

2020 PROPOSED ACOP MODIFICATIONS

ACOP SECTION	PROPOSED CHANGES
SUMMARY TABLE OF CONTENTS	<u>APPENDIX J: HABC Dwelling Lease</u>
3.13 REPORTING CHANGES WHILE ON THE WAITING LIST	<u>If the proposed Head of Household for an applicant family dies before a unit offer is made, an adult family member, listed in the current application, may be instated as Head of Household.</u>
4.12 OTHER ELIGIBILITY CRITERIA	<u>Applicants should present a current photo identification card (such as a driver’s license, state issued ID, student ID, etc.) to demonstrate that the adult named on the birth certificate is, indeed, the applicant.</u>
5.5 ORDER OF SELECTION	The order of selection for vacant units, which includes residents requesting/needing transfers, as well as applicants, will generally be as follows, <u>subject to the requirements of Section 10.9 for Administrative Transfers</u> and Section 10.12, Demolition, Disposition, Revitalization, or Rehabilitation:
6.3 PARAMETERS FOR DETERMINATION OF UNIT SIZE	<ul style="list-style-type: none"> • Other than adults who are married, have an interdependent relationship or domestic partnership, adults of the opposite sex will not be required to share a bedroom. • The Head of Household will not be required to share a bedroom with anyone other than the co-head of household or spouse. • • Household members of the same sex who are seven or more years apart will not be required to share a bedroom, although they may share a bedroom at the family’s request. • Two household members of the same sex who are less than seven years apart will be allocated one bedroom.
7.28 ZERO, MINIMAL INCOME HOUSEHOLDS & TEMPORARY/SPORADIC INCOME HOUSEHOLDS	A minimal income household is one where the combined gross household income is \$2,000 <u>\$2,400</u> or less per year
<u>7.30 Additional Identity Verification</u>	<u>Adult residents will be required to present a current photo identification card (such as a driver’s license, state issued ID, student ID, etc.) to demonstrate that the adult named on birth certificate is, indeed, the resident. Copies of identification verification items must be retained in the tenant file folder.</u>
10.6 EMERGENCY TRANSFERS TO ADDRESS HEALTH, SAFETY, AND HABITABILITY ISSUES	Emergency transfers to address health, safety, and habitability issues are made because the resident's unit has become uninhabitable because of fire, flood, or other causes; <u>or (b) one or more properties adjacent to the resident’s unit is/are obsolete as to physical conditions and may pose a threat to the safety of the resident.</u>

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<p>10.19 TRANSFER WAITING LISTS</p>	<p>Transfers will be processed in the following order <u>based on the date/time of application within each category, subject to the requirements of Section 10.9, Administrative Transfers and Section 10.12, Demolition, Disposition, Revitalization, or Rehabilitation.</u></p> <ol style="list-style-type: none"> 1. Emergency to address health, safety, and habitability issues 2. Emergency VAWA 3. Emergency IV/IW 4. Immediate Needs 5. Reasonable accommodation 6. Transfer pursuant to an HABC MOU 7.6. Demolition, Disposition, Revitalization, or Rehabilitation 8.7. Transfers from accessible units 9.8. Severely over-housed 9. Severely under-housed. HABC will house one severely under-housed current resident for every 3 applicants housed at the affected AMP. <u>10. When the list of severely over/under-housed current residents is exhausted, HABC will house one over/under-housed current resident for every 3 applicants housed at the affected AMP</u>
<p>CHAPTER 11: LEASING 11.1 INTRODUCTION</p>	<p>All units must be occupied pursuant to a dwelling lease agreement between HABC and the resident or, at the privately owned/managed sites, between the landlord and the resident (<u>see Appendix J – Dwelling Lease</u>). This chapter describes pre-leasing activities and HABC's policies pertaining to lease execution, security deposits, other charges, and additions to the lease. This chapter also describes HABC's policies with respect to inspection of each dwelling unit prior to move-in, at move-out, and during the period of occupancy.</p>
<p>12.10.2 NON-EMERGENCY ENTRIES</p>	<p> <ul style="list-style-type: none"> ◆ Maintenance Repairs: <u>if the If a Resident requests repairs through HABC's the work order system of HABC or the a privately owned/managed sites, the Resident will be informed at the time of the request that may consent at the time of such request to HABC's entry into the unit without further notice,</u> </p>

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	<p>for the sole purpose of completing those requested repairs. If consent is granted, HABC and or the privately owned/managed sites may will enter the Resident's unit during normal business hours, without any further advance written notice to the resident, for the sole purpose of making the requested repairs. HABC and the privately owned/managed sites will leave a summary of the actions taken during the repair visit. Maintenance staff will knock and announce, their entry into the unit upon arrival to make the requested rep</p>											
<p>12.13 EMERGENCY REPAIRS</p>	<p>The following items are to be considered emergency in nature and require immediate (less than 24 hour) response:</p> <ul style="list-style-type: none"> • Lock-out (with proper identification of resident) • Broken lock which affects unit security • Broken window glass which affects unit security, is a cutting hazard, or occurs during inclement weather (to be secured or abated) • Plumbing leaks that can cause flooding or damage to the unit • Natural gas leaks or smell of fumes • Backed-up sewage • Electrical hazard • Units in which the temperature is below 68 degrees because of defective or broken heaters. • Units with elderly residents or residents with disabilities in which HABC-owned air conditioners are inoperable during the summer or in which the refrigerators are inoperable. 											
<p>14.4 RE-EXAMINATION FREQUENCY: Table of Re-examination Frequency</p>	<table border="1"> <thead> <tr> <th><u>Description</u></th> <th><u>Frequency of Reexamination</u></th> </tr> </thead> <tbody> <tr> <td>Households on fixed incomes only</td> <td>Triennial (MTW Policy)</td> </tr> <tr> <td>Over-Income Households</td> <td>Annual</td> </tr> <tr> <td>Households who select the flat rent option</td> <td>Annual flat rent updates Triennial</td> </tr> <tr> <td>Households who report zero income, minimal income or temporary or sporadic income only,</td> <td>Annual</td> </tr> </tbody> </table>	<u>Description</u>	<u>Frequency of Reexamination</u>	Households on fixed incomes only	Triennial (MTW Policy)	Over-Income Households	Annual	Households who select the flat rent option	Annual flat rent updates Triennial	Households who report zero income, minimal income or temporary or sporadic income only,	Annual	
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	<p><u>child support only, State Assistance (e.g. TANF) only</u></p>	
	Households at privately owned/managed properties	Annual
	All other households	Biennial (MTW Policy)
<p><u>14.8 Conducting Regular Re-examinations</u></p>	<p><u>All adult members of the household are required to sign consent/release forms necessary in the recertification process.</u></p>	
<p><u>14.8.2 Household Members Turning 18</u></p>	<p><u>Residents are not required to report when a family member turns 18 years of age between regular recertifications. However, if a family member will be 18 years of age on or before the effective date they must attend the reexamination appointment.</u></p>	
<p><u>15.3.8 Death of a Sole Family Member the Head of Household in a Single Member Household</u></p>	<p><u>To permit a presumed next of kin to obtain belongings of a deceased resident left in the dwelling unit, such person must present valid picture identification and must: (1) be listed on the resident’s emergency contact form; (2) present a letter of administration from a court of competent jurisdiction; or (3) present a notarized statement, in the form approved by HABC, certifying under penalties of perjury that he/she has the sole right to claim possession of the items.</u></p>	
<p>19.2 Appendix B: GLOSSARY OF ACOP TERMS</p>	<p>74. <i>Interdependent relationship.</i> A close personal relationship in which two people live together, one or each provides financial support, domestic support or personal care to the other.</p> <p>85. <u>Minimal income. Annual adjusted income that is \$2,400 or less.</u></p> <p>97. <u>Obsolete as to physical conditions. Where HABC has made a determination that one or more properties adjacent to a Scattered Sites property is in a state of disrepair due to abandonment and/or structural deficiency that may pose a threat to the safety of an occupant of the HABC-owned unit.</u></p>	
<p>APPENDIX H: GRIEVANCE POLICY</p>	<p>IX NOTICE TO TERMINATE TENANCY, HEARING PANEL DECISIONS, NOTICE TO VACATE AND EVICTION ACTION REMOVED ENTIRE SECTION]</p>	