

## **Proposed Policy Changes to be effective 01/01/2023**

The HAP has made it's best effort to highlight key changes in each of our policies so that you can review those changes referenced, however, this list may not be all inclusive of changes. Grammatical fixes and corrected references are not referenced in this list.

### **Public Housing Lease:**

The overall appearance and layout of the public housing lease has changed. The key changes to the scope of the lease are noted below.

The late fee has been changed from \$20 to \$35 after surveying other public housing agencies in Kentucky.

The refuse collection charge has been changed from \$7 monthly to \$10 monthly.

The NSF check fee has been changed from \$25 to \$35 dollars.

### **Admissions and Continued Occupancy Policy**

#### **SELECTION POLICIES AND PREFERENCE SYSTEM**

The preferences for applicants have been removed to simplify the waitlist management process. Applicants will be placed on the waitlist based on date/time only. The HAP will continue to monitor vacancies and the number of applicants and may change this again in the future to meet the needs to applicants and the HAP.

As long as the waiting list is open, applications will be accepted on Tuesdays between the hours of 8:30 am to 12:00 pm and 1:00 pm to 4:00 pm at the HAP office at 2330 Ohio St. Paducah KY, 42003 on a first come, first served basis. We will work from a sign in sheet. Those who sign in and are unable to be assisted that day, will be given the first opportunity to be assisted on the following Tuesday, so long as they are present at 8:30 on the following Tuesday. We will also accept applications anytime online at [www.paducahousing.com](http://www.paducahousing.com) so long as the waiting list is currently open. Incomplete applications will not be accepted. The application will include details on what is considered a complete application.

The HAP will move from site-based waiting list to a single community-wide waiting list. We hope this will reduce the wait times for applicants by simplifying the waiting list selection and verification procedures.

#### **VERIFICATION REQUIREMENTS**

##### **Verifications of Deductions from Income**

Medical and Handicapped Assistance Expense

IRS publication 502 will be used as guidance where questions arise as to an item's eligibility.

##### **Verifying Non-Financial Factors**

Marital Status was not previously verified but will be verified going forward.

## **TRANSFERS AND TRANSFER WAITING LIST**

Additional language added about non-discrimination

Good Record Requirement for Transfers has been added

The possibility for conditional Incentive Transfers has been added.

Split family transfers conditions added.

Rearranging and clarification of some of the categories of transfers.

Notice that new admissions may take precedence over some transfers when vacancy rate exceeds 5%.

## **OTHER MATTERS**

Emergency Transfer Plan (ETP) added to comply with VAWA regulations

## **OVER INCOME FAMILIES**

The Housing Opportunity Through Modernization Act of 2016 (HOTMA) amended the U.S. Housing Act of 1937 and placed an income limitation on families residing in public housing. The ACOP now includes language for how HAP is required to handle tenants who become over income during their occupancy.

## **PET POLICY**

New Policy with new layout but the overall policy has not changed much.

New requirement to show proof of registration with McCracken County Humane Society for dogs (per Paducah City Ordinance).

Assistance animals excluded from pet policy, but details for assistance animals spelled out.

## **GRIEVANCE PROCEDURES**

New policy - although his policy is laid out differently, there are no major changes to the policy, other than the new policy allows for expedited grievance procedures under certain circumstances.

Calendar days have been changed to business day to be consistent throughout the policy. The previous policy had both calendar and business days.

## **HOUSEKEEPING STANDARDS POLICY**

New policy - previously just mentioned in other policies.

## **SCHEDULES OF CHARGES**

All charges have been updated to reflect current pricing.