

Summary of Proposed Substantive Changes to the Admissions and Continued Occupancy Policy

Effective January 1, 2022

Chapter 1:

A. HOUSING AUTHORITY MISSION STATEMENT

The Akron Metropolitan Housing Authority provides quality, affordable housing and services as a platform to develop people, property and community.

FIVE YEAR AGENCY GOALS

Goal 1: Preserve & Expand Quality Affordable Housing

Goal 2: ~~Pursue Excellence and Innovation~~ Maintain Operational Excellence While Pursuing Innovation and Efficiencies

Goal 3: ~~Cultivate Operational Efficiencies~~ Improve Resident Quality of Life

Goal 4: ~~Improve Quality of Life Positively Impact Community Change~~

Reason: to match annual plan

E. SERVICE AND ACCOMMODATIONS POLICY

Application Process

Permitting the submission of applications or certification forms by mail or electronically.

Recertification by Mail

The PHA will permit the family to submit annual and interim recertification forms through the mail or electronically, when the PHA has determined that the request is necessary as a reasonable accommodation.

Reason: to allow electronic communication with applicants and residents

Chapter 3:

B. NOTIFICATION OF APPLICANT STATUS

This written notification of eligibility will be mailed to the applicant by first class mail or electronically.

Reason: to allow electronic communication with applicants

Chapter 7:

H. VERIFYING NON-FINANCIAL FACTORS

The documents listed below will be considered acceptable verification of date of birth and legal identity for adults. If a document submitted by a family is illegible or otherwise questionable, more than one of these documents may be required.

Certificate of Birth, naturalization papers

Birth records

Church issued baptismal certificate

Current **or recent valid** Driver's license

U.S. military discharge (DD 214)

U.S. passport

Department of Motor Vehicles Identification Card

Voter registration card

Company/agency identification card

Any other state, local, national, or international official documents containing a birth date of comparable reliability

Reason: to accept additional documents as proof of identity when other documents are not available.

Chapter 9:

B. EXECUTION OF LEASE

The lease shall be executed by the head of household, spouse, **any other adult (18 yrs. and older)**, and by an authorized representative of the PHA, prior to admission.

Reason: all adult members must be included in lease execution

H. FEES AND NONPAYMENT PENALTIES

If the resident fails to make payment by the eighth (8) day of the month, and the PHA has not agreed to accept payment at a later date, a Notice of Lease Termination will be issued to the resident with a **14 30** day notice period for failure to pay rent, demanding payment in full or the surrender of the premises.

Reason: Compliance with PIH Notice 2021-29

Chapter 11:

B. ANNUAL REEXAMINATION

Reexamination Notice to the Family

All families will be notified of their obligation to recertify by first class mail. The notification shall be sent at least 90 days in advance of the anniversary date. ~~The interview may be conducted in person, over the phone, by mail, and/or by electronic submission at the discretion of the PHA.~~ If requested as an accommodation by a person with a disability, the PHA will provide the notice in an accessible format.

Reason: Procedural change to allow for multiple methods of conducting the reexamination interview.

Reexamination Notice to Fixed Income Families

The PHA will maintain a streamline reexamination tracking system and the household will be notified by mail at least ~~120-90~~ days in advance of the anniversary date.

Reason: consistency, to match language in **Reexamination Notice to the Family**

Increases In Income and Rent Adjustments

There will be no adjustments in rent between admission and the first re-examination or for the period between regular rent redetermination, unless during such period:

A resident that is receiving the benefits of the EID are to go to the 50% phase in period, ~~have an increase in income while in the 50% phase in period~~ or have completed their EID by either having used all 12 months at 100% and all 12 months at 50% or have used up the 48 months (24 months for those qualified after January 1, 2017) allotted for the EID benefits.

Reason: to match current practice

Chapter 12:

B. TERMINATION BY PHA

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 ~~and XIV~~ of the dwelling lease)

Reason: to include additional examples from dwelling lease

C. NOTIFICATION REQUIREMENTS

Timing of the Notice

If the PHA terminates the lease, written notice will be given as follows:

At least ~~14~~ 30 calendar days prior to termination in the case of failure to pay rent;

A reasonable time, according to State law, considering the seriousness of the situation when the health or safety of other residents or PHA employees is threatened;

At least thirty days prior to termination in all other cases.

Reason: Compliance with PIH Notice 2021-29

Chapter 13:

B. APPEALS BY APPLICANTS

Applicants must submit their request for an informal hearing in writing to the PHA within 14 (fourteen) ~~working~~ days from the date of the notification of their ineligibility.

Reason: consistency

IV. FORMAL GRIEVANCE HEARING PROCEDURES

Scheduling the Hearing: [24 CFR 966.55(f)]

When Complainant submits a request for a formal Grievance Hearing, AMHA will select a hearing officer in rotation from the slate of Hearing Officers. AMHA will notify the resident by letter of the scheduled date and time of the hearing. ~~within ten (10) work days from AMHA's receipt of the resident's formal hearing request.~~

Reason: to match current practice

G. Failure to Appear at the Hearing:

If the Complainant fails to appear at the scheduled formal Grievance Hearing, the Hearing Officer may make a determination to postpone the hearing ~~for a period of time not to exceed five business days~~, or may make a determination that the party has waived his/her right to a hearing

Reason: to match current practice and allow for proper notification by mail