

**Regional Housing Initiative**  
**Supplemental Administrative Plan**

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## **Section I. REGIONAL HOUSING INITIATIVE OVERVIEW**

### **1.1 Introduction to the Regional Housing Initiative**

The Regional Housing Initiative (“**RHI**”) is a regional collaboration between public housing authorities in the Chicago metropolitan region to promote (i) housing and economic mobility, (ii) governmental and administrative efficiencies, and (iii) interjurisdictional collaboration and coordination between local housing authorities. Specifically, RHI seeks to leverage the project-based voucher allocation of the participating housing authorities to facilitate the development, rehabilitation, and preservation of quality rental housing in opportunity and/or revitalization areas that advance local and regional priorities throughout metropolitan Chicago. Initially established in August 2002, RHI has grown from three public housing authorities to eleven public housing authorities. RHI is currently governed by the Intergovernmental Agreement (the “**Intergovernmental Agreement**”) by and between Chicago Housing Authority (“**CHA**”), DuPage Housing Authority (“**DHA**”), Housing Authority of Cook County (“**HACC**”), Housing Authority of Joliet (“**HAJ**”), Housing Authority of Park Forest (“**HAPF**”), Kendall County Housing Authority (“**KCHA**”), Lake County Housing Authority (“**LCHA**”), McHenry County Housing Authority (“**MCHA**”), Oak Park Housing Authority (“**OPHA**”), and Waukegan Housing Authority (“**WHA**”) (collectively, the “**Participating PHAs**” and each a “**Participating PHA**”).

### **1.2 Purpose of the Supplemental Administrative Plan**

The purpose of the Supplemental Administrative Plan is to establish the policies and procedures by which the Intergovernmental Agreement will be implemented by the Participating PHAs. The Supplemental Administrative Plan will be periodically reviewed and revised by the Participating PHAs in accordance with the Intergovernmental Agreement. Any revisions to the Supplemental Administrative Plan will be approved by the board of directors (or equivalent government body) of each Participating PHA and adopted as part of each Participating PHA’s Administrative Plan in accordance with the applicable agency policies and HUD rules and regulations. The Supplemental Administrative Plan is intended to allow RHI to function within the regulatory framework of the HUD rules and regulations, including but not limited to, 24 CFR 983; however, in the event that the policies and procedures established in the Supplemental Administrative Plan conflict with applicable HUD rules and regulations, HUD rules and regulations apply. Additionally, for any details not specified in the Supplemental Administrative Plan, HUD regulation and respective PHA administrative plans will apply.

### **1.3 Roles and Responsibilities**

*Administrative Agency.* The Intergovernmental Agreement dictates that RHI will be administered on a day-to-day basis by a lead agency, which may be a Participating PHA, an Illinois not-for-profit corporation, or a state or municipal unit of government in the State of Illinois (the “**Administrative Agency**”). As noted in the Intergovernmental Agreement, the Administrative Agency may subcontract all or a portion of its responsibilities, subject to the approval of the Oversight Committee (as defined in the Intergovernmental Agreement). The Administrative Agency will be primarily responsible for:

- Referral List Administration, as outlined in Sections III of this Supplemental Administrative Plan;
- Overseeing the request for proposal and selection process, as outlined in Section II of this Supplemental Administrative Plan; and,

- Assisting Participating PHAs to agree on and document RHI policies and procedures.

The Chicago Metropolitan Agency for Planning has served as the Administrative Agency since January 2015, and is under contract in this role through June 30, 2019.

*The Local and Donor Public Housing Authorities.* Any Participating PHA whose jurisdiction includes a housing site with RHI Vouchers, whether or not that PHA has contributed vouchers to the site, is referred to as the “**Local PHA.**” Any Participating PHA whose vouchers are committed to a certain RHI Development (as defined below) is referred to as a “**Donor PHA.**” Depending on the capacity and location of the Local PHA and the Donor PHA(s) for an RHI Development, such PHAs may choose to utilize an **Operating and Management Agreement** (per Section 2.6 below) to delineate which agency shall be responsible for certain administrative tasks, including, but not limited to:

- Conduct initial Applicant screening, as outlined in Sections III of this Supplemental Administrative Plan;
- Initial, Annual, and Interim Tenant Re-Examinations, as outlined in Sections IV of this Supplemental Administrative Plan;
- Unit Inspections, as outlined in Sections IV of this Supplemental Administrative Plan; and,
- Provide each Donor PHA with a copy of all tenant documents to facilitate HUD reporting, as outlined in Section IV of this Supplemental Administrative Plan.

The Donor PHA’s responsibility with respect to any project it has committed vouchers to shall include the following, which may not be delegated to another Participating PHA:

- Execute AHAP and HAP Contracts with respect to any vouchers it commits as a Donor PHA, as outlined in Sections II of this Supplemental Administrative Plan;
- Submit the HUD-50058 and any other reports required by HUD, as outlined in Section IV of this Supplemental Administrative Plan.
- Pursuant to the Operating and Management Agreement, pay the Management Fee (as defined below) to the Local PHA pursuant, as outlined in Section IV of this Supplemental Administrative Plan; and,

#### **1.4 Voucher Commitments**

Each of the Participating PHAs will commit a portion of its project-based voucher authority (the “**RHI Vouchers**”) to be included as part of RHI. The RHI Vouchers will then be “drawn down” as they are awarded to housing sites in the manner set forth below. As vouchers are “drawn down,” the Participating PHAs may commit additional voucher authority pursuant to the Intergovernmental Agreement. Each Participating PHA is responsible for ensuring that the Participating PHA’s voucher commitment will not result in the Participating PHA exceeding the maximum number of project-based vouchers the agency is permitted under 24 CFR 983.6, as amended by any subsequent HUD regulations or guidance.

## **Section II. RHI DEVELOPMENT SELECTION**

### **2.1 Overview of Selection Process**

The Administrative Agency will oversee a competitive selection process in accordance with HUD regulations and this Supplemental Administrative Plan. At least once annually, the

Administrative Agency will publish a Request for Proposals (the “**RFP**”). The RFP will be advertised by the Administrative Agency in accordance with its contract and by each of the Participating PHAs in accordance with each agency’s public notice policies. In addition to advertising the RFP, the Administrative Agency will (i) meet with interested developers for a briefing prior to proposal submission, (ii) coordinate any certifications or documentation required by other agencies providing funds to the proposed developments, (iii) disseminate the proposals to Participating PHAs, (iv) receive and summarize each proposal , (v) present a review of the developments seeking RHI Vouchers for the Oversight Committee to score, (vi) coordinate with other financing sources as appropriate, and (vii) coordinate the execution between the owners of developments receiving RHI Vouchers (the “**RHI Development Owners**”) and the Local and Donor PHAs.

## **2.2 Soliciting Proposals**

The Administrative Agency and the Participating PHAs will work together to announce each RHI RFP to the development community, local governments, and the general public. The Participating PHAs will advertise the RFP on each of the agencies’ websites and on the Administrative Agency’s website. Each Participating PHA will be responsible for ensuring the RHI RFP is marketed in accordance with the agency’s policies for soliciting PBV proposals.

The RHI RFP will be drafted by the Administrative Agency with input from the Oversight Committee and will be approved by the majority vote of the Oversight Committee.

The RHI RFP will include the manner and timeframe in which Development Owners may submit proposals and the applicable scoring criteria or submission requirements. The Administrative Agency will primarily review proposals for developments located in the services areas of the Participating PHAs. This currently includes Cook, DuPage, Kendall, Lake, McHenry and Will Counties.

## **2.3 Selection of Proposals to Receive RHI Funding**

The Administrative Agency will review and analyze each proposal received according to the scoring policies set forth in the RHI RFP. The Administrative Agency will provide a summary of each proposal to the Oversight Committee, which will score the proposals. Based on those scores, the Administrative Agency will make a recommendation on which proposals should be selected for RHI Vouchers (the “**RHI Developments**”). The Oversight Committee will vote by a majority vote on whether to accept the Administrative Agency’s recommendation. In order for a proposal to be approved, the Local PHA and Donor PHA for such proposal must vote in favor of the proposal. If the Oversight Committee does not approve the Administrative Agency’s recommendation, the Oversight Committee may award the RHI Vouchers to any other development approved by the majority vote of the Oversight Committee; provided that, in all cases the Local PHA and Donor PHA must approve any proposal before Oversight Committee approval.

Prior to submitting recommendations to the Oversight Committee, the Administrative Agency will also determine whether the PBV proposal complies with HUD program regulations and requirements, including but not limited to, a determination that the property is eligible housing (24 CFR 983.53 and 983.54), complies with the cap on the number of PBV units per development (24 CFR 983.56), meets the site selection standards (24 CFR 983.57), and will not result in excess public assistance (24 CFR 983.55).

Once an RHI Development is selected, the Administrative Agency will identify and work with the Local PHA and any Donor PHA to ensure compliance with HUD rules and regulations is properly documented.

#### **2.4 AHAP Contract**

Development Owners of new construction or substantial rehabilitation developments must execute an *Agreement to enter a Housing Assistance Payment* (“**AHAP**”) contract consistent with 24 CFR 983.152 and any other applicable HUD regulations or guidance. A separate AHAP must be executed with each Participating PHA providing voucher assistance to the RHI Development Owner’s development. The Local PHA and any Donor PHAs will enter into an AHAP only with respect to the units connected to their voucher commitment.

#### **2.5 HAP Contract**

Upon completion of construction/rehabilitation or upon PHA selection for existing housing, the Development Owner will enter into the Housing Assistance Payment (“**HAP**”) Contract consistent with 24 CFR 983.204. A separate HAP Contract will be executed with each Participating PHA providing voucher assistance to the Development Owner, as specified in the Operating and Management Agreement. The HAP Contract must identify which units in the RHI Development are associated with a particular Participating PHA’s committed vouchers.

#### **2.6 Operating and Management Agreement**

If an RHI Development includes RHI Vouchers committed by a Donor PHA, then the Donor PHAs providing vouchers will enter into an agreement clarifying which administrative responsibilities (the “**Operating and Management Agreement**”) the Local and Donor PHA will assume. As set forth in Section 4, the Operating and Management Agreement will, at a minimum, establish ongoing voucher administration responsibilities, information sharing requirements, and Administrative Fee payments.

### **Section III. RHI REFERRAL LIST**

#### **3.1 Organization of the Referral List**

The Administrative Agency will establish and maintain a single, centralized regional referral list for RHI units (the “**RHI Referral List**”). The RHI Referral List will be comprised of households referred from the HCV, Public Housing, PBV, and/or other comparable low-income housing waiting lists of each of the Participating PHA’s, and will be open exclusively to individuals and families (the “**Applicants**”) on such waiting lists. Because the RHI Referral List is only comprised of individuals already on a waiting list, there will be no public notice for the RHI Referral List.

The Administrative Agency will periodically replenish the RHI Referral List by asking the Participating PHAs to refer Applicants to the RHI Referral List. Households referred from the Participating PHAs will be sent information about RHI, asked to review which RHI Developments are available, and identify their preferred sub-region and/or the special needs housing options for which they believe they are eligible. Applicants that respond within the same outreach window will be randomized, assigned a waiting list number, and added to the RHI Referral List. The RHI Referral List will be further organized by the Applicants’ sub-regional preferences. Applicants may choose to be on the referral list for as many or as few sub-regions in which they would be interested in accepting an RHI unit (the “**Applicant’s Regional**”).

**Selection**”). Applicants will only be offered units in the sub-regions they select on the application. The regions currently include:

- Lake County (includes Waukegan and North Chicago)
- McHenry County
- Will County (Joliet included)
- DuPage and Kendall Counties (and potentially Aurora)
- North Cook County (north side of Chicago included)
- South Cook County (south side of Chicago and Park Forest included)
- West Cook County (west side of Chicago and Oak Park included, and potentially Elgin, Cicero and Maywood as well)

### **3.2 Tenant Preferences**

When an RHI unit becomes available, applicants with bedroom requirements that match the development’s unit mix will be queried from the RHI Referral List for the following factors and preferences:

- The Applicant’s Regional Selection;
- Applicants referred to the RHI Referral List by the Donor PHA for the RHI Development, until 50% of the units contributed by such Donor PHA are occupied by such Applicants (the “**Donor PHA Preference**”);
- Applicants referred to the RHI Referral List by the Local PHA for the RHI Development, until 25% of the units in the applicable RHI Development are occupied by such Applicants (the “**Local PHA Preference**”);
- Applicants that work within a 12-mile radius of the site, or have convenient access to alternative transit. For this preference, “work” is defined as being: (i) employed by a local employer for at least the past three months and working at least 30 hours a week or (ii) enrolled in a training program certified or endorsed by the local Workforce Development Board that will likely end with employment within a 12 mile radius; and, (iii) access to convenient alternative transportation options. Individuals who are unable to work solely due to age or disability status will be deemed to have met the Local Work Preference. The 12-mile radius may be extended in rural jurisdictions (the “**Local Work Preference**”); and,
- RHI may establish additional site-specific eligibility criteria related to supportive housing sites, as well as for other site-specific preferences such as for veteran housing or elderly and disabled housing (“**Site Specific Criteria**”).

The above preferences will be applied in the following order (the “**Order of Preferences**”):

- First, Applicants receiving the Donor PHA Preference (up to the 50% limit) in the following order:
  - Applicants whose Applicant’s Regional Selection aligns with the location of the RHI Development and who meet the Local Work Preference.
  - Applicants whose Applicant’s Regional Selection aligns with the location of the RHI Development but do not meet the Local Work Preference.
  - Applicants whose Applicant’s Regional Selection does not align with the location of the RHI Development and do not meet the Local Work Preference

- Second, Applicants receiving the Local PHA Preference (up to the 25% limit) in the following order:
  - Applicants whose Applicant's Regional Selection aligns with the location of the RHI Development and who meet the Local Work Preference.
  - Applicants whose Applicant's Regional Selection aligns with the location of the RHI Development but do not meet the Local Work Preference.
  - Applicants whose Applicant's Regional Selection does not align with the location of the RHI Development and do not meet the Local Work Preference
  
- Third, to all Applicants on the RHI Waiting List in the following order:
  - Applicants whose Applicant's Regional Selection aligns with the location of the RHI Development and who meet the Local Work Preference.
  - Applicants whose Applicant's Regional Selection aligns with the location of the RHI Development but do not meet the Local Work Preference.
  - Applicants whose Applicant's Regional Selection does not align with the location of the RHI Development and do not meet the Local Work Preference

To the extent there are Site-Specific Criteria, the Order of Preferences will applied only to individuals meeting the Site-Specific Criteria. Upon doing so, if the developer is unable to fill the RHI Development through referrals from the RHI Referral List, the developer must notify the Administrative Agency. The Administrative Agency will then notify the Participating PHAs and provide a window of opportunity for the PHAs to refer eligible households from their existing lists. Once all efforts are exhausted, the developer may select from a site-based waiting list, provided that any Applicant selected for occupancy is eligible for PBV assistance under HUD regulations and the policies the Administrative Agency.

### **3.3 Tenant Applications**

The Administrative Agency will provide the Participating PHAs with informational materials on RHI to be provided to Applicants at the time of their initial application to a Participating PHA. Each Participating PHA will include as part of their PBV and HCV applications the option for the Applicant to be included on the RHI Referral List. For Applicants interested in RHI, upon request by the Administrative Agency, the Participating PHA will forward the contact information of all interested Applicants to the Administrative Agency. The Administrative Agency will both mail and email one copy of an application to be added to the RHI Referral List, as well as further information about RHI, its properties, and relevant resources to promote housing and economic mobility.

Applicants must complete an application for the RHI Referral List. Applicants complete an application that confirms their willingness to participate in the program and the evaluation and acknowledges that the household is on one of the Participating PHA's waiting lists. The application will serve as an intake form and will capture the household data needed, such as:

- Current address
- Household size and composition
- Income and assets
- Employment status, name of employer, and employer address
- Supportive housing opportunities will be listed so households can self-identify



- Veteran Status
- Identify location of employment, training facility or school attended
- Contact information (specify email/cell phone)
- Sub-regional preferences

In event the Applicant provides updated information to a Participating PHA, the Participating PHA shall provide that information to the Administrative Agency in order to update the RHI Referral List.

### **3.4 Communication with Applicants**

In the event the Administrative Agency, a Participating PHA, or a Development Owner must contact an Applicant, such communication shall be in a manner consistent with the Applicant's preferred means of communication, as indicated on the Applicant's initial application to the Participating PHA. Generally, the Administrative Agency will first attempt to contact each Applicant via email and, when the outreach is about lease-up opportunities, by text. If the Applicant does not respond within five (5) business days from the date the email or text is sent, the Administrative Agency will call and send such communication via mail.

### **3.5 Selection from the Referral List**

The Administrative Agency will identify ten (10) Applicants per available unit with the highest RHI Referral List based the Order of Preferences. The Administrative Agency will provide the names of such Applicants to the RHI Development Owner. The Administrative Agency will also notify the Applicants of the opening and to expect the RHI Development Owner to contact them.

In the event no Applicant on the RHI Referral List meets the screening criteria of an RHI Development with an opening, the Administrative Agency shall notify all Participating PHAs of the opening and the applicable screening criteria. The Participating PHA may then provide the names of any additional applicants on any of their respective waiting lists that meet the applicable screening criteria.

### **3.6 Developer and Participating PHA Screening**

The RHI Development Owner will contact the Applicant in a manner consistent with Section 3.4 of this Supplemental Administrative Plan. An outreach log and copy of all communication with the Applicant must be provided simultaneously to the Administrative Agency and the Local PHA (unless provided otherwise in the Operating and Management Agreement).

After the RHI Development Owner assesses the applicant's qualification for housing on the basis of the applicant's tenancy history using the Tenant Selection Plan, the Local PHA (unless provided otherwise in the Operating and Management Agreement) qualifies/screens the households for the voucher program using:

- Income eligibility determination,
- Criminal background checks,
- Past due PHA monies
- Housing composition appropriateness
- Additional PHA requirements

If multiple households passed the PHA and developer screening, the household that comes first on the referral lists is given the unit and moves towards leasing.

### **3.7 Screening Determination**

If the Participating PHA responsible for screening determines that the Applicant is ineligible for assistance under 24 CFR 983, then such PHA shall notify the Applicant and the Administrative Agency of the Applicant's ineligibility and the reason for ineligibility. The Administrative Agency will remove the Applicant from the RHI Referral List. However, if the Administrative Agency determines the Applicant was ineligible due to a discretionary administrative plan policy not mandated by HUD, the Applicant will be returned to the RHI Referral List in its original position.

If the Participating PHA responsible for screening determines that the Applicant is eligible for assistance, but the Development Owner determines the Applicant is not a suitable tenant, then the Development Owner shall notify the Administrative Agency, such PHA, and the Applicant. The Applicant will be returned to the RHI Referral List in its original position.

If both the Participating PHA responsible for screening and the Development Owner determine the Applicant is eligible and suitable for tenancy, the Development Owner should mail a notice of unit offer to the Applicant with a copy to the Local PHA (unless provided otherwise in the Operating and Management Agreement). If multiple Applicants are approved for tenancy, the unit offer should be mailed in the order of the Applicants referral list position. Any Applicant offered a unit should accept or reject the unit in accordance with **Section 3.8**.

If the Developer determines that the Applicant is not suitable for tenancy, but the Applicant is determined eligible by the Participating PHA responsible for screening, the Applicant will be returned to the RHI Referral List in its original position.

### **3.8 Applicant Acceptance/Rejection**

If an Applicant is approved for tenancy by the Development Owner and the Local PHA, the Applicant will be provided seven (7) business days to accept or reject the unit they have been offered. If the Applicant accepts the unit offer, then the Applicant and the RHI Development Owner should proceed to lease-up in accordance with **Section 4.1**.

If the Applicant rejects the unit offer, such rejection will be recorded by the Administrative Agency. An Applicant may reject no more than two (2) units. Upon an Applicant's third (3<sup>rd</sup>) rejected unit, the Applicant will be removed from the RHI Referral List. An Applicant's removal from the RHI Referral List will not affect their status on the waiting list of any of the Participating PHAs, except that an Applicant may be removed from a Participating PHA's waiting list once the Applicant occupies an RHI-assisted unit.

### **3.9 Updating the RHI Referral List**

The Administrative Agency may update the RHI Referral List periodically by sending Applicants a notice to confirm their continued interest in being on the RHI Referral List. Such notices shall be sent in a manner consistent with **Section 3.4** on Communication with Applicants. Applicants who fail to respond to such notice will be removed from the RHI Referral List. An Applicant's removal from the RHI Referral List will not affect their status on the waiting list of any of the Participating PHAs. The Administrative Agency may also send a list of Applicants on the RHI Referral List to the Participating PHAs in order to identify families that have been housed by the Participating PHA under a separate waiting list.

## **Section IV. ADMINISTRATION OF RHI VOUCHERS**

### **4.1 Lease-Up and Occupancy**

After an Applicant accepts a unit offer, the Applicant and the Development Owner must enter into a written lease agreement signed by both parties. The Local PHA (unless provided otherwise in the Operating and Management Agreement) will be responsible for ensuring that the form of lease provided by the Development Owner contains all provisions required by HUD. The Local PHA will provide to each Donor PHA a copy of all documents used for the income screening and lease-up and any other documents necessary for the Donor PHA to complete the initial HUD submission.

### **4.2 Administration of Vouchers**

Unless an Operating and Management Agreement stipulates otherwise, the Local PHA will be responsible for all aspects of the administration of RHI units located in its jurisdiction, including but not limited to:

- conducting the initial, interim, and annual re-examinations;
- conducting initial, interim, and annual unit HQS inspections; and,
- ensuring family and Unit Owner compliance with all applicable policies and regulations.

Unless the Operating and Management Agreement stipulates otherwise, the Local PHA will be responsible for administering the RHI Vouchers in accordance with the administrative plan policies of the Donor PHA whose voucher assistance is associated with a particular unit. As described in **Section 4.6**, the Local PHA will be responsible for notifying any Donor PHA of any change in circumstances related to the vouchers provided by the Supporting PHA. To ensure there is no over or under-payment under the Donor PHA's HAP Contract, the Local PHA will provide timely notice to the Donor PHA in the manner and timeframe consistent with HUD's portability policies for the tenant-based voucher program.

### **4.3 Family Right to Move**

Pursuant to 24 CFR 983.261, all PBV families have the right to terminate their lease after the first year of occupancy, and, if vouchers are available, the PHA must offer any family who terminates its lease the opportunity to receive assistance under tenant-based rental assistance. For RHI Vouchers, the family's offer for tenant-based assistance must be provided by the Donor PHA whose voucher is associated with that family's unit.

### **4.4 HUD Submissions**

Each Participating PHA remains responsible for any HUD submissions, including but not limited to the HUD-50058, associated with vouchers they have committed to an RHI Development. Towards that end, the Local PHA (unless provided otherwise in the Operating and Management Agreement) for each RHI Development is responsible for providing to each Donor PHA a copy of all initial, interim, and annual tenant income re-examinations, unit inspections, tenant notices, and any other documentation associated with the units funded with that Donor PHA's vouchers. The manner and timing of these transmissions shall be dictated by the Management and Operating Agreement and should be consistent with all HUD reporting timelines.

#### **4.5 Maintenance of Tenant Files**

The Local PHA, Donor PHA, and the RHI Development Owner should each maintain a tenant file consistent with HUD rules and regulations. The Local PHA (unless provided otherwise in the Operating and Management Agreement) will provide a copy of all tenant documents in a manner set forth in the Management and Operating Agreement.

#### **4.6 HAP Payments and Administrative Fee**

The payments due to the RHI Development Owner will be paid directly to the RHI Development Owner by the Participating PHA that is party to the HAP Contract for a particular unit. As a result, if an RHI Development has multiple HAP Contracts with different Donor PHAs, the RHI Development Owner will receive payments from multiple agencies.

Any Management and Operating Agreement between Donor and Local PHAs for an RHI Development may provide that the Donor PHAs will provide a portion of the Administrative Fee they receive from HUD to the Local PHA in recognition of the fact that the Local PHA is administering vouchers on behalf of the Participating PHA (the "**Management Fee**"). Consistent with HUD's portability policies, this Management Fee will be 80% of the administrative fee received by the Donor PHA for each voucher the Local PHA is administering on behalf of the Donor PHA.

### **Section V. PARTICIPATING PHA CONTACT INFORMATION**

Each Participating PHA has identified a primary contact person for any issue arising out of the administration of RHI. In the event, any Applicant, participant, Participating PHA, or RHI Development Owner seeks to contact a specific Participating PHA, the below contact information should be used.