

Proposed Policy Revisions to the Boise City/Ada County Housing Authorities Admissions and Continued Occupancy Plan (ACOP)

Updates and changes are being proposed to the Boise City/Ada County Housing Authorities Admissions and Continued Occupancy Policy (ACOP) for the Low Rent Public Housing (LRPH) program. The ACOP outlines the BC/ACHA policies where the housing authority has discretion to set a policy. The ACOP must be approved by the Board of Commissioners and then updated in the PHA Plan. The following is an outline of the updates and changes being proposed:

Chapter 8 – LEASING AND INSPECTIONS

Section	Change
8.II.B Types of Inspections	Annual Inspections-Replaced UPCS with NSPIRE in each instance where mentioned
8.II.D Inspection Results	<p><i>Emergency Results</i> - Changed “hazardous to life, health or safety” to “life threatening or severe deficiencies” Removed previous list of hazardous to life, health, or safety deficiencies, and added NSPIRE list of life-threatening deficiencies Added list of severe deficiencies</p> <p><i>Non-Emergency Results</i> - Removed health and safety and 15 business days as the time frame to correct non-life-threatening deficiencies and added “(moderate deficiencies)” and 30-days. Added paragraph about low deficiencies</p>

Chapter 9 – REEXAMINATIONS

Section	Change
9-I.B. Streamlined Annual Reexaminations	Clarified when BCACHA will document how a source of income was identified as being fixed.
9-I.C. Scheduling Annual Reexaminations	<p><i>Notification of and Participation in the Annual Reexamination Process</i> - Inserted missing word “not” for changing the annual date at a unit transfer. Removed paragraph requiring participation in an annual reexam interview. Added email as a method of notice and that notice will include forms, a list of documents to provide and a deadline to provide. Changed “brought to the interview” to “must be provided” and what to do if the family is unable to meet the deadline. Removed sentence not attending the interview and replaced it with providing the necessary documents.</p>

	Added that reminder letters will include a final deadline with 10 business days to provide documentation.
9-I.D. Conducting Annual Reexaminations	Replace “bring to appointment” with “provide” Removed sentence that documents the family is unable to bring to the appt must be provided within 10 business days of the interview.
9-II.B. Full Reexamination of Family Income and Composition	<i>Frequency of Reexamination</i> - Added that a full reexamination will be conducted the first year after move-in Removed sentence requiring the family to attend an interview Added email as a method of delivery Added “required forms and documents” to be included in the notification of annual reexamination. Removed 10 business days to submit the required information Corrected the guest policy
9-III.C. Reexamination of Family Composition	Removed statement that this section only applies to families paying income based rent and corrected that families paying flat rent must report changes.
9-III. D Processing the Interim Reexamination	<i>Method of Reporting</i> - Updated that the family must notify BCACHA of changes in writing. Removed requirement to attend an interview. Added that documentation must be received by the 20 th day of the month in order to provide a 30-day notice of an increase in rent.

Chapter 14 – GRIEVANCES AND APPEALS

Section	Change
14.III.D Informal Settlement of Grievance	Removed business days from the timeframe for a resident to request an informal settlement. Added rescheduled meeting must be within 30-days of the original request. Change the number of days for the summary of the informal settlement to be prepared to 10 instead of 5.
14-III.E. Procedures to Obtain a Hearing	Added that the hearing must be scheduled within 30 days from the request. Added that a rescheduled hearing must take place within 30 days of the original request Added that a hearing can only be rescheduled one time
14-III.F. Selection of Hearing Officer	Added that BCACHA may also select a member of the Volunteer Lawyers Assoc, or the law school as a hearing officer
14-III.G. Remote Hearings	Changed that BCACHA will provide copies, instead of mailing them Added business days to the deadline to provide documents

	<p><i>Conducting Hearings Remotely</i> - Added that BCACHA will provide login information or telephone information within three business days of the hearing</p>
<p>14-III.H. Procedures Governing the Hearing</p>	<p>Added that the tenant may request a copy of the documents at no cost for the first 100 pages. Added the request for copies must be received no later than 2 business days before the hearing Removed “and was unable to reschedule the hearing in advance” <i>Failure to Appear</i> - Changed “will” to “may, at their own discretion” to the hearing officers rescheduling a hearing. Added that good cause must be verified. <i>General Procedures</i> - Changed if the complainant would like “BCACHA to record” to “a copy of the recording. Removed the recording being on audiotape. Removed the consideration of audio tape as a transcript</p>
<p>14-III.I. Decision of the Hearing Officer</p>	<p>Changed the timeframe to issue a written decision from 30 business days to 20. <i>Procedures for Further Hearing</i> - Added that the hearing officers request for additional information must be made prior to making a decision. Added a 10 business day limit to the time allowed to adjourn the hearing and reconvene at a later date</p>