

Clermont Metropolitan Housing Authority (CMHA)
Admissions & Continued Occupancy Policy (ACOP)
Summary of Changes 10/1/2022 to 9/30/2023

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

Current: Criminal sexual conduct, including, but not limited to sexual assault, incest, open and gross lewdness, or child abuse.

Amended: Criminal sexual conduct, including but not limited to rape, sexual battery, unlawful sexual conduct with a minor, gross sexual imposition, sexual imposition, importuning, voyeurism, and public indecency. Criminal behavior under these circumstances may result in a denial of assistance if the offense occurred in the last 10 years and/or if the offender is subject to any registration requirements in any state.

2. Criminal Activity [24 CFR 960.203(c)] page 3-24

Current: Not currently in policy.

Amended: Active and open warrant or capias.

3. Previous Behavior [960.203(c) and (d) and PH Occ GB, p-48, page 3-25.

Current: Not currently in policy regarding termination of assistance from another PHA.

Amended: Any PHA has terminated assistance for any member of the family in the last five years.

4. Resources Used to Check Applicant Suitability [PH Occ GB, pp 47-56], page 3-29 – 3-30

Current: Applicants with no rental payment history will also be asked to provide the PHA with personal references. The references will be requested to complete a verification of the applicant's ability to pay rent if no other documentation of ability to meet financial obligations is available. The applicant will also be required to complete a checklist documenting their ability to meet financial obligations.

A personal reference will be requested to complete a verification of the applicant's ability to care for the unit and avoid disturbing neighbors if no other documentation is available. In these cases, the applicant will also be required to complete a checklist documenting their ability to care for the unit and to avoid disturbing neighbors.

Amended: Applicants with no rental payment history may be asked to provide the PHA with personal references. The references will be requested to complete a verification of the applicant's ability to pay rent if no other documentation of ability to meet financial obligations is available. The applicant will also be required to complete a checklist documenting their ability to meet financial obligations.

A personal reference may be requested to complete a verification of the applicant's ability to care for the unit and avoid disturbing neighbors if no other documentation is available. In these cases the applicant will also be required to complete a checklist documenting their ability to care for the unit and to avoid disturbing neighbors.

5. Purging the waiting list, page 4-12.

Current: To update the waiting list, the PHA will send an update via first class mail to each family on the waiting list to determine whether the family continues to be interested in, and to qualify for, the program. This update request will be sent to the last address that the PHA has on record for the family.

The update request will provide a deadline by which the family must respond and will state that failure to respond will result in the applicant's name being removed from the waiting list.

Amended: To update the waiting list, the PHA will send an interest letter/application packet via first class mail to families who have reached the top of the waiting list to determine whether the family continues to be interested in, and to qualify for, the program. This update request will be sent to the last known address that the PHA has on record for the family. The update request will have a deadline by which the family must respond and will state that failure to respond will result in the applicant's name being removed from the waiting list. If applicant has applied to multiple waiting lists, a no response to the interest letter will result in removal from those waiting lists as well regardless of their position.

6. Selection Method 4-III.B., Local Preferences, page 4-16 to 4-17

Current: Rent Burden (1 Pt)

Amended: Remove Rent Burden as a preference

7. Selection Method 4-III.B., Local Preferences, page 4-16 to 4-17

Current: The PHA will work with the following partnering agencies: YWCA, Clermont County Community Services through James Sauls Homeless Shelter, House of Peace, Clermont County Senior Services, Greater Cincinnati Behavioral Health and Brightview Health.

Amended: The PHA will work with the following partnering agencies: YWCA, Clermont County Community Services through James Sauls Homeless Shelter, House of Peace, Clermont County Senior Services, Greater Cincinnati Behavioral Health, Brightview Health and Clermont County Board of Developmental Disabilities.

8. Selection Method 4-III.B., Local Preferences, page 4-16 to 4-17

Current: Not currently in policy

Amended: CMHA will accept up to 10 referrals a calendar year from Clermont County Board of Developmental Disabilities to provide housing opportunities to homeless families in Clermont County. (85 pts)

9. Late Fees and Nonpayment, pages 8-8

Current: If the family fails to pay their rent by the fifth day of the month, and the PHA has not agreed to accept payment at a later date, a 14-day Notice to Vacant will be issued to the resident for failure to pay rent, demanding payment in full or the surrender of the premises.

Amended: If the family fails to pay their rent by the fifth day of the month, and the PHA has not agreed to accept payment at a later date, a 30-day Notice to Vacant will be issued to the resident for failure to pay rent, demanding payment in full or the surrender of the premises.

10. Attendance at Inspections: page 8-15 under Notice and Scheduling of Inspections

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 conduct the inspection, but an inspection will not be conducted if only minor child(ren) are present.

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 conduct the inspection, but an inspection will not be conducted if only minor child(ren) are present. For scheduled inspections, resident may be issued a lease violation if there is not an adult present for the inspection.

11. Notification of and Participation in the Annual Re-examination Process, page 9-5

Current: Families generally are required to participate in an annual re-examination interview, which must be attended by all adults (over 18) in the household. If participation in an in-person interview poses a hardship because of a family member's disability, the family should contact the PHA to request a reasonable accommodation. If the family is unable to attend a scheduled interview, the family should contact the PHA in advance of the interview to schedule a new appointment. In all circumstances, if a family does not attend the scheduled interview, the PHA will send a second notification with a new interview appointment time. If a family fails to attend two scheduled interviews without PHA approval, the family will be in violation of their lease and may be terminated in accordance with policies in Chapter 13.

Amended: Families generally are required to participate in an annual re-examination interview, which must be attended by any adult (over 18) in the household. This interview may also be conducted by completing an Annual Re-examination packet by mail. If the family is unable to attend a scheduled interview or return their Annual Re-examination packet by the due date, family should contact the PHA in advance to schedule a new interview date or get an extension on the due date to return the Annual Re-examination packet. If family does not attend the scheduled interview or return their Annual Re-examination packet by the due date, the PHA will send a second notification with a new interview appointment time or Annual Re-examination packet with a new due date. If the family fails to attend two scheduled interviews or provide Annual Re-examination packet by the due date without PHA approval, the PHA may raise the family's rent to the flat rent that has been established for the dwelling unit, effective the first of the following month, and will be in violation of their lease and may be terminated in accordance with policies in Chapter 13.

12. Conducting Annual Re-examinations 9-I.D., page 9-6

Current: Families will be asked to bring all required information to the re-examination appointment. Any required documents or information that the family is unable to provide at the time of the interview must be provided within 10 days of the interview.

Amended: Families will be asked to bring all required information to the re-examination appointment. If the re-examination is being completed by mail, the family will be notified of all required information needed that is to be sent back with the Annual Re-examination packet. Any required documents or information not provided at the time of the interview must be provided within 10 business days of the interview. If being completed by mail, a letter will be sent regarding what documents are still needed and the family will be given 10 business days to return the requested documents.

13. PHA Initiated Interim Re-examinations, page 9-15.

Current: If the family has reported zero income, the PHA will conduct an interim re-examination every 3 months as long as the family continues to report that they have no income.

Amended: If the family has reported zero income, the PHA may conduct an interim re-examination every 3 months as long as the family continues to report that they have no income.

14. Family-Initiated Interim Re-examinations, Required Reporting, page 9-16.

Current: Families are required to report all increases in earned income, including new employment, within 30 calendar days of the date the change takes effect. The PHA will only conduct interim re-examinations for families that qualify for the earned income disallowance (EID), and only when the EID family's rent will change as a result of the increase. In all other cases, the PHA will note the information in the tenant file, but will not conduct an interim re-examination. Families are not required to report any other changes in income or expenses.

Amended: Families are required to report all increases in earned and unearned income within 30 calendar days of the date the change takes effect. The PHA will conduct an interim re-examination to recalculate the new family share of rent and new subsidy amount if the increase in household income is \$200.00 or more per month.

15. Demolition, Disposition, Revitalizations, or Rehabilitation Transfers, page 12-7

Current: Not in current policy

Amended: If transfer to another public housing unit is not available for a family who is being asked to transfer because of demolition, disposition, revitalization, or rehabilitation of their Public Housing unit, the PHA may allow the family to transfer to either a PBV Unit or the family may be allowed to be issued a voucher under the HCV Program.

16. Eligibility for Transfer 12-III.C, page 12-10.

Current: Nothing currently in policy regarding community service and transfers.

Amended: A resident who wants to voluntarily transfer and has not completed their community service hours will not be permitted to transfer until the resident is caught up on their community service.

17. Transfer List 12-IV.B., page 12-13

Current: Transfers will take precedence over waiting list admissions.

Amended: Emergency transfers, high priority tenant requested transfers, transfers to make accessible units available, and demolition transfer will take precedence over waiting list admissions. All other transfers will be processed at a rate of 1 transfer to 5 admissions.

18. Timing of the Notice [24 CRF 966.4(1)(3)(i)], page 13-28

Current: The PHA will give written notice of 14 calendar days for nonpayment of rent.

Amended: The PHA will give written notice of 30 calendar days for nonpayment of rent.