

**Admissions & Continued Occupancy Policy for the
Public Housing Program
Summary of Changes**

Throughout the chapters governing the Admissions & Continued Occupancy Policy the following summarized changes have been made. Changes are supported and or recommended by our purchased service contract with Nan McKay & Associates. Specifically, the guidance released for 2020 - 2021.

- General grammar, typo corrections and document formatting changes have been made throughout the policy.
- General non policy changing language has been added and or removed to clarify the existing policies and verbiage as recommended by NMA.
- Regulatory updates have been added or modified to be current with HUD regulations and PIH Notices. Primary updates focus on:
 - Executive Order 13988
 - FHEO 2020-01
- **2-III.B. ORAL INTERPRETATION** – Added additional policy language regarding oral interpretation at remote hearings and use of interpreter.
- **3-ELIGIBILITY** – Added in policy language for HUD’s mandatory use of the Enterprise Income Verification System and its various mandatory reports.
- **3-III.A. OVERVIEW** – Additional language regarding Denial of Admission and the prohibited use of arrest records as the sole basis for denial and that blanket prohibitions on any person with conviction records could have unintended discriminatory effects.
 - NMA is recommending a reduction in look back period. They recommended 3 years as opposed to our current 5. For example, “Evidence of such criminal activity includes, but is not limited to any record of convictions, arrests, or evictions for suspected drug-related or violent criminal activity of household members within the past **five** years or a felony in the last 10 years.” Staff recommends staying at five.
- **6.I.E EARNED INCOME DISALLOWANCE – Calculation of the Disallowance** -HUD changed the regulation and therefore much of the language is removed.
- **10-I.A. PETS - OVERVIEW** – Language added and removed that supports and references the FHEO 2020-01 notice. Language added and removed clarifying service vs. assistance animal and pets.
- **13-IV.D. LEASE TERMINATION NOTICE – HACD Policy:** Added remote hearing option information.
- **14-I.B. INFORMAL HEARING PROCESS – HACD Policy:** Added remote hearing option information. Added in complete Remote Informal Hearing section per PIH Notice 2020-32, this includes Ensuring Accessibility for Disabilities and LEP Individuals and Conducting Remote Informal Hearings.

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- **14-II.A. HEARING AND APPEAL PROVISIONS FOR NONCITIZENS: Evidence – HACD Policy:** Removed \$.25 per page cost for hearing related documents.
- **14-III.D. INFORMAL SETTLEMENT OF GRIEVANCE – HACD Policy:** Added email requests and remote hearing information.
- **14-III.E. PROCEDURES TO OBTAIN A HEARING – HACD Policy:** Added email requests and remote hearing information.
- **14-III.G. REMOTE HEARINGS [Notice PIH 2020-32] –** Added in full section on Remote Hearings including Discovery of Documents and Ensuring Accessibility for Persons with Disabilities and LEP Individuals; and Conducting Hearings Remotely
- **14-III.H. PROCEDURES GOVERNING THE HEARING – HACD Policy:** Removed \$.25 per page cost for hearing related documents. Updated the definition and use of Hearsay Evidence.
- **15-II.C. PHA-CAUSED ERRORS OR PROGRAM ABUSE – HACD Policy:** Under Prohibited Activities added language regarding sexual harassment or other harassment of protected status and retaliation for reporting of such.