



## Board Letter

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**Agenda Date:** July 29, 2025

**Agenda #:** 3

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Authorization to approve the FY2025 Admissions and Continued Occupancy Policy.

Presenter: Leonard Langston, Interim Chief Property Officer

### **Recommendation**

The Interim Chief Executive Officer recommends that the Board of Commissioners of the Chicago Housing Authority approve the FY2025 Admissions and Continued Occupancy Policy (ACOP).

The requested action complies in all material respects with applicable Chicago Housing Authority Board policies and applicable federal (HUD) regulations.

### **Background**

Pursuant to HUD regulations, CHA is required to implement an ACOP to govern its Public Housing Program. The ACOP provides the required information on the rules that CHA will follow in the administration of the Public Housing Program. The FY2025 ACOP contains updated policy changes as needed to be consistent with HUD requirements and current practice.

CHA held a 30-day public comment period from May 8, 2025, through June 6, 2025. Announcements for the public comment process appeared on CHA's website, in the Chicago Reader, and in the Chicago Sun-Times. CHA also distributed resident notices across CHA properties and sent an email notification to Public Housing participants. Below is a brief overview of the changes.

### **Changes to ACOP**

#### **Housing Opportunity Through Modernization Act of 2016 (HOTMA)**

Per HUD guidance and Office of Public and Indian Housing (PIH) Notice 2024-19, Public Housing Agencies must update their ACOP to include HOTMA provisions by June 6, 2025. To achieve compliance with HOTMA regulations, the Public Housing Program has incorporated the following changes into the ACOP:

#### *Section II.B Processing of Applications and Eligibility for Admission; Qualifying for Admission Eligibility*

This section was revised to remove self-certification of Social Security Numbers.

#### *Section II.G Processing of Applications and Eligibility for Admission; Admissions Screening Criteria & Section VI.B Re-Examinations of Income and Family Circumstances; Re-Examinations*

For applicants at the time of screening for admission eligibility and residents at the time of re-examination for continued occupancy, policy language was revised regarding the asset limit of

\$100,000 and the prohibition of ownership of real property suitable for occupancy, with specified exceptions.

*Section VI.A Re-Examination of Income and Family Circumstances; Eligibility for Continued Occupancy*

This section was revised to clarify the list the acceptable forms of Social Security Number verification.

*Section XI Determining Income and Rent*

The section regarding the income from family assets self-certification limit of \$50,000 was revised. Additional revisions were included regarding assets, childcare expenses, attendant care expenses, medical expenses, and student financial assistance. The Determining Income and Rent section was also reformatted for clarity.

**Chicago Fair Notice Ordinance**

*Section VII.E Interim Adjustments for Rent & Family Composition; Interim Adjustment Procedures*

Policy language was added for CHA to provide a Notice of Possible Rent Increase a minimum of 120 days prior to the scheduled re-examination to further comply with the Chicago Fair Notice Ordinance. The Interim Adjustments section was also reformatted for clarity.

**Eviction Prevention Policies**

*Section XIII.D Lease Termination; Eviction Prevention and Referrals to Social Services*

Policy language was added to this section to encourage various steps that should be taken to prevent evictions, such as referrals to FamilyWorks and other support systems. The purpose of this language is to reduce the number of preventable evictions and reduce administrative and legal costs for pursuing evictions. This may increase participation in programs to help residents to be able to pay their rent or avoid lease violations. The language will not prevent evictions from occurring in cases where it is necessary, such as enforcement of criminal cases.

Respectfully Submitted:



**Angela Hurlock**  
**Interim Chief Executive Officer**



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**RESOLUTION NO. 2025-CHA-25**

**WHEREAS,** the Board of Commissioners of the Chicago Housing Authority has reviewed the Board Letter dated July 29, 2025, entitled "Authorization to approve the FY2025 Admissions and Continued Occupancy Policy".

**THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE CHICAGO HOUSING AUTHORITY:**

**THAT,** the Board of Commissioners hereby approves the FY2025 Admissions and Continued Occupancy Policy (ACOP) and grants authorization to the Interim Chief Executive Officer, or her designee, to make final updates, as deemed necessary;

**THAT,** this approval of the FY2025 Admissions and Continued Occupancy Policy (ACOP) supersedes any and all conflicting language found in prior CHA Admissions and Continued Occupancy Policy (ACOP).



A handwritten signature in black ink, appearing to read "Matthew Brewer".

**Matthew Brewer**  
**Interim Chairman**  
**Chicago Housing Authority**