Chapter 1:
A. HOUSING AUTHORITY MISSION STATEMENT

FIVE YEAR AGENCY GOALS

Remove:
Goal 1: Expand the Supply of Assisted Housing
Goal 2: Improve the Quality of Assisted Housing
Goal 3: Increase Assisted Housing Choices
Goal 4: Provide an Improved Living Environment
Goal 5: Promote Self-Sufficiency and Asset Development of Assisted Households
Goal 6: Insure Equal Opportunity and Affirmatively Further Fair Housing
Goal 7: Violence Against Women Act (VAWA)

Add:
Goal 1: Preserve & Expand Affordable Housing
Goal 2: Pursue Excellence and Innovation
Goal 3: Cultivate Operational Efficiencies
Goal 4: Improve Quality of Life

Reason: To reflect current goals

C. PURPOSE OF THE POLICY

Remove: AMHA will submit requests for a HUD waiver of program rules and regulations on behalf of participants as a reasonable accommodation if timely requested to do so. In the case of termination, a request for accommodation seeking a waiver may be submitted to AMHA up to 90 days following the notice of termination. AMHA will not consider a request for accommodation seeking a HUD waiver after a 180-days of absence from the unit or after program participation has ended. The PHA Board of Trustees must approve the original policy and any changes. Required portions of this Plan will be provided to HUD.

Reason: To follow HUD protocol

Chapter 2:
B. FAMILY COMPOSITION

Live-In Aide

Add: If the 60 calendar days expire, the resident will have to resubmit an application for approval of a live-in aide, unless otherwise approved by the PHA.

Reason: To allow additional time to submit background screening information as needed
Add: Joint Custody of Children
Children who are subject to a joint custody agreement but live with one parent at least 51% of the time will be considered members of the household. "51% of the time" is defined as 183 days of the year, which do not have to run consecutively. When both parents are on the Waiting List and both are trying to claim the child, the parent whose address is listed in the school records will be allowed to claim the school-age child as a dependent.

Reason: to match Admin Plan

F. DENIAL OF ADMISSION FOR DRUG-RELATED AND/OR OTHER CRIMINAL ACTIVITY

Remove: The PHA has contracted with the State of Ohio Highway Patrol Bureau of Criminal Investigation, an FBI approved channeling agent, to process and funnel requests in order to obtain National Crime Information Center (NCIC) data for the purpose of accessing FBI criminal records.

Reason: PHA may be switching providers

G. CRITERIA FOR HOUSING APPLICANTS AND HOUSEHOLD MEMBERS WITH CRIMINAL CONVICTIONS

Hearings

Add: If information is revealed that would cause the PHA to deny admission to the household and the person disputes the information, s/he shall be given an opportunity for an informal hearing according to the PHA’s hearing procedures outlined in the Chapter on Complaints, Grievances and Appeals. The household is not eligible for a formal grievance hearing.

Reason: clarification of current policy

Chapter 4:

B. WAITING LIST PREFERENCES

Add: Full Term First Birthday Preference: for applicants referred by the Full Term First Birthday Greater Akron program, which works to promote healthy full term pregnancies and ensure every child celebrates a first birthday. (This preference will be capped at 20 participants across all programs.)

Reason: to address the social stressor of housing needs for families working towards healthy full-term pregnancies and a child who celebrates their first birthday.

Homeless:

Add: As part of the Continuum of Care (CoC) Central Intake System (24 CFR 578.7(a)(8), the PHA will refer applicants to the Akron/Summit County CoC Central Intake System as appropriate (homeless, at-risk of homeless, chronically homeless) The PHA will prioritize individuals who are chronically homeless as defined by Notice CPD-16-11 and follows the Housing First criteria for targeted funding projects.

Reason: Summit County COC requests addition of Housing First language

Add: Moving On Preference Many participants, over time, may find that they no longer need the level of supportive services that are provided while in the Continuum of Care Permanent Supportive Housing (CoC-PSH) program (a program with an active Memorandum of Understanding with the CoC Permanent Supportive Housing program). When people have the opportunity to move from supportive housing into another stable housing opportunity, such turnover creates availability in existing supporting housing vouchers that can be used to serve other eligible households. In such cases where the supportive service housing programs are fully utilized per the grant agreements, CoC-PSH participants who wish to obtain a tenant based voucher or Low Income Public Housing (LIPH) may receive a Moving On preference (This
preference will be capped at 20 participants across all programs.), see Chapters 7 also.  
**Reason:** To include participants moving on from other CoC funded permanent supportive housing.

C. **ORDER OF SELECTION FOR GENERAL OCCUPANCY (FAMILY) DEVELOPMENTS, PINEWOOD GARDENS AND SPICER TERRACE SITE BASED WAIT LISTS**

**Add:** Full Term First Birthday: 2 points  
Moving On Preference: 2 points  
**Reason:** to address the social stressor of housing needs for families working towards healthy full-term pregnancies and a child who celebrates their first birthday.

N. **PLAN FOR UNIT OFFERS**

**Add:** The PHA plan for selection of applicants and assignment of dwelling units to assure equal opportunity and non-discrimination on grounds of race, color, sex, religion, national origin, familial status, disability, military status, age, ancestry, sexual orientation, marital status, or gender identity is:

**Reason:** to include all protected classes

**Chapter 6:**

D. **DISALLOWANCE OF EARNED INCOME FROM RENT DETERMINATIONS**

**Remove:** The PHA may apply for the FY17 Jobs Plus Initiative program grant. If the PHA is awarded the grant, the Earned Income Disallowance requirements will be modified as written and approved by HUD for applicable developments.

**Reason:** PHA was awarded the Jobs Plus grant

**Add:** Jobs Plus – Earned Income Exclusion for Qualified Families in Summit Lake Apartments or Lakeshore Apartments:

The annual income for qualified families may not be increased as a result of increases in earned income beginning on the date in which the individual enrolled in JPEID and continuing no longer than the duration of the grant period, ending January 15, 2025. Participant baseline earned income will not change for up to 48 months or the duration of the grant term, whichever period is sooner.

An individual qualified for the earned income exclusion is an individual that occupies a dwelling unit in Summit Lake Apartments or Lakeshore Apartments and is paying income-based rent.

**Reason:** PHA was awarded the Jobs Plus grant

**Chapter 7:**

H. **VERIFYING NON-FINANCIAL FACTORS**

**Verification of Permanent Absence of Adult Member**

If an adult member who was formerly a member of the household is reported permanently absent by the family, the PHA will consider any of the following as verification:

**Add/Remove:** Removal of a Household Member form completed by both the head of household and the individual that is being removed with supporting documentation as indicated below..
Husband or wife institutes divorce action.

Husband or wife institutes legal separation.

Order of protection/restraining order obtained by one family member against another.

Proof of another home address, such as utility bills, canceled checks for rent, drivers license, or lease or rental agreement, if available. These documents should be no less than 90 days old at the time of the request to remove member.

Statements from other agencies such as social services that the adult family member is no longer living at that location.

If the adult family member is incarcerated, a document from the Court or prison should be obtained stating how long they will be incarcerated.

After two attempts to obtain the required documentation from the family, if the PHA has confirmed that no other proof can be provided, the PHA will accept a Statement from the family (Personal Declaration Form and/or Change of Family Status Form).

Reason: to match current practice

J. VERIFICATION OF WAITING LIST PREFERENCES

Add: 6. Full Term First Birthday Preference: for applicants referred by the Full Term First Birthday Greater Akron Program, which works to promote healthy full-term pregnancies and ensure every child celebrates a first birthday. Certification of eligibility from Full Term First Birthday or one of its partners will be required.

Reason: to address the social stressor of housing needs for families working towards healthy full-term pregnancies and a child who celebrates their first birthday.

Add: 7. Moving On Preference: for applicants referred by the Continuum of Care Permanent Supportive Housing (CoC-PSH) program (a program with an active Memorandum of Understanding with the CoC Permanent Supportive Housing program), Certification from the CoC or one of its partners will be required.

Reason: To include participants moving on from other CoC funded permanent supportive housing.

Chapter 8

I. TRANSFER REQUEST PROCEDURE

Add: Residents applying for a transfer will have to complete a request for transfer form stating the reason a transfer is being requested. The Housing Placement Manager will evaluate the request to determine if a transfer is justified. The exception is requests for medical hardship accessibility (Reasonable Accommodations). Residents submit medical hardship accessibility requests to the RA Coordinator.

Reason: Residents do not complete a transfer request form for RA requests

L. SINGLE-FAMILY UNIT HOUSING / SCATTERED SITE DIVISION HOUSING - TRANSFER

Remove: Third party certification requested by the PHA from the Head of Household, Co-Head of Household, or Spouse who are not employed, elderly, or disabled, or otherwise exempted may include written documentation of job search/self-sufficiency activities, such as:

Reason: Grammatical
Chapter 9

B. EXECUTION OF LEASE

Add: If, for any reason, any signer of the lease ceases to be a member of the household, the lease will be amended by drawing a line through the party's name and both parties will be required to initial and date the change. If, at any time, the Head of Household changes, a new lease will be executed.

Reason: to match current practice

C. ADDITIONS TO THE LEASE

Add: In such cases where the addition of a new member who has not been born, married, legally adopted or received court awarded custody into the family, and the addition will affect the bedroom size required by the family, according to the PHA occupancy standards, the PHA will not approve the addition. If an individual who is proposed for addition and is subject to screening is denied admission, that individual may request an informal hearing. See Chapter 2-I. The head of household is not eligible for a formal grievance hearing. See Chapter 2-I.

Reason: clarification of current policy

L. INSPECTIONS OF PUBLIC HOUSING UNITS

Annual Inspections

Change: A notice will be left in the unit with the approximate date of the required repairs. For units with a deficiency, the inspector will leave a copy of the inspection letter with a note that management enter the unit within 10 days to correct the deficiencies

Reason: Rev. PH- UPIS Procedure states: *For units with a deficiency, the inspector will leave a copy of the inspection letter with a note that management enter the unit within 10 days to correct the deficiencies.* Should "approximate date" be changed to "within 10 days"? Will this cause an issue if the repairs are not corrected within 10 days?

Reason: to match UPCS Procedure

Emergency Inspections

Changed: Emergency Repairs to be Completed Addressed in Less than 24 Hours

Reason: to match current procedure

Remove: Lock-out (with proper identification of resident)

Add: Broken lock, which affects unit security or safety

Remove: Broken window glass, which affects unit security, is a cutting hazard, or occurs within inclement weather (to be secured or abated)

Reason: to match current procedure

Remove: escaping gas.

Reason: should be covered under gas leaks

Add: Water leaks from pipes or water supply; Plumbing leaks which have the capacity to create flooding or cause damage to the unit.

Change: Backed-up sewage Broken sewer lines and/or exposed raw sewage

Add: Electrical hazard; Power failure to whole unit/full electric outage
**Change:** Units with elderly residents or persons with disabilities have the following additional standards for repairs to be conducted in less than 24 hours as quickly as possible:

**Add:** Inoperable, damaged or missing smoke detectors will be treated as a 24 hour emergency and will be made operable by the PHA if the smoke detector is in need of repair

**Reason:** to match current procedure

**Add:** All life and safety issues
- Stopped up sewer lines including clogged toilets and tubs (if only one toilet in unit)
- Heating system when exterior temperature is below 55 degrees F
- Senior Facilities or person(s) with proven medical condition: Cooling system when exterior temperature is above 90 degrees F
- Inoperative/damaged fire alarm systems
- Burglar alarm notification
- Inoperative/damaged emergency lighting or other life safety warning systems
- Assistance to emergency services when requested (Fire, Police, Medics)
- Inoperative elevator in high rise building

**Reason:** to match current procedure

**Entry of Premises Notices**

**Remove:** If no person is at home, the inspector and another staff member will enter the unit and conduct the inspections.

**Reason:** to match current procedure

**Chapter 10**

**ASSISTANCE ANIMALS THAT ASSIST PERSONS WITH DISABILITIES**

**Changed:** An Assistance Animal is not a pet. Conditions and restrictions that the PHA places on pets may not be applicable to assistance animals (e.g. breed restrictions). An Assistance Animal is an animal that assists, supports or provides services to persons with disabilities. An Assistance Animal includes (but is not limited to) a: service animal, companion animal, therapy animal, or emotional support animal.

There are two types of assistance animals: (1) service animals (dogs that are individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability), and (2) support animals (other trained or untrained animals that do work, perform tasks, provide assistance, and/or provide therapeutic emotional support for individuals with disabilities). A resident who is a person with a disability may be approved for an assistance animal once a request for reasonable accommodation is submitted and evaluated by the Reasonable Accommodation Committee, unless the disability related need for the animal is obvious. But a person with a disability is not automatically entitled to have an assistance animal. Supporting documentation may be required as part of the evaluation process. (See Reasonable Accommodation policy on page 1-5)

**Reason:** New definition per FHEO-2020-01

**B. Types of Pets Allowed**

**Add:** Vicious or intimidating pets. Dog breeds including [pitbull/ rottweiler/ dalmatian/ chow/ boxer/ doberman /German shepherd] [] are considered vicious or intimidating breeds and are not allowed.

**Reason:** to match breeds listed in Pet Policy
Remove: Ferrets or other animals whose natural protective mechanisms pose a risk of serious bites and/or lacerations to small children.
Reason: to match Pet Policy revision

Chapter 11

C. REPORTING INTERIM CHANGES

Add: To report any changes in family composition and/or income, a resident will be required to go to their Development Manager’s Office or the website and complete a “Change of Family Status Form” within ten days from the date the change occurred.
Reason: To match current practice

Increases In Income and Rent Adjustments

Change: A household has reported zero income, monetary contributions or a payment from a non-household member has an income source identified. Any adult household member reporting zero income who subsequently obtain income will be required to report, in writing, within 10 calendar days and recertify.

Any adult household member reporting less than $2000 annually as income, who experiences an increase in income will be required to report, in writing, within 10 calendar days and recertify.
Reason: new interim procedure

Add: J. OVER-INCOME LIMIT

If a family’s income has exceeded 120 percent of the area median income (AMI) for the most recent two (2) consecutive annual reviews, the PHA will:

Terminate the family’s tenancy within 6 months of the second income determination

Or

Charge the family a monthly rent equal to the greater of:

- The applicable Fair Market Rent (FMR), or
- The amount of monthly subsidy for the unit, including amounts from the operating and capital fund.

Tracking and Notification

Once a family’s income has been documented to exceed the 120% AMI income limit, this will be documented and compared to the family’s income one year later.

If, after one year of the initial over-income determination, the family’s income continues to exceed the over-income limit, written notification will be provided to the family informing them that their income has exceeded the over-income limit for one year and that if the family’s income continues to exceed the over-income limit for the next 12 consecutive months, the family will be subject to either a higher rent or termination of tenancy.

Chapter 12

A. TERMINATION BY RESIDENT

Add: The resident may terminate the lease at any time by providing the PHA with a written 30 (thirty) day advance notice as defined in the lease agreement.
Reason: To match language in lease agreement

B. TERMINATION BY PHA

Add: The lease may be terminated by the PHA at any time by giving written notice for serious or repeated violation of material terms of the lease, such as, but not limited to the following: (See Sections VII and IX of the dwelling lease)
Reason: to match lease

Change: The PHA will waive the requirement regarding drug-related criminal activity if:

The individual involved in drug-related criminal activity is no longer in the household because the person has died deceased or is imprisoned incarcerated.
Reason: consistent language

C. NOTIFICATION REQUIREMENTS

Change: The PHA will waive the requirement regarding drug-related criminal activity if:

The individual involved in drug-related criminal activity is no longer in the household because the person has died deceased or is imprisoned incarcerated.
Reason: consistent language

Chapter 14

B. DEBTS DUE TO FRAUD/NON-REPORTING OF INFORMATION

Program Fraud

Change: If a family owes an amount which equals or exceeds $3,000 $5,000.00 as a result of program fraud, the case will be referred to the Financial Fraud Investigators.
Reason: to match current practice