

Property Rental Assistance

How is the Contract rent determined?

CHA determines the contract rent by accepting the lowest of the following amounts:

- 150% of the current published Fair Market Rent (FMR) for the applicable bedroom size
- Average market comparables
- owner requested amount

When a PRA unit becomes vacant, what steps must I take to house another resident?

The following steps must be taken to outreach for a vacant unit:

1) you must submit a vacancy claim form to CHA within ten (10) days of the unit becoming vacant. After receiving the vacancy claim form, CHA will then send your property ten (10) applicant names per your number of vacant units; i.e. if you have two (2) vacant units, you will receive a total of 20 names of outreach.

2) you will be required to complete a minimum of three (3) outreach attempts, via phone (all numbers listed), mail, and email (if applicable) for each applicant and send the corresponding outcome letters back to CHA detailing the outcome(s) of your outreach attempts.

3) When an applicant that meets your TSP criteria responds, you may contact the CHA accordingly and an intake interview will be schedules with the applicant. If CHA deems the applicant eligible, a PRA Tenancy Addendum will be created and forwarded to you, and the required HQS inspection will be schedules. Once the inspection is passed, you may sign your lease with the applicant and they may move into the unit.

4) If outreach attempts have been unsuccessful and the unit(s) are still vacant for either 30 days for designated supportive housing and senior housing properties, or 60 days for family sites, you may submit referrals from your sit-based waiting list to CHA for screening.

What is the unit inspection process?

CHA requires that all inspections follor HUD housing Quality Standards (HQS) guidelines (detailed information can be found in the CHA HQS inspection Guidebook), which are the minimum physical condition requirements all PRA

housing units must meet before assistance can be provided. The Owner is responsible for inspection 100% of the PRA units and ensuring they maintain HQS compliance. CHA will inspect a minimum of 20% of each property's units on an annual basis for quality control monitoring. If more than 20% of the inspected units fail inspection, CHA may inspect all (100%) of the PRA units in the building.

How are monthly HAP payments remitted?

Owners receive monthly PRA HAP payments via direct deposit. An electronic invoice is then forwarded each month detailing the payment breakdown. If Owners use YARDI, they may view access their subsidy statements at any time of each tenant's YARDI record.

How can i request an increase in the monthly HAP amount?

The Owner's request for a rent increase must be submitted in writing (the request form can be found at www.thecha.org/pr) to the CHA 60 days prior to the HAP anniversary date, and must include the new rent amount the owner is proposing. When reviewing a request, approval is based upon determining the lowest of the following:

- 150% of the current published Fair Market Rent (FMR) for the applicable bedroom size
- Average market comparables
- Owner requested amount

How do I qualify for Initial Operating Payments?

Initial Operating Payment are available for PRA units after HAP contract execution if the units remain vacant in excess of 30 days. The Initial Operating payments are 50% of the contract rent for up to 60 days. After the first 60 days, if the PRA unit is still not leased and CHA staff believes there is an opportunity to lease to an eligible applicant from our waiting list, we may pay for an additional 30 days at 100% of the contract rent. To receive payment, you must submit the Initial Operating Claim form to CHA, along with copies of outreach documentation and letters sent to rejected applicants.

How do I qualify for Vacancy Payments?

The Vacancy Claim Form must have been submitted to CHA within 10 days of the vacate date. The following info is required for verification purposes:

- tenant's notice to vacate,
- copy of lease for next tenant,

- security deposit and disposition records; and
- copies of outreach documentation and letters sent to rejected applicants.

What annual financial statements are due to CHA under the PRA Program?

- a copy of the audited financial statement are due after they have been submitted and approved by the tax-credit allocating agency.
- If you do not have third party audited financial statement, please provide the following by March 31:
 - The prior year 1098 stating the mortgage payments (if applicable);
 - A current month's mortgage statement (if applicable); and
 - A current utility bill.

What is the "Perfect File Folder" format?

For our PRA owners that have tax credit properties, we will use their checklist and incorporate our documents into it. For our owners that do not have an existing checklist, we will use the perfect file folder checklist that PRA has developed.

What is an Annual Management Review (AMR)?

The AMR is an annual assessment of the performance of your property in accordance to the HAP contract. If the development is already receiving an annual review from either IHDA or the City of Chicago Housing Economic Development Department in conjunction with Low Income Housing Tax Credits (LIHTC), CHA will accept a copy of the final report and only request documentation/information not covered by these agencies. Once the review has been completed, a Risk Rating will be established based on our findings in the following categories:

- Physical Conditions and Safety
- General Management of the Property
- Financial Management
- Leasing and Occupancy
- Supportive Services (if applicable)
- Resident Satisfaction

Based on the assessment results, your property will receive one of the following ratings and be required to engage in a specified action plan for that rating:

1) Stable

2) Watchlist

3) Troubled

1. Stable properties, with HQS certified staff, will be allowed to self-certify their annual HQS inspection as well as turnover inspections.
2. Watchlist properties will not allowed to self-certify and will receive semi-annual HQS inspection instead of annual. Properties that remain in. Watchlist status for two (2) consecutives AMRs will then be moved to Troubled status.
3. Troubled properties will receive quarterly HQS inspections and CHA will seek to terminate the HAP contract if the status remains unchanged for two (2) consecutive AMRs

What will the YARDI system be used for?

YARDI is the CHA system of record used for determining participant eligibility. If your development has rated "Stable," property management staff may be allowed to determine eligibility and perform unit inspections at the site. The results of these activities must be entered into YARDI.

If I have a market rate tenant who needs a lower level and the only available units a PRA unit, can I swap units?

Yes. You must submit a formal request in writing to the PRA Department requesting the change. The unit to be swapped must be the same bedroom size as the PRA unit and pass an HQS inspection.

Can I swap contract units? If so, how often?

You may swap a unit at any time as long as it has passed an HQS inspection and is the same bedroom size as the unit you are attempting to replace.

If I need to remove a unit from the HAP contract, what steps are required?

The owner must submit a formal request in writing to the PRA Department. A unit can only be removed from the contract for "good cause".

What is "good cause" to remove a unit from contract?

Some examples include but are not limited to:

- The current tenant does not qualify to participate in the PRA Program
- The unit is not HQS compliant
- The unit currently has a family member of a government employee

If I eliminate a unit from the HAP contract, how soon can I re-add the unit to the contract if desired?

The contract can only be amended within three (3) years of the initial HAP effective date. Units cannot be added to the initial contract after this timeframe.