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CHICAGO HOUSING AUTHORITY

DRAFT TENANT SELECTION PLAN)
(TSP) AND LEASE)
1160 NORTH LARRABEE)
CHICAGO, ILLINOIS)

TRANSCRIPT OF PROCEEDINGS had in the
above-entitled cause on the 5th day of December, A.D.
2018, at 6:07 p.m.

PRESENT:

CHICAGO HOUSING AUTHORITY

MS. JENNIFER HOYLE, Director of Strategic
Management and Partnerships;

MS. BRIDGET HOWARD, Special Projects Manager,
Strategic Management & Partnerships;

REPORTED BY:

MS. CATHERINE ARMBRUST RAJCAN,
CSR, RMR, RDR, CRR, CRC.

1 JENNIFER HOYLE: Good evening. My name is Jennifer
2 Hoyle; and I'm the Director of Strategic Management and
3 Partnerships for the Chicago Housing Authority.

4 Like to welcome you to the Public Comment
5 Hearing on the Draft Tenant Selection Plan and Lease for
6 Parkside 4 Phase 2 Development. If you have not done so
7 already, please make sure to sign in at the registration
8 table before you leave. And that does include everybody
9 who's in the room; if you haven't signed in, please do
10 that.

11 The purpose of this hearing is to collect
12 comments on the Draft TSP and Lease before the documents
13 are submitted to the Board of Commissioners for approval.
14 In addition to voicing your comment here today, written
15 comments can be submitted to CHA through mail, email,
16 fax, and in-person drop-off throughout the comment
17 period, which begin on November 19th and ends on December
18 19th. Copies of the documents are also available at the
19 sign in table and on CHA's website at www.theCHA.org.

20 I'm going to begin the meeting by making several
21 introductions. Carmen Sanders, our sign language
22 interpreter, it is seated at the front of the room --
23 standing in front of the room. Joan Ferrer -- did I say
24 that correctly -- close -- is our Spanish language
25 interpreter. And Cathy Rajcan is the court reporter.

1 She's seated next to me, and she'll transcribe everything
2 that's said during the hearing.

3 I would also like to introduce the members of
4 the development team who are here today, Ahlam Khouri,
5 Senior Development Manager for CHA; and Lacey Williams
6 from Holsten Management Corporation; and then Joe Dunne,
7 also from Holsten.

8 So before we move on, I'm going to briefly
9 explain how the public comment session will work. If
10 you'd like to speak at tonight's meeting or submit a
11 written comment, you have to fill out a green comment
12 cards which you received when you signed in. If you
13 would like to submit a written comment only but not speak
14 here today, please fill out the comment card with your
15 comment and check the box at the top.

16 All comments made during this process, whether
17 in writing or in person, will be included in the comment
18 grid, a document listing every comment that we receive
19 during the comment period along with CHA's response.
20 It's typically posted on CHA's website a few weeks after
21 the public comment period ends.

22 Lacey Williams will provide a brief summary of
23 the project, the TSP and lease, and then we will begin
24 the public comment part of the meeting. At that time I
25 will collect the comment cards; and if you indicated that

1 you want to speak, I will call your name, and you'll be
2 able to make your comment.

3 If you have a comment or question directly
4 related to the TSP or lease, we will try to respond at
5 today's hearing. If not, you will get a response in the
6 comment grid.

7 So...I'm now going to invite Lacey Williams to
8 give an overview.

9 JOE DUNNE: Do you want us to go over the project
10 itself?

11 JENNIFER HOYLE: Only in the most general terms.

12 LACEY WILLIAMS: Okay.

13 JENNIFER HOYLE: You know, includes X number of
14 units. That's all you have to describe. None of us here
15 will ask you any questions.

16 LACEY WILLIAMS: Perfect.

17 JENNIFER HOYLE: Go ahead. Thank you.

18 LACEY WILLIAMS: Good afternoon.

19 So for Parkside 4, Phase 2, this is just a
20 simplified rental summary of the property. There's a
21 total number of rental units of 134. Out of those, 54
22 are CHA rental units. And then the CHA unit breakdown is
23 12 four-bedroom units, 41 three-bedroom units, and 1
24 one-bedroom unit. For total of 54.

25 So we'll move into the TSP outline.

1 So the Tenant Selection Plan for Parkside 4
2 Phase 2, just as an overview, it really covers
3 predominantly the application process for the applicant
4 looking to lease with the property. It does have some
5 continuing obligations shared between the landlord and
6 the tenant once the tenant has been approved and becomes
7 a resident.

8 But primarily the section the document itself
9 focuses on, the application process.

10 I'll just kind of briefly go through the main
11 sections. Section I talks about the application process
12 and how it's only applicable to all household members
13 that are 18 or over. However, members under the age of
14 18 are listed on the lease with their date of birth. But
15 it's just that the requirements of the Tenant Selection
16 Plan and the screening process only apply to those that
17 are 18 and over.

18 Pretty general stuff. There is one thing that I
19 would notate is that it talks about a -- a needs
20 assessment. And that is something that is not a very
21 common process, obviously, with all -- with all Tenant
22 Selection Plans. So this is based on the results of the
23 assessment, they're referred to counseling, and the
24 service is only provided to the public housing
25 applicants.

1 So this TSP encompasses the market rate,
2 affordable, and public housing tenants. But some of the
3 provisions will only apply to I guess it's RAD, would be
4 considered the RAD, CHA RAD for this property. So that's
5 one of the application processes that only apply to the
6 RAD tenants.

7 Then it goes on to Section II, talking about the
8 General Principles of Screening. It has some variation
9 between the RAD PBV applicants and the nonRAD. But
10 again, this is all pretty general information. It also
11 considers the Cabrini RRC applicants, and it also takes
12 into consideration the Consent Decree. So all of the
13 items encompassed here in the TSP are meant to conform
14 and comply with not only the state, local and federal
15 laws, but also these more specific contracts and consent
16 decrees.

17 Within the General Principles of Screening, we
18 talk about the documentation income, and it goes on to
19 explain about the development of Parkside 4 Phase 2, how
20 it's financed through various federal, state housing
21 programs; it talks about those housing programs, and the
22 variations between what's submitted and the criteria
23 based on those different programs.

24 Then B, it goes on to talk about employment and
25 the requirements of, you know, sufficient proof of

1 monthly income, and there's an exception for those that
2 are disabled or elderly; and it further on explains some
3 exemptions and exceptions pursuant to Cabrini Green
4 Consent Decree. And that -- that whole explanation goes
5 into further detail in Addendum E where it's explained
6 more fully.

7 Just to highlight just some of the other topics
8 for the General Screening Process, it's minimum rent,
9 minimum age, landlord verification, which is two years,
10 predominantly. And this Section O also goes to consider
11 the Working to Meet criteria under the Consent Decree of
12 the RRC, and exceptions to that.

13 Then the next area under that same section is
14 credit history, drug testing, we have school enrollment
15 and child care, home visit, misrepresentation -- and that
16 basically talks about an applicant's intentional
17 misrepresentation of information, how that's grounds for
18 rejection -- the orientation, everybody is required to do
19 a preoccupancy orientation.

20 Next is documentation, and the CHA
21 responsibility.

22 So then Section III goes further into the
23 application process. We look at how RAD and PBV-assisted
24 units -- how those are chosen through the CHA waiting
25 list. And how each -- it kind of reiterates how each

1 applicant must meet this preoccupancy orientation in
2 order to be able to move forward.

3 Verification Standards for Checking Information
4 Provided By the Applicant. It lists those three items.
5 There's Security and Background Checks done on all
6 applicants, and then it goes on further to state their
7 Review and Checking of the Credit History.

8 Home Visits and Apartment Inspections. That is
9 something that is done where it's practical, not every
10 single person receives a home visit. It's where they're
11 able to considering their circumstances, where they
12 previously came from.

13 Obviously if it's a dorm, something like that,
14 it wouldn't be practical to conduct a home visit.

15 Parkside 4 Phase 2 is a drug-free community, so
16 under the application process it talks about drug-related
17 activity and how HMC -- Holsten Management Corporation, I
18 may reference it as HMC -- they will not admit or renew
19 applicants or tenants that are found to have -- to be
20 current users or illegal -- of illegal drugs. And
21 there's a screening process for that. There's a lease
22 rider that addresses that.

23 And at application, if a tenant fails their drug
24 test, they will basically be able to reapply, and they'll
25 keep their priority on the wait list; however, they have

1 to get a negative drug test before they can push forward
2 with the application process.

3 For those tenants at renewal, if they take a
4 drug test, they fail, they get 12-month -- 12 months to
5 cure, but they have to enter into some type of
6 rehabilitation program, whether it's inpatient or
7 outpatient. And we often utilize the services of a
8 non-for-profit association affiliate non-for-profit HACD
9 to make that referral and help connect them with those
10 services.

11 Moving forward with the application process,
12 there's a needs assessment, and that is part of the
13 screening process for all Cabrini RRC applicants. Again,
14 preoccupancy orientation, it goes further into detail as
15 to what that is, what it encompasses. And then talks
16 about the lease requirements.

17 Then we have Section IV is Asset Management.
18 And you know, this is just basically stating that we --
19 the tenant gets to walk through the unit, and they would
20 receive a verbal -- each head of household receives a
21 verbal explanation on, you know, the operation
22 instructions, how the property operates, and their
23 responsibilities towards damage and assets.

24 Then we have Family Orientation/Case Management,
25 Section V. And these are the critical factors for

1 successful transition into mixed-income environments. So
2 it's just an option for them because of the nature of the
3 mixed -- the mixed sites.

4 Section VI goes on to Rejection of Applicants,
5 and there is a list of maybe about 12, 12-plus items.
6 And we make sure to state in there that there are the
7 protected classes as those protected classes are -- will
8 not be considered in making a decision to reject an
9 application, and pursuant to the Fair Housing Act.

10 And -- yeah, it goes into great detail about the
11 rejection and the causes for rejection.

12 We also did make some recent changes to our TSP
13 to better conform with the HUD's guidance in, you know,
14 taking out the arrests. So there's felony convictions
15 are causes for an applicant to -- to be denied. All drug
16 convictions, and criminal activity involved in physical
17 violence. But it has to have that -- we do take in
18 mitigating circumstances, and there has to be substantial
19 evidence to prove prior to us denying based on that
20 criminal activity.

21 So then we go on to Section VII Screening
22 Criteria, Procedures for Applicants With Disabilities.
23 This obviously goes to their reasonable accommodation for
24 those with disabilities. So we can, you know, provide
25 the forms, communication in different ways to support

1 those with disabilities.

2 Section VIII, Documentation of Screening Results
3 for CHA Residents.

4 And we have IX, Priority for Applicants.

5 X goes to the Waiting List. We kind of touched
6 on that already. I'm sorry, X.

7 11 is the Consent Decree Addendum. It talks
8 about it -- just a brief blurb about the Consent Decree.

9 IX, Occupancy Standards. And then...sorry --
10 XII, Occupancy Standards. And XIII is -- talks a little
11 bit about the Violence Against Women Act, VAWA. But we
12 also have a separate addendum that lays out more about
13 that.

14 That completes the TSP. We have A through -- A
15 through F. And then A -- I'm sorry, and then 1 and 2
16 addendums that further are either mentioned here in the
17 TSP, or that we've added pursuant to federal, state or
18 local law.

19 JENNIFER HOYLE: Okay.

20 LACEY WILLIAMS: So that pretty much sums up the
21 TSP.

22 JENNIFER HOYLE: Okay. Just to reiterate for the
23 record, the TSP, Lease, and all other documents are
24 available on CHA's website. So any member of the public
25 or person interested in living here can take a look at

1 them on our website.

2 What I'm going to do now is -- we don't have any
3 members of the public or expected CHA residents here.
4 It's 6:19 right now. I'm going to adjourn until 6:30, so
5 just for ten minutes. If at that point no one has
6 arrived to attend the hearing, I'm just going to
7 reconvene it briefly just to say that on the record, and
8 then we'll formally end the hearing.

9 So right now this is just a temporary
10 adjournment. So if everyone could stick around just for
11 ten more minutes, I think we'll be done at 6:30.

12 Thank you.

13 (A recess was had.)

14 JENNIFER HOYLE: I'm just going to start the meeting
15 back and then formally adjourn it.

16 Okay. It's 6:31 -- actually, 6:32, and I'm
17 reopening the public comment hearing on the Parkside 4-2
18 Development.

19 So we don't have any -- anyone attending the
20 hearing who wants to comment. So I'm going to go ahead
21 and formally adjourn this hearing.

22 Again, comments will be accepted in writing
23 through the end of the public comment hearing period of
24 December 19th, and the transcript of this hearing will be
25 posted on CHA's website.

1 So I'm going to adjourn the hearing now. Thank
2 you for attending.

3 WHICH WERE ALL OF THE PROCEEDINGS
4 HAD AT THE PUBLIC COMMENT HEARING
5 ON THIS DATE.

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1 STATE OF ILLINOIS) SS:

2 COUNTY OF DU PAGE)

3 I, CATHERINE A. RAJCAN, a Certified Shorthand
4 Reporter of the State of Illinois, do hereby certify that
5 I reported stenographically by means of machine shorthand
6 the proceedings had at the meeting aforesaid, thereafter
7 reduced to typewriting via computer-aided transcription
8 under my personal direction, and that the foregoing is a
9 true, complete and correct transcript of the proceedings
10 of said meeting as appears from my stenographic notes so
11 taken and transcribed under my personal direction.

12 I further certify that my certificate attached
13 hereto applies to the original transcript and copies
14 thereof, signed and certified under my hand only. I
15 assume no responsibility for the accuracy of any
16 reproduced copies not made under my control or direction.

17 IN WITNESS WHEREOF, I do hereunto set my hand at
18 Wheaton, Illinois, this 17th day of December, 2018.

19

20 /s/ Catherine A. Rajcan
21 Certified Shorthand Reporter

22

C.S.R. Certificate No. 084-002503.

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