Plan provides HUD rules but does not state CHA policy.	Upon selection of a family from the PBV waiting list and determining that the family is eligible for assistance, CHA will refer the family to the appropriate development for screening by the owner. If the family declines the first offer of a PBV unit, the CHA will make one more offer, which must be for a different PBV property.	Page 17-34	Page 17-19
	17.VI.E . Offer of PBV Assistance-Refusal of Offer	Existing Plan provides HUD rules but does not state CHA policy.	CHA will remove the family from the PBV waiting list if the family declines two offers of PBV units (which must be in two separate PBV properties). The CHA will not remove the family's name from the project-based waiting list if the family's refusal of the two offers is based on good cause approved by the CHA. Some examples of good cause include a unit that does not have the necessary accessibility features required by a person with disabilities, the unit is not convenient to public transportation needed for the family to work, or a serious illness, hospitalization or death of a family member. If an applicant declines two offers of PBV units, CHA will not remove the family's name from the tenant-based waiting list. If an applicant leases a unit in a PBV property, CHA will remove the family's name from both the PBV waiting list and the tenant-based waiting list.	Page 17-34	Page 17-19
	17.VI. F. Owner Selection of Tenants-Leasing	Existing Plan provides HUD rules but does not state CHA policy.	If an applicant declines two offers of PBV units, CHA will not remove the family's name from the tenant-based waiting list. If an applicant leases a unit in a PBV property, CHA will remove the family's name from both the PBV waiting list and the tenant-based waiting list.	Page 17-35	Page 17-26
	17.VIII.B. Rent Limits-Supportive Services Housing	Existing Plan provides HUD rules but does not state CHA policy.	The CHA under its MTW Program may approve rents that include the costs of supportive services provided by the owner or endowments to service agencies providing the services. In cases where the owner is providing the services, the owner must separately state the rent to owner and the rent attributable to the supportive services provided by the owner. In cases where an owner providing supportive services loses or is unable to obtain the funding with which to provide the supportive services, and has exhausted all other options, CHA will include the costs of the supportive services in the rent to owner amounts.	Page 17-43	Page 17-26 and 17-27
	17.VIII.B. Rent Limits-Use of FMRs, Exception Payment Standards, and Utility Allowances	Existing Plan provides HUD rules but does not state CHA policy.	Upon written request by the owner, the CHA will consider using the FMR or utility allowances in effect during the 30-day period before the start date of the HAP, or redetermination of rent. The owner must explain the need to use the previous FMRs or utility allowances and include documentation in support of the request. The CHA will review and make a decision based on the circumstances and merit of each request. In addition to considering a written request from an owner, the CHA may decide to use the FMR or utility allowances in effect during the 30-day period before the start date of the HAP, or redetermination of rent, if the CHA determines it is necessary due to CHA budgetary constraints.		Page 17-
	17.VIII.B. Rent Limits-Rent Increases	An owner's request for a rent increase must be submitted to the CHA 60 days prior to the anniversary date of the HAP contract, and must include the new rent amount the owner is proposing.	An owner's request for a rent increase must be submitted to the CHA 60 days prior to the anniversary date of the HAP contract, and must include the new rent amount the owner is proposing. The CHA under its MTW Program may also chose to grant owners an annual rent increases based on a formula. CHA may choose this option in cases where it ensures long-term affordability, for example, it assists the owner in obtaining financing or reduced interest rates. In such cases, CHA will write this into the AHAP, and will apply the Table 1 Contract Rent annual adjustment factors (AAFs) published by HUD in the Federal Register. CHA has the option to impose the reasonable rent as the cap on the resulting rent determined by applying the AAF taking into consideration factors such as supportive services and special design features.	Page 17-45	Page 17-27

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	17.VIII.C. Reasonable Rent-Comparability Analysis	Existing Plan provides HUD rules but does not state CHA policy.	<p>The CHA under the terms of its MTW Agreement will not limit comparable properties to those that exist in the same general neighborhood as the PBV development because of the lack of comparable properties in those neighborhoods. Instead, CHA will select comparable properties city-wide taking into consideration the condition of the properties relative to the PBV property as well as the amenities, services, and other factors related to the comparable properties.</p> <p>In the case of PBV properties in which the owner provides supportive services, CHA will determine comparability on the rent to owner excluding supportive services.</p>	Page 17-46	Page 17-28