Summary of Proposed Changes to the Edgewood Admissions and Continued Occupancy Policy
Effective January 1, 2024

I. DEFINITIONS

Remove all:

Moving to Work

CURRENT GROSS INCOME. The gross income (total income without any deductions or allowances) the family expects to receive in the next 12 months based on a review of their current income. Current generally refers to the period approximately 180 days prior, or more recent, to the household’s effective date.

PRIOR YEAR GROSS INCOME. See definition of Retrospective Gross Income.

RETROSPECTIVE (PRIOR YEAR) GROSS INCOME. The gross income (total income without any deductions or allowances) received by the household during the prior 12 months ending 120 days before the recertification effective date. The period always begins on the first day of the month and ends on the last day of the month. The retrospective period is fixed; it does not change or update after it is communicated to the household. All income received during this time period will be counted, regardless of length of time or amount received, with the exception of HUD allowable exclusions and household members who turned 18 during the retrospective period. Earned income received by a household member turning 18 during the retrospective period will not be included.

STANDARD RENT HOUSEHOLDS. TTP is determined by the highest of the following amounts, rounded to the nearest dollar:

• 30 percent of the family’s monthly adjusted income;
• 10 percent of the family’s monthly income;
• If the family is receiving payments for welfare assistance from a public agency and a part of those payments is specifically designated to meet the family’s housing costs, the portion of those payments which is so designated; or
• The minimum rent.

TIERED RENT HOUSEHOLDS. Total Tenant Payment (TTP) is determined by which tier the household’s retrospective annual gross income (current households) and current gross income (new admissions) falls into. Income recertifications occur triennially. Households cannot have interim recertifications, but may qualify for temporary hardships to reduce their TTP.
WORKABLE FAMILY. A family whose head (including co-head), spouse, or sole member is a person who is not considered disabled (see definition of “disabled person”) and is less than 62 years of age.

Reason – Edgewood is not participating in the MTW program due to its additional funding sources.

Assets

Cash on hand, (including checking accounts), stocks, bonds, annuities, money market, mutual funds, 401K, IRA, savings accounts, pay cards, CD, direct express card, cryptocurrency, equity in real property or the cash value of life insurance policies, not including the value of personal property such as furniture, automobiles and household effects.

Reason – Updated to closer match the SIAS.

Non-Public Housing Unit

Any one of the 31 units in Phase 1, the 25 units in Phase 4, and the 30 units in EVS that are subject to all requirements of the LIHTC Program, but not of the public housing program, and the 12 units in Phase 5 that are subject to both the LIHTC Program and PBV program HAP Contract but not the public housing program.

Reason – The other units in Phase 5 are Project Based Voucher units.

III. ELIGIBILITY REQUIREMENTS

c. Standard for Violation

Persons currently listed on the AMHA Criminal Trespass List are not eligible for housing.

Persons evicted and/or that have had their subsidy terminated from public housing, Indian housing, Section 23, or any Section 8 program because of drug related criminal activity are ineligible for admission to Public Housing for a three five(5) year period beginning on the date of such eviction.

Reason – Changed to match AMHA Annual Plan and ACOP.
VI. APPLICATION PROCESS

Families who wish to apply for Edgewood Village must complete an application form. Applications will be made available in an accessible format upon request from a person with a disability.

Persons with disabilities may call the Housing Placement Department management office to receive an application through the mail or to make other arrangements to complete their application.

Phase Two: Full Application

The Housing Placement Department management office will notify the family by first class mail or electronically when it is selected from the preliminary waiting list to complete the Full Application. The notice will inform the family of the following:

Reason – Changed to match AMHA Annual Plan and ACOP.

VII. TENANT SELECTION AND ASSIGNMENT PLAN

H. Verification Procedures/Final Eligibility Determination.

3. Verification Hierarchy

6. Upfront Income Verification (UIV) using HUD’s Enterprise Income Verification (EIV) and the Income Validation Tool (ITV) (Not available for verifications of new applicants) For Public Housing Households only.

5. Upfront Income Verification (UIV) using non-HUD system

4. Written Third Party Verification Form

3. Written Third Party Verification

2. Oral Third Party Verification

1. Tenant Declaration

Reason – Changed to match LHA Portfolio.
b. An original birth certificate (or a copy) for each member of the Applicant Household, a marriage certificate for each married couple who will reside in the unit (or in the case of common law marriage, certification by the couple as to their marital status), documentation of legal custody of any children who have been adopted or are under legal guardianship, or evidence that two or more unrelated persons who will reside in the unit will live together in a stable relationship and share resources.

**Reason** – Changed to match current practice.

7. **Home Visit References**

Home visits may be scheduled in circumstances where landlord verification results in information that indicates that an otherwise qualified applicant is not suitable for occupancy. At the home visit, Management will attempt to differentiate between any damage to the current residence that was caused by the Applicant Household and any damage that is the responsibility of the landlord or housing provider. The purpose of the home visit is to determine the following:

a.— That the Applicant Household is capable of caring for a housing unit so as not to create health and safety hazards or contribute to infestations.

b.— That the Applicant Household is not currently engaged in behavior or practices that would violate a Lease.

If the Applicant Household is homeless or is living with another household, or for other reasons is unable to control the condition of its current living space, Management may visit the Applicant Household in its current living situation and assess, to the extent feasible under the circumstances, the Applicant Household’s ability to care for a housing unit and comply with a Lease. Where insufficient information to make a determination regarding the Applicant Household’s ability to care for a housing unit and comply with a Lease, Management will attempt to obtain up to 3 personal references and may admit the Applicant Household but require periodic home visits inspections after the Applicant Household has moved into a unit at the Development.

**Reason** – Deleted and changed to reflect current practice.

8. **Completion of Application Process**
d. **Rejected Applications**

2. The rejection letter will also inform the Applicant Household of the right (a) to review the information that caused the application to be rejected and, (b) to respond in writing within **ten fourteen (1410)** business days of Management’s delivery of the rejection letter to request an Informal Hearing if such option is available to it under the Grievance Procedure (described below in Section VII.)

**Reason** – Added to match the ACOP and Admin Plan.

J. **Grievance Policy**

1. **All Units: Informal Settlement**

   d. Within **seven five (57)** calendar days after the meeting with Complainant, Management shall prepare and deliver to the Complainant a summary (the “Summary”) of such informal attempts at resolution, including the names of the participants, dates of meeting(s), nature of the proposed disposition of the complaint (the “Disposition”) and the specific reasons therefore.

   **Reason** – Added to match current Public Housing practice.

D. **Interim Re-Examinations**

1. In between regular re-examinations, Management may need to perform interim re-examinations of a Household occupying a Public Housing unit and any resident that is receiving the benefits of the EID are to go to 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 24** months allotted for the EID benefits.

   **Reason** – Added to match current practice.

The Flat Rents for the Public Housing units at Edgewood Village are subject to change by the PHA and are as follows on the date of publishing:

<table>
<thead>
<tr>
<th>Phases 1, 4 and South</th>
<th>Marian Hall (Phase 5)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 Bedroom units - $621.00 or $775.00 or $765.00</td>
<td>1 Bedroom - $690.00</td>
</tr>
<tr>
<td>3 Bedroom units - $800.00 or $875.00 or $865.00</td>
<td>2 Bedroom - $885.00</td>
</tr>
<tr>
<td>4 Bedroom units - $830.00 or $975.00</td>
<td></td>
</tr>
</tbody>
</table>

**Reason** – Changed to reflect current Flat rent amounts.
1. **Earned Income Exclusion**

   For purposes of calculating Income-Based Rent, employment income earned by a member of an “eligible family” will not be included in such family’s Annual Income as follows: For a period of 12 months beginning on the date such employment begins, the amount excluded from Annual Income shall equal the amount by which the family member’s new earned income exceeds such family member’s prior earned income.

   b. Months during which Annual Income is adjusted as set forth in this paragraph need not be consecutive, but in no event may such adjustments to an eligible family’s Annual Income continue for longer than 48 24 months from the date of the first adjustment.

   **Reason** – Changed to reflect current practice.

III. **MTW Addendum**

   For further information on the MTW Program for qualifying households, please reference the LIPH Admissions and Continued Occupancy Policy and the HCVP Administrative Plan. In all cases, the most restrictive program requirements continue to apply.

   **Reason** – Edgewood is not participating in the MTW program due to its additional funding sources.