



*Growing Communities One Family At A Time*

**PROPOSED REVISIONS TO THE  
ADMISSIONS AND CONTINUED OCCUPANCY POLICY  
FOR THE  
HUNTSVILLE HOUSING AUTHORITY  
PUBLIC HOUSING PROGRAM**

**Proposed Effective Date: January 1, 2020**

**PUBLIC HEARING WILL BE HELD AT:**

**149 MASON COURT**

**4:00PM**

**December 11, 2019**

**THE PUBLIC IS INVITED**

**Proposed Revisions to Huntsville Housing Authority ACOP –  
Effective 01/01/2020**

<i>Section</i>	<i>Changes Made in ACOP</i>
Title Page	<ul style="list-style-type: none"> <li>• Added new effective date</li> </ul>
Table of Contents	<ul style="list-style-type: none"> <li>• Updated as a result of revisions</li> </ul>
<b>2-I.B.</b>	<ul style="list-style-type: none"> <li>• Added new 4th bullet on p. 2-3</li> <li>• Changed text in 1st paragraph under Discrimination Complaints on p. 2-5</li> </ul>
<b>3-I.J. Guests</b>  <b>3-II.C. Social Security Numbers</b>  <b>3-III.D. Other Permitted Reason for Denial of Admission</b>	<ul style="list-style-type: none"> <li>• Revised ACOP definition to be consistent with lease and to clarify that a guest can remain in a unit no longer than a total of 14 days/nights during any 12 month period.</li> <li>• Updated PIH Notice number in 3-II.C. heading</li> <li>• Revised text to say applicants <u>may</u> be asked for personal references</li> </ul>
<b>4-II.F. Updating the Waiting List</b>  <b>4-III.D. The Application Interview</b>	<ul style="list-style-type: none"> <li>• Added text in 3<sup>rd</sup> paragraph to allow applicants to respond to HHA via email.</li> <li>• Updated PIH Notice number in second paragraph on 4-21.</li> </ul>
<b>Chapter 6</b>	<ul style="list-style-type: none"> <li>• Updated PIH Notice on page 6-25</li> <li>• Updated excluded income listing with additional guidance from HUD.</li> </ul>
<b>Chapter 7</b>  <b>7-II.D. Family Relationships</b>	<ul style="list-style-type: none"> <li>• Updated applicable HUD PIH notice references regarding Income Verification Tool (IVT)</li> <li>• Updated to add other documents that can be used as verification of a permanently absent family member</li> </ul>
<b>8-I.B. Lease Orientation</b>  <b>8-I.G. Minimum Heating Standards</b>	<ul style="list-style-type: none"> <li>• Removed language about non-attendance at lease orientation potentially resulting in eviction</li> <li>• Inserted applicable HUD PIH notice reference</li> <li>• Inserted section on minimum heating standards in public housing, per HOTMA guidance</li> </ul>
<b>9-II.C. Re-examination of Family Composition</b>  <b>9-III.D. Processing the Interim Re-examination</b>	<ul style="list-style-type: none"> <li>• Revised to reflect that HHA will accept required documentation by email</li> <li>• Revised to reflect that HHA will accept required documentation by email</li> </ul>
<b>13-III.C. Other Authorized Reasons For Termination</b>	<ul style="list-style-type: none"> <li>• Revised to indicate that family absence from unit for more than 30 consecutive days without verification of continued residency in the unit will result in HHA terminating the lease for other good cause</li> <li>• Revised to reflect latest HUD guidance on termination of over-income families – resulting from HOTMA legislation – including addition of over-income calculation table</li> </ul>

<p><b>Chapter 14</b></p> <p><b>14-III.F.</b> Selection of Hearing Officer</p>	<ul style="list-style-type: none"> <li>• Removed the word “panel” from various text throughout the chapter.</li> <li>• Deleted text in heading and added two new paragraphs in HHA policy to describe hearing officer selection.</li> </ul>
<p><b>15.II.C.</b> PHA-Caused Errors or Program Abuse</p>	<ul style="list-style-type: none"> <li>• Added last three paragraphs to HHA policy on pages 15-9 to 15-10, prohibiting sexual harassment or retaliation for reporting sexual harassment.</li> </ul>
<p><b>16.II.B.</b> Establishing Flat Rents</p> <p><b>16-III.B.</b> Preventing Errors and Program Abuse</p>	<ul style="list-style-type: none"> <li>• Added text to first paragraph on page 16-7 about HUD Flat Rent Market Analysis tool.</li> <li>• Updated length of time family has to pay late or missed repayment agreement payments.</li> </ul>