

DUPAGE HOUSING AUTHORITY
RESOLUTION NO. 2021 – 03
ADMINISTRATIVE PLAN REVISIONS

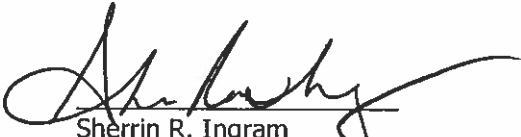
BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE DUPAGE HOUSING AUTHORITY (DHA), as follows:


Section 1: It is in the best interests of the DuPage Housing Authority to take the following action:

Approve the attached revisions under Chapter 5 to the DuPage Housing Authority Administrative Plan: Chapter 5-II.F. (Voucher term and Extensions), 5-II.G (Tolling and Suspension), and 5-II.H. (Expiration of Voucher Term .

Section 2: This Resolution is effective upon its adoption retro to March 27, 2020.

Approved by the DuPage Housing Authority Board of Commissioners on the 18th day of February, 2021.


Sherrin R. Ingram
Chair


Dru J. Bergman
Secretary/Treasurer

Ayes: 6

Nays: 0

Abstain: 0

PROPOSED ADMIN PLAN CHANGES

February 18, 2021

5-II.F. VOUCHER TERM AND EXTENSIONS

Initial Voucher Term

[24 CFR 982.303]

The DHA initial voucher term (voucher search time) will be one-hundred twenty (120) calendar days. The family must submit a Request for Tenancy Approval (RFTA) within the one-hundred twenty (120) calendar day search period unless DHA grants an extension, or if there is a tolling or suspension of the initial voucher term.

Extensions of the Initial Voucher Term

[24 CFR 982.303(b)]

DHA may approve an extension to the 120 calendar days initial voucher term of no more than sixty (60) calendar days – for a total voucher search time of one hundred eighty (180) calendar days – upon a written request from the family.

- **DHA Policy:** The total search time of the initial voucher term may not exceed one-hundred twenty (120) calendar days unless there is an extension of the initial voucher term as noted in this section, or a tolling or suspension of the voucher as noted in [DHA Plan: 5-II.G.].
 - Families that are unable to locate a suitable unit within the one-hundred twenty (120) calendar day limit on the initial voucher term can request an extension limit of up to sixty (60) calendar days. Any request for an extension must be made prior to the expiration date of the one-hundred twenty (120)-calendar day initial voucher term, and must be in writing.
 - Extensions up to sixty (60) calendar days beyond the initial voucher term of one-hundred twenty (120)-calendar days are granted at the sole discretion of DHA and is not subject to the appeal process.

Extensions Beyond Any Initial Voucher Term Extension

Any extension granted beyond any initial voucher term extension can only be in two categories, can be no more than thirty (30) calendar days in each category and must be applicable to the family as determined by DHA.

- **DHA Policy:** Extensions beyond the initial voucher term extension will only be considered if:
 - the family needs and requests an additional extension of the initial voucher term extension of no more than thirty (30) calendar days as a Reasonable Accommodation due to a disability; or
 - the family needs and requests an additional extension of the initial voucher term extension of no more than thirty (30) calendar days due to extraordinary circumstances that DHA deems sufficient in nature to raise an issue of fairness and therefore require additional time, i.e. for elderly persons , major illness or extended incapacitation.

5-II.G. TOLLING AND SUSPENSION OF VOUCHER TERM

PROPOSED ADMIN PLAN CHANGES

February 18, 2021

Tolling and suspensions are administrative processes that stops the timer of the term of the voucher. The overall purpose of this provision is to put the participant back in the position that they would have been prior to the event that triggered the tolling or suspension.

- **DHA Policy:** DHA applies tolling and suspension in the following circumstances:
 - Tolling: Prior to the expiration date of the voucher and any extension approved by DHA, the family submits a Request for Tenancy Approval (in this situation the unit “ready date” for the inspection cannot be more than thirty (30) calendar days from the date the RFTA was submitted); or
 - Suspension: Other extraordinary circumstances that DHA deems sufficient in nature to raise an issue of fairness and therefore require additional time, not to exceed one-hundred twenty-five (125) calendar search days.

5-II.H. EXPIRATION OF VOUCHER TERM

If the voucher term or any extension expires before the family has submitted a RFTA, the family is no longer eligible to search for housing. The family may reapply for assistance when the waiting list is reopened for new applications.

- **DHA Policy:** For participants approved to move to a new unit within DHA’s jurisdiction, if a family does not locate a new unit within the term of the voucher and any extensions, tolling or suspensions, the family may remain in its current unit with continued voucher assistance if the owner agrees and DHA approves. However, if the family has already moved out of the unit, the voucher was issued, and the full term of that voucher and any approved extensions, tolling or suspensions has expired, the family will lose its assistance.