



**Summary of Proposed Changes to the 2021-2022
CMHA Admissions and Continued Occupancy Policy
and Lease Agreement**

CMHA is proposing changes to the Asset Management Admissions and Continued Occupancy Policy (ACOP). A summary of the proposed updates to the ACOP and Lease follows below:

CMHA PUBLIC HOUSING FLAT/CEILING RENTS

The 2014 Appropriations Act requires PHAs to establish flat rents at no less than 80 percent of the fair market rent (FMR) to be updated annually. If the current flat rents are below the threshold, the PHA is required to revise its flat rent schedule to **at least 80 percent** of FMR. Because some of the current flat rents are below 80 percent of the (FMR), adjustments must be made to meet the guidelines. The chart above reflects the proposed changes to the current flat rent schedule. Below are the figures used to determine if the CMHA's flat rent schedule meets HUD requirements.

Fair Market Rents FY 2019 Hamilton County

Efficiency	1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom	5 Bedroom
\$604	\$698	\$916	\$1244	\$1425	\$1638

80 Percent of FY 2019 Fair Market rents

Efficiency	1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom	5 Bedroom
\$483	\$558	\$733	\$995	\$1140	\$1310

Current Flat Rents

Efficiency	1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom	5 Bedroom
\$468	\$536	\$707	\$978	\$1131	\$1301

Section II – Eligible for Admission and Processing of Applications

CMHA will may opt to conduct interviews, orientations, good neighbor and other admissions activities via phone or virtually. This removes language that implies in person appointments. In response to the adverse impact on families in need of affordable housing, CMHA has added “COVID-19 Impacted Applicant” category to its local preferences as a means to assist families that have been adversely impacted by COVID-19 and are seeking housing with CMHA. Finally, CMHA clarifies language in this section that applicants will be placed on the wait list based on their preference points and then application date and time.

D. Processing Applications for Admissions

- 2 Interviews and Verification Process: As applicants approach the top of the waiting list, they will be contacted for ~~and requested to come to CMHA’s Eligibility Office~~ for an interview to complete their applicant file. Applicants who fail to ~~attend~~ complete their ~~scheduled~~ interview ~~process~~ or who cannot be contacted to schedule an interview will have their applications withdrawn, subject to reasonable accommodations for people with disabilities.

F. Local Preferences and Unit Selection

- d. Good Neighbor Program: Completion of CMHA’s Good Neighbor Program. The Good Neighbor program is a voluntary challenge program designed to educate applicants about CMHA housing and the aspects of life management. This program does not exclude the applicant from ~~attending~~ viewing the New Resident Orientation and ~~completing the acknowledgement certification~~.

F. Local Preferences and Unit Selection

Add: COVID-19 Impacted Applicant – Self Certification Only – 4pts

Definition: COVID-19 Impact Application – Preference points will be given to individuals impacted by COVID-19 due to the decrease or loss of income, housing and educational access for children. Individual within this category may self-certify their eligibility for the preference points.

4. Method for Applying Preferences

Points are given to each applicant that meets the qualifications for the specific preferences. All points are totaled and families are placed on each site-based waiting list pursuant to their preference total ~~then~~ by application date and time.

CMHA’s ~~Admission’s~~ Eligibility Department will ~~sort and prioritize the waiting list based upon total number of~~ select applicants to being the interview and verification process based on the applicant’s preference points, then by date and time of ~~their~~ application.

Section III – Tenant Selection and Assignment Plan

Removing language that references a second sorting of the wait list. This process is no longer possible with the new property management system. Removal of this language will ensure consistency throughout the document.

Section III – Tenant Selection and Assignment Plan

B. Unit Offers to Applicants

1. CMHA will first match the characteristics of the unit available with the highest ranking applicant for a unit of that size, type and special features (if any), taking into account any limitations on admission, i.e. designated housing (if applicable). ~~Preferences, if any, are then applied to determine the order of applicant selection from the waiting list. If two applicants need the same type and size of unit and have the same preference status, the applicant with the earlier date and time of application will receive the first offer.~~

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Section I – Non-discrimination and Accessibility

Added language to ensure equal access to housing is extended to and protected for individuals regardless of sexual orientation or Gender Identity.

A. Compliance with Civil Rights Laws

- h. The Equal Access to Housing in HUD Programs Regardless of Sexual Orientation or Gender Identity Final Rule, published in the *Federal Register* February 3, 2012 and further clarified in Notice PIH 2014-20

Section IX – Family Debts Owed to CMHA

CMHA Property Management Office no longer accept payments in the office. Payments are accepted via mail, online, telephone or ACH withdrawal.

C. Late Payments

4. CMHA may, at its sole discretion, allow a tenant that has made two late payments of rent in a twelve (12) month period to sign a “Seventh Day Agreement” whereby the tenant agrees to make timely payments to ~~the rental office,~~ or a location of CMHA’s designation, for a twelve (12) month period. ¹ If the tenant fails to make any timely payment, CMHA may refuse to accept late rent and file an eviction action against the tenant.

¹ Note: In lieu of rental office, payments may be made at office of CMHA’s designation.

Section V – Transfer Policy

To streamline the transfer process, residents will submit their transfer requests directly to the Relocation Supervisor. Reinstatement of the Good Record Requirement for Transfers.

A. Processing Transfers

1. A centralized transfer waiting list will be administered by CMHA's Relocation Department. The administration of the centralized transfer list will be managed and processed by date and time of submission. Emergency transfers, as defined by this Section, will be given priority over other date and time transfers. Residents are responsible for submitting requests for transfer, including necessary documentation.

D. Good Record Requirement for Transfers

1. In general, and in all cases of resident-requested transfers (voluntary), residents will be considered for transfers only if the head of household, any other family members or guests for the past two years:
 - a. have not engaged in drug-related or criminal activity that threatens the health and safety of residents and staff;
 - b. do not owe back rent or other charges;
 - c. meet reasonable housekeeping standards and have no housekeeping lease violations for the past two years;
 - d. can get utilities turned on in the name of the head of household (applicable only to properties with tenant-paid utilities); and
 - e. Exceptions to the good record requirements may be made for emergency transfers, mandatory transfers or when it is necessary for CMHA (e.g. a single person is living alone in a three-bedroom unit and does not want to move) to move forward with the transfer. The determination to make an exception to the good record requirement will be made by the Director of Housing Management, taking into account the recommendation of the property manager.

The Cincinnati Metropolitan Housing Authority (CMHA) released a proposed Significant Amendment to its current FY2021 Housing Choice Voucher Administrative Plan and the Asset Management Admissions and Continued Occupancy Policy (ACOP) on <date> and has commenced a forty-five day comment period. Pursuant to Section 511 of the Qualified Housing and Work Responsibility Act of 1998, and 24 CFR 903, a copy of the proposed changes to the Admin. Plan and the ACOP can be found along with CMHA's most recently approved annual plans, supporting documents, and proposed updates at 1627 Western Ave, or on-line at www.cintimha.com. These are available for public inspection during normal business hours (Monday- Friday 8:00 AM – 4:40 PM). During the 45-day public comment period you may submit written comments to the address above or by email to Joy.gazaway@cintimha.com.