



## Advanced Public Housing Occupancy

Kentucky Housing Association Mid-Year Conference 2019

Public Housing Advanced Occupancy is a policy-focused course. HUD and statutory requirements will be reviewed. Allowable, local PHA options will be discussed, including what the PHA may adopt, what they cannot adopt, and which options require HUD approval. Tips and suggestions will be provided regarding what should be in procedures vs. what should be in the Admissions and Continued Occupancy Policy (ACOP).

Although originally intended for policy and decision makers, occupancy staff will benefit by learning the requirements and local options addressed in the ACOP.

Topics to be covered include the following:

### Day 1

- ACOP Requirements and Options Overview
- Procedures Manual
- Fair Housing and 504 Compliance
  - Reasonable Accommodations and Modifications
  - Harassment and Bullying
  - Violence Against Women Act (VAWA)
- Waiting List Management
  - Opening and Closing the Waiting List
  - How Applications Will be Accepted
    - Pre-Applications vs Full Applications
    - Via Phone, In Person, Email, Through Website
  - Preferences and Priorities
  - Purging Applications
  - Updates and Changes
  - Selecting Applicants from the Waiting List
- Eligibility and Income Targeting
  - Eligibility Screening Criteria
  - Suitability Screening Criteria
  - Verifications
  - Consideration of Assets
- Denial of Admissions
  - Reasons
  - Notice
  - Informal Reviews/Meetings
- Occupancy Standards
- Security Deposits
- PHA Provided Utilities and Equipment
- Pet Rules/Deposits/Fees
- Ban/No Trespass Lists
- Lease-Up
  - Attendance
  - Orientation
  - Lease Requirements
    - Persons Authorized to Live in the Unit
    - Tenant Obligations

- PHA Obligations
- Notice Requirements
- Late Payments
- Repayment Agreements
- Absence from Unit – Temporary, Permanent, Abandonment
- Community Service
- Smoke-Free Housing

## Day 2

- Maintenance
  - Entering Occupied Units
  - Charges for Damages Beyond Normal Wear and Tear
- Inspections
  - Types of Inspections
  - Non-Life-Threatening and Exigent Health and Safety Conditions
- Total Tenant Payment, Tenant Rent, and Flat Rent
  - % of Adjusted Income
  - Medical Deductions and Allowances
  - Over-Income Families
- Utility Allowances
  - Revising Requirements
  - Utility Reimbursement Payments
  - Streamlining Utility Reimbursement Payments
- Annual, Interim, and Transfer Reexaminations
  - Attendance
  - When Performed and Under What Circumstances
  - Notice of Change in Tenant Rent
  - Over-Income Families
- Unit Transfers
  - Mandatory
  - Incentive
  - Tenant Requested
  - VAWA Emergency Transfers
- Program Integrity and Repayment Agreements
- Termination of Assistance and Evictions
  - Reasons
  - Notices
  - Grievance Hearing
- Review

**Note:** An optional certification exam will be offered to course participants for an additional fee of \$99 each. The exam will be administered online and available to participants starting Friday, February 22 – Thursday, February 28, 2019. Test times: 9:00 a.m. – 5:00 p.m. To register for the exam or for additional information, please contact Christian Arnett at 817.922.9000, ext. 111 or email [arnettc@nelrod.com](mailto:arnettc@nelrod.com).