



**BOSTON HOUSING AUTHORITY**

Occupancy Department  
52 Chauncy Street, 3<sup>rd</sup> Floor  
Boston, Massachusetts 02111

Phone: 617-988-3400

TDD: 800-545-1833 x420  
www.BostonHousing.org

This information is available in an alternative format upon request.

**October 1, 2011**

**SUMMARY OF PROPOSED CHANGES TO THE ADMISSIONS AND CONTINUED OCCUPANCY POLICY (ACOP) FOR THE PUBLIC HOUSING PROGRAMS**

Dear Resident:

Over the last several months, staff at the BHA has been working on proposed changes to our Admissions and Continued Occupancy Policy (ACOP) to better address the housing needs of Boston residents and the need to maintain a ninety-eight percent occupancy rate and therefore maximize our federal funding levels. We will be sharing the draft of the proposed changes with the Resident Advisory Board (RAB) and with both the federal and state agencies which regulate the BHA. The draft of the proposed ACOP will be available for a 45-day review and comment period commencing September 21, 2011. The ACOP applies to the admissions, screening and placement of applicants and to the way in which transfers are handled.

Below is a summary of the proposed changes to the ACOP. Copies of the entire document are available in your management office. Copies of the draft ACOP are also available for review on the BHA's website at [www.BostonHousing.org](http://www.BostonHousing.org) and at the Leased Housing Division located on the 8<sup>th</sup> floor at 52 Chauncy Street, Boston. In addition, two public hearings have been scheduled at the Amory Street public housing development, 1<sup>st</sup> floor training room, 125 Amory Street, Jamaica Plain/Roxbury, MA on Thursday, October 20, 2011 at 1:00 P.M. and again at 6:00 P.M.

We encourage you to send us your comments and to attend the public hearing on this important policy.

If you are a person with a disability and require a reasonable accommodation related to either reviewing the documents or attending the hearing please call 617-988-4542 or TDD 800-545-1833 ext. 420. Interpreters can be made available at the hearing upon request. Comments can be sent to: 52 Chauncy Street, Attn: Barbara Sheerin, Boston, MA 02111 or e-mail at [Barbara.sheerin@bostonhousing.org](mailto:Barbara.sheerin@bostonhousing.org)

**Proposed Changes:**

- ◆ Give single individuals the option to be placed on either the studio or 1BR waiting lists. Must elect one or the other but not both. Chapter 3 and Chapter 6.
- ◆ Emergency Transfers and Priority One Applicants to be made only one housing offer. Will always have the opportunity to submit Good Cause/Reasonable accommodation documentation for consideration and appeal rights. Chapters 6 and 7.
- ◆ Transfers and Applicants are to move in to the accepted unit within 30 days from the offer date unless the Authority approves another justified date. Chapters 6 and 7.
- ◆ Under Housed residents where the unit size they require does not exist may select any development of choice and be considered as an "On-Site" Under Housed transfer on the sites selected. Chapter 7.
- ◆ Every other 4<sup>th</sup> unit by site by bedroom size shall be assigned to an Emergency Transfer. Chapters 6 and 7.
- ◆ Every 8<sup>th</sup> unit by site by bedroom size shall be assigned to an "On-Site" Under or Over Housed Transfer when the site is at 98% occupied. If no approved "On-Site" transfer the unit shall be offered first to an Emergency Transfer, if none to an Applicant. If the site is not at 98% occupied the 8<sup>th</sup> unit shall be offered to an Emergency Transfer, if none to an Applicant. Chapter 6 and 7.
- ◆ Added language to clarify which Applicants determined ineligible may re-apply at any time. Chapter 4.
- ◆ Revised language for the "Displaced from a Unit in Boston" preference and verification required. Chapter 4.

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 Este es un documento importante. Si necesita interpretación, por favor llame al número de teléfono que aparece abajo o visite nuestras oficinas.  
 這是一份非常重要的文件。如果您需要翻譯服務，請撥下面的電話或前往我們的辦公室  
 Isto é um documento importante. Se exige interpretação, por favor chama o número de telefone embaixo ou vem a nossos escritórios.  
 Это важный документ. Если Вам требуется перевод, пожалуйста позвоните нам (телефонный номер ниже). Или придите в наш офис.  
 Đây là một tài liệu quan trọng. Nếu quý vị cần phiên dịch, vui lòng hãy gọi cho số điện thoại bên dưới hoặc đến các văn phòng của chúng tôi.  
**នេះ គឺជាឯកសារសំខាន់មួយ។ ក្នុងករណីលោកអ្នក ចាំបាច់ត្រូវសុំបានការបកប្រែ សូមទូរស័ព្ទលេខខាងក្រោមនេះមកកាន់ ឬ អញ្ជើញមកទាក់ទងដោយផ្ទាល់នៅការិយាល័យយើងផង។**  
**Sa a se yon dokiman enpòtan. Si ou bezwen entèpretasyon, tanpri rele nimewo telefòn ki anba la a oswa vini nan biwo nou.**  
**Tani waa dhokomentu muhiim ah. Haddii aad rabto tarjumad, fadlan wac lambarka hoos ku qoran ama imow xafiisyadayada.**  
 هذه وثيقة مهمة، وإذا كنت في حاجة إلى ترجمة فورية، يرجى الاتصال على رقم الهاتف المذكور أدناه أو أن تتفضل بالمجيء إلى مكتبنا.  
 این یک سند بسیار مهم است. اگر به ترجمه آن نیاز دارید، لطفاً با شماره تلفن زیر تماس بگیرید یا به دفتر ما مراجعه کنید.  
**Telephone No. : (617) 988-3400**



(EN ESPAÑOL AL LADO REVERSO)