

Admissions and Continued Occupancy Plan (ACOP) Revisions

(Board Approved)

The policy governing the public housing program is called the CHA Admissions and Continued Occupancy Policy (ACOP). During the past year, there have been several significant changes to Columbia Housing's ACOP. On February 20, 2020, the Board of Commissioners voted and approved the changes. The ACOP is included in Exhibit C.

The detail summary of items provides administrative changes to the ACOP.

1. Section 8.3 Suitability, Part C, #4

Current Policy: A home visit. The home visit provides the opportunity for the family to demonstrate their ability to maintain their home in a safe and sanitary manner. This inspection considers cleanliness and care of rooms, appliances, appurtenances. The inspection may also consider any evidence of criminal activity and Proposed Changes:

Policy Change Taken: Remove entire text.

2. Section 8.7, Orientation and Screening, Part B

Current Policy Methods of Public Housing Applicant Evaluation

The Columbia Housing Authority's Applicant Screening Committee will interview the applicant. The committee will conduct a personal interview with the applicant and all adult members listed on the application. Applicants will be evaluated on information pertaining to history of income, employment, educational background, marital status, landlord and rent paying references, credit, criminal and drug-related background and the ability to live as a productive member of a community. All applicants will be asked to an assistance based on the information obtained during the interview.

The applicant screening committee will be composed of CHA staff residents and members of the community.

The Applicant Screening Committee may require a home visit. Focus will be on identifying behavior that would pose a health hazard or be destructive to property or a nuisance to other residents.

The ability to live independently or to comply with the lease will be a consideration in evaluating applicants who:

- a) Are in poor health or deteriorating physical or mental health;
- b) Are of limited mental capacity;

- c) Are not yet adults (at least 18 years old);
- d) Are not living independently at the time of application, such as those who application, such as those who have been in nursing homes, hallway houses, shelters or under institutional care.

Policy Change: Remove text and eliminate requirements

3. Section 8.7, Orientation and Screening, Part C

Current Policy: The Columbia Housing Authority Screening Committee will deny admission to applicants for public housing who have a history of:

- a) Not meeting financial obligations, especially rent;
- b) Disturbing the neighbors or abusive actions at the time of the interview;
- c) Living or housekeeping habits which could adversely affect the safety, health or welfare of other tenants;
- d) The Columbia Housing Authority will consider the applicant's arrest record;
- e) The use of alcohol and/or drugs to the extent likely to result in conduct that would adversely affect the community environment;
- f) Applicants with drug-related evictions will not be placed on the waiting list for five years after such charge;
- g) The Screening Committee determines an applicant, or any family member illegally uses a controlled substance;
- h) The Screening Committee has reasonable cause to believe an applicant illegally uses a controlled substance or abuses alcohol in a way that may interfere health and safety or right to peaceful enjoyment of the premises by other residents.

Policy Change: Remove entire Section 8.7

4. Section 10.1 Preferences for Admission, Part A

Current Policy: Includes Section 8 preferences

Policy Change: Eliminate from the policy

5. Section 10.3, Applicant Selection and Assignment #4

Current Policy: After receiving the request, the Applications Department selects the next eligible file is selected, according to the procedures outlined under “Method By Which Applicants will be Chosen from the Waiting List and Offered Available Housing Assistance.”

Policy Change: After receiving the request, the next eligible file is selected, according to the procedures outlined under “Method by Which Applicants will be Chosen from the Waiting List and Offered Available Housing Assistance.”

6. Section 10.8, Acceptance of a Public Housing Unit

Current: No family will be housed if they have not attended the Lease and Occupancy Orientation and have not been approved by the Selection Committee. Applicants who provide prior notice of an inability to attend either process will be rescheduled. Failure of an applicant to attend either the Lease and Occupancy Orientation or the Selection process, without good cause may result in the cancellation of the occupancy process and withdrawal from the waiting list.

Policy Change: No family will be housed if they have not attended the Lease Occupancy orientation. Applicants who provide prior notice of an inability to attend either process will be rescheduled. Failure of an applicant to attend the Lease and Occupancy Orientation without good cause, may result in the cancellation of the occupancy process and withdrawal from the waiting list.

7. Section 13.7, Payment Rent #1

Current Policy: Any management office or Central during regulation business hours

Policy Change: Central Office during regular business hours

Section 13.7, Payment Rent, Paragraph 3

Current: If the rent is not paid by the tenth of the month, 10% of the net rent will be assessed to the tenant as a late charge, unless fee is waived by the manager.

Policy Change: If rent is not paid by the tenth of the month, 5% of the rent will be assessed to the tenant as a late charge.

8. Section 16.4, Incentive Transfers

Current Policy: Section 16.4 is currently entitled Incentive Transfers.

Policy Change: Entitle Section 16.4 Scattered Site Transfers (There are no incentive transfers).