

SUMMARY OF ADMIN PLAN CHANGES

EFFECTIVE 10/9/18

(changes are in *italics*)

3.3.5 Priority Categories

(b) **Super Priority.** The BHA will admit an Applicant to the Section 8 program before all other Applicants on the waiting list if:

- (1) The Applicant resides in BHA public housing¹, AND;
 - (i) The Applicant Family is or *will be* temporarily displaced due to BHA rehabilitation and modernization programs (*an applicant family shall be deemed temporarily displaced from the time the family vacates the public housing unit until an offer is made to return*); or

Footnote:

⁸ If the Leased Housing Department *has verified that the applicant was offered housing in the public housing portfolio the Super Priority status approval will be withdrawn.* The applicant will be removed from all Section 8 waiting lists for which he/she has Super Priority status only. The applicant will retain any other priority status for which he/she may have applied.

- (ii) The Applicant or a member of the Applicant Household is in imminent danger of life threatening injuries due to providing testimony or information regarding criminal activity to a local law enforcement agency *and cannot be expeditiously remedied in any other way by the public housing program*; or
- (iii) The Applicant or a member of the Applicant Household is a victim of physical harassment, extreme or repeated vandalism to personal property and/or extreme and/or repeated verbal harassment, intimidation or coercion which places them in imminent danger and that cannot be expeditiously remedied in any other way *by the public housing program*; or

(d) **City of Boston Interagency Council on Housing and Homelessness (ICHH) Programs Priority:**

- (1) *The Boston Cooperative Agreement to Benefit Homeless Individuals (CABHI) is a supported housing program serving chronically homeless individuals in the City of Boston with co-occurring mental illness and substance abuse. The Boston Public Health Commission (BPHC) and the BHA have partnered to create this program which seeks to serve no less*
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than ninety (90) chronically homeless individuals over a three (3) year period. The BPHC will provide services through funding received from a three (3) year grant from the U.S. Department of Health and Human Services Substance Abuse and Mental Health Services Administration (SAMHSA). The BPHC will identify and refer qualified applicants to the BHA wherein the BHA shall screen for HCVP eligibility.

The goal of the program is to provide substance abuse, mental health, and stabilization services to homeless men and women in supportive housing units in Boston. Homeless individuals will be assisted in housing search and placement, access to substance abuse and mental health services, life skills and housing retention. BPHC will provide direct client services; screening and assessment of clients, placement in housing, and provision of Trauma-Informed and Recovery Support Services in the community. Case managers will link clients to community based services and treatment.

Note: Social Innovation Financing (SIF) priority referral from Boston Public Health is being removed as the two (2) year time commitment has elapsed

(2) Leading the Way Home

The BHA will provide not *less than twenty-five (25)* (a change in the minimum number from 500 to 25)

(6) City of Boston Coordinated Access System Referral

... The BHA will provide a minimum of fifty five (55) *HCVP* (changed from tenant Based) *subsidies* to qualified CAS applicants

Priority 1

(9) Homelessness

- A supervised public or private shelter designed to provide temporary living accommodations (includes welfare hotels, congregate shelters, transitional housing and *rapid re-housing*);

(In Glossary)

Rapid Re-Housing Assistance – *The provision of housing relocation and stabilization services and short and/or medium term rental assistance as necessary to help a homeless individual or family move as quickly as possible into permanent housing and achieve stability in that housing.*

3.3.6 Admission Preference

The Preference categories are described below:

(c) **Working Families Preference**

- (2) An Applicant shall be given the benefit of the Working Family preference if *both* the head **and** spouse *are age 62 or older*; or sole member is age 62 or older *or head, spouse, or sole member* is a Disabled Person.

(h) Right of First Refusal

Preference for former residents returning to a PBV new construction *or rehabilitation* project that was specifically identified as replacement housing for the original project as part of a documented plan for redevelopment which had one of the forms of funding listed in §15 of this plan.

(i) This preference may only be applied at initial reoccupation of the site, and will not extend past an initial offer to re-occupy.

(i) *Long Term Homeless*

Homeless in or displaced from Boston twelve (12) months or longer as defined below:

- 1. Three hundred and sixty-five (365) days in shelter, transitional housing, or safe haven over the last three (3) years in Boston or;*
- 2. at least one (1) night per month for twelve (12) months homeless unsheltered in Boston over the last three (3) years, or:*
- 3. Same as above, however, homeless days are outside of Boston and city of origin is Boston as documented by DHCD's Emergency Assistance System.*

(a) Verification

Verification will be documented by the Shelter Provider.

5.4.2 Determining Family Unit Size (BHA Subsidy Standards)

(k) Changes in an Applicant's Family Composition.

If the Family's composition has changed since their initial application, the Family must provide verification of the change. Changes in Family Composition must be reported within thirty (30) days from the date of the change. (See also sections 11.1.1(a), 10.1.3 and 10.1.4 for more regarding changes in Family Composition). The BHA will issue a Voucher of the appropriate bedroom size based upon the Family's current

composition except in cases where the relationship, age (*not generational gap*), sex, health, disability or handicap of the Family members warrants the assignment of a larger Voucher Size than that which would result from a strict application of the above criteria. These exceptions must be documented and approved by Administrator or his/her designee.

5.5.4 Zero Income

(a) Frequency of Zero Income Recertification

The BHA may require a zero income Participant to recertify every month. *The BHA will review EIV quarterly until an Annual Income is determined.*

5.7 Review of Criminal Offender Record Information (CORI)

In conducting a review of an applicant's history of criminal activity the review shall be limited to a period of five (5) years for criminal activities which would be punishable as a misdemeanor or equivalent level of culpability under local law and ten (10) years (except where the Housing Authority has an obligation to ban applicants whose criminal activity is subject to mandatory denial) for an activity which would be punishable as a felony or equivalent level of culpability under local law. *The Housing Authority may deny an applicant whose criminal record shows a pattern of violent criminal activity, or activity that is inherently violent, even though the activity has occurred outside of the time frame set out above.*

8.3.2 Assessment of Private Market Value Rents (Comparables)

(b) The BHA collects data on the four factors listed above to compare the subsidized Unit to a private market Unit. The following, is a non-exhaustive list of some of the types of data that the BHA may use to assess the above listed factors: *(removed reference to the BHA keeping a database)*

(1) Certification supplied either by the Owner or manager including a rent roll of similar unassisted Units in the building,

(2) Copies of existing Leases of similar unassisted Units either in the building or the surrounding neighborhood, affidavits from realtors in the neighborhood providing the current rents,

(3) Internet resources (*GoSection8*).

(c) Weight of Comparison Data – added *GoSection8 (see above)* – removed reference to Newspaper database

8.6 Rent Increases

The Owner will send the initial rent increase request *either to the Leasing Officer or directly to the Inspections Department, who will determine whether or not the requested rent is reasonable and advise the Leasing Officer of same. The Leasing Officer will then send the Participant the BHA Lease Amendment Form which advises the Participant of the new contract rent, BHA subsidy and Participant share of rent.*

8.6.2 Participant Approval required after BHA Approval

If the BHA grants the Owner the ability to increase the rent the Leasing Officer *may* discuss the effect of the proposed increased rent with the Participant. The Leasing Officer *may* advise the Participant of his or her share of the rent and their option to approve or disapprove of the rent increase. The Participant may negotiate the terms and the amount of the increase with the Owner and the Leasing Officer may assist the negotiation.

8.6.3 The rent will not be increased unless:

- (b) The Owner has complied with all obligations of the HAP Contract

8.7 Written Notice of Rent Share Change

Before the BHA makes a change in the Rent *Share*, the BHA will notify the Participant and the Owner in writing.

9.3 Annual Inspections

9.5.2 Stopping and Resuming Payments after Interim or Annual Inspection

- (a) *Serious Violations and "Stop Payment"*. If a serious violation exists, the Inspection Department will notify the Owner by telephone that the violations must be corrected within 24 hours. The Inspection Department may also issue the Owner a written letter detailing the serious violations. The Inspection Department will inform the Owner of a re-inspection date that is at least twenty-four (24) hours after the inspector identified the violation(s). If the Owner fails to correct the violations within the twenty four (24) hour period, *or fails to give access to the unit*, the BHA will place the Unit on Stop Payment. The BHA reserves the right to terminate a HAP Contract for a Unit that is placed on Stop Payment. A Stop Payment will remain in effect until the Unit receives inspection approval. The Owner cannot recover Subsidy payments for periods during which a Unit is on Stop Payment.

15.4.4 Term of HAP Contract

(c) Termination by BHA

(3) *The BHA may terminate the contract or reduce the number of units under the contract if it is determined that the owner is not leasing to program eligible families in accordance with 24 CFR 983.253(a).*

(4) *The BHA may reduce the number units on a contract that have been vacant for 120 days or more.*

15.4.5 HAP Contract Amendments

(b) Amendment to add contract units.

At the discretion of the BHA, and provided that the total number of units in a building that will receive PBV assistance or other project-based assistance will not exceed the greater of 25 units (assisted or unassisted) in a non-exception project or 25 percent of the of the units in the project provided there is sufficient annual budget authority as provided in 24 C.F.R. § 983.6, a HAP Contract may be amended to add additional PBV contract units.. An amendment to the HAP Contract is subject to all PBV requirements (e.g., rents are reasonable), except that a new PBV request for proposals is not required. The anniversary and expiration dates of the HAP Contract for the additional units must be the same as the anniversary and expiration dates of the HAP Contract term for the PBV units originally placed under HAP Contract. The BHA *will exercise its discretion to add units to a PBV contract by mutual agreement with the owner from time to time. See Attachment for details regarding specific projects.* Amend the Plan to include any site specific amendments made under this section

