



March 30, 2020

Dear Resident:

On March 26, 2020, the AHA Board of Commissioners approved revisions to the following chapters of the AHA's Admissions and Continued Occupancy Policy (ACOP):

- Chapter 2, "Fair Housing"
- Chapter 3, "Eligibility"
- Chapter 4, "Applications, Waiting List and Tenant Selection"
- Chapter 6, "Income and Rent Determinations"
- Chapter 7, "Verification"

**In general, these chapters were revised to update HUD Notice numbers and language to comply with mandated changes in HUD regulations and guidance and to better clarify the AHA's policies. These do not represent a change in AHA policies or practices.**

Chapter 4, "Applications, Waiting List and Tenant Selection" is being revised to allow applicants to apply for housing with us through an on-line process which will be implemented in the near future. **This change does not affect current residents.** Rather it opens the ability for applicants to apply for housing through the internet.

A summary of these changes can be found on our website at [www.athenshousing.org](http://www.athenshousing.org) or requested by calling **706.425.5300**. In addition, copies of these revised policies are posted at the offices of the AHA, 300 South Rocksprings Street and 55 Ivey Street, Comer, Georgia. Copies may also be obtained upon request by calling the above number. Please let us know if you require a reasonable accommodation due to a disability in order to access this information.

As a reminder, the ACOP governs the way we process eligibility and admissions, as well as, continued occupancy and lease requirements for existing residents. The policies are permanently posted in their entirety in the occupancy and property management offices of the Athens Housing Authority and are available for your review.

You are invited to submit written comments regarding these amendments by **Thursday, April 30, 2020**. All comments received will be reviewed and maintained on file. Unless significant comments are received by the above date, these revised chapters will be incorporated into the ACOP and become effective May 1, 2020. If you have questions regarding these changes, you may contact me at 706.425.5300.

Sincerely

Rebecca L. Hartman  
Chief Operating Officer

**PROPOSED ACOP CHANGES**  
**March 2020**

CHAPTER	PAGE/SECTION	PROPOSED CHANGE
CHAPTER 2: Fair Housing	2-I.B. Nondiscrimination Page 2-3	<b>Nan McKay per HUD requirement-</b> updated text to AHA policy to state that the AHA will not “Subject anyone to sexual harassment” [Although the policy now specifies sexual harassment, this does not represent a change in AHA practice or protocol]
	Page 2-3	<b>Nan McKay</b> – corrected text in “Discrimination Complaints” removing “HUD requires” to “...PHA should...” [Update does not represent a significant change in AHA practice]
	2-II.D. Verification of Disability (Page 2-7)	<b>AHA</b> – changed all applicable “AHA” references in text to “PHA” [These paragraphs refer to public housing authorities in general. They do not refer to an AHA “Additional Policy.”]
	Throughout	<b>Other</b> – corrected punctuation and typographical errors.
***	***	***
CHAPTER 3: Eligibility	Throughout	Other: Nan McKay – corrected punctuation and spacing errors throughout chapter.
	3-II.C. Social Security Numbers (Page 3-14)	Nan McKay - Updated PIH Notice number in 3-II.C. heading and corrected formatting of text in paragraph [Updates do not represent a significant change in AHA practice or policy]
	Page 3-16	Nan McKay - Under “Required Denial of Admission” corrected text to state, “Any household member is subject to a lifetime registration requirement under a state <b>lifetime</b> sex offender registration program. [Amended to clarify that HUD only mandates denial of housing For those on a state “lifetime” registration—does not represent a change in AHA practice

CHAPTER	PAGE/SECTION	PROPOSED CHANGE
CHAPTER 4: Applications, Waiting List and Tenant Selection	Throughout	AHA Amended chapter to allow for AHA implementation of Yardi “Rent Café” on-line applications [Represents a significant change in moving to on-line application processing, (rather than paper submissions) --including but not limited to acceptance of electronic signatures and uploading of documentation, correspondence via e-mail, etc.]
***	4-III.D. (Page 4-22)	Nan McKay – updated PIH Notice Reference number related to various topics regarding Social Security Numbers / Benefits [Does not represent a change in AHA practice or policy]
CHAPTER 6: Income and Rent Determinations	6-I.H. Periodic Payments (Page 6-22)	Nan McKay – updated PIH Notice Reference number related to various topics regarding Social Security Numbers / Benefits [Does not represent a change in AHA practice or policy]
***	6-I.L. Additional Exclusions from Annual Income (Page 6-27)	Nan McKay – updated required list of annual exclusions from income [Represents an addition to the categories of income that are excluded from the calculation of rent]
CHAPTER 7: Verification	Throughout	Nan McKay – updated PIH Notice Reference numbers related to mandated use of HUD’s Enterprise Income Verification System (EIV) and securing of Social Security documentation. [HUD-required change]
	7-I.C. Upfront Income Verification (UIV) (Page 7-4)	Nan McKay – Inserted Income Validation Tool “IVT” text [HUD-required change]