

**Clermont Metropolitan Housing Authority (CMHA)**  
**Admissions & Continued Occupancy Policy (ACOP)**  
**Summary of Changes**  
**10/01/2021 to 9/30/2022**

**1) Criminal Activity [24 CFR 960.203 (c)] page 3-21**

**Drug-Related Criminal Activity and Violent Criminal Activity:**

**Current:** If any household member is currently engaged in, or has engaged in any of the following criminal activities, within the past five years, the family will be denied admission. The PHA may deny admission for the illegal manufacture, sale, or distribution of a drug, or possession of a drug with the intent to manufacture, sell, or distribute if it has occurred within the last fifteen years. The PHA may deny admission if any of these criminal activities occurred within the last fifteen years.

**Amended:** If any household member is currently engaged in, or has engaged in any of the following criminal activities, within the past five years, the family will be denied admission.

**2) Local Preferences [24 CFR 960.206; ACOP p 4-14]**

**Current:** Currently agency not listed, this will be an addition.

**Amended:** Add CMHA will accept up to 20 referrals a calendar year from Brightview Health to provide housing opportunities to homeless families in Clermont County. \*\* (85 Pts)

**3) Time Limit for Unit Offer Acceptance or Refusal, page 5-6**

**Current:** Applicants must accept or refuse a unit offer no later than the end of the working day following the day the offer is made.

**Amended:** Applicants must accept or refuse a unit offer within three business days of the date of the unit offer.

**4) Imputing Income from Assets [24 CFR 5.609(b)3, PIH 2012-29], page 6-18**

**Current:** The PHA will initially set the imputed asset passbook rate at the national rate established by the Federal Deposit Insurance Corporation (FDIC). The PHA will review the passbook rate annually in December. The rate will not be adjusted unless the current PHA rate is no longer within the 0.75 percent of the national rate. If it is no longer within 0.75 percent of the national rate, the passbook rate will be set at the current national rate. The effective date of the changes to the passbook rate will take effect on February 1 following the December review.

**Amended:** The PHA will initially set the imputed asset passbook rate at zero percent. The PHA will review the passbook rate annually in December. If the national rate is at or below 0.75 percent, the PHA will continue to use zero percent. If the national rate exceeds 0.75 percent at the time of the annual review, the PHA will adjust the rate to the current national rate.

**5) Checking and Savings Accounts, page 6-21**

**Current:** In determining the value of a checking account, the PHA will use the average monthly balance for the last six months. In determining the value of a savings account, the PHA will use the current balance.

**Amended:** In determining the value of checking and savings accounts, the PHA will use the current balance.

## **6) Quality Control Inspections, page 8-12**

**Current:** No current policy.

**Amended:** Quality Control Inspections of CMHA owned property will be conducted by the Modernization & Maintenance Supervisor (M&MS), or his/her designee. These inspections will be conducted as deemed necessary by the M&MS to maintain high performance under the physical inspection indicator for PHAS.

## **7) Attendance at Inspections, page 8-13**

**Current:** Except at move in-inspections, the resident is not required to be present for the inspection. If no one is at home, the Inspector will enter the unit, conduct the inspection and leave a copy of the inspection report in the unit.

**Amended:** Except at move in-inspections, the resident is not required to be present for the inspection. If no one is at home, the Inspector will enter the unit, conduct the inspection and leave a copy of the inspection report in the unit. An inspection will not be conducted if only a minor child is present.

## **8) Housekeeping, page 8-15**

**Current:** Not currently in the policy.

**Amended:** Within 14 days of a failed non-life-threatening item, the resident has the option of self-certifying that housekeeping deficiencies have been corrected. Resident will need to submit pictures of the corrections to their Housing Manager. If self-certification is not completed within 14 days or what is submitted is not deemed acceptable by the Housing Manager, a reinspection of the unit will be scheduled.

## **9) Scheduling Annual Reexaminations, page 9-4**

**Current:** The PHA will begin the annual reexamination process approximately 60 days in advance of the scheduled effective date.

**Amended:** The PHA will begin the annual reexamination process approximately 120 days in advance of the scheduled effective date.

## **10) Care & Handling, page 10-5.**

**Current:** the amended wording is not currently in the ACOP; but added per model plan.

**Amended:** Residents are responsible for feeding, maintaining, providing veterinary care, and controlling their assistance animals. A resident may do this on his or her own or with the assistance of family, friends, volunteers, or service providers.

## **11) Number of Pets, page 10-9**

**Current:** Residents may own a maximum of 2 pets, only 1 of which may be a dog.

**Amended:** Residents may own a maximum of 1 pet.

## **12) Over Income Families [24 CFR 960.261; FR Notice 7/26/18] page 13-15**

**Current:** if two years after the applicable annual or interim reexamination the family's income continues to exceed the applicable over-income limit, the PHA will charge the family a rent that is the higher of the applicable fair market rent (FMR) or the amount of monthly subsidy for the unit. The PHA will notify the family in writing of their new rent amount. The new rent amount will be effective 30 days after the PHA's written notice to the family.

**Amended:** If two years after the applicable annual or interim reexamination the family's income continues to exceed the applicable over-income limit, the PHA will send the family written notification stating that their assistance will be terminated six months from the date of the PHA's notice. If the family continues to be over-income after the PHA's six month notice, the PHA will send the family of notice of lease termination 60 days prior to the

effective date of the lease termination.