

Summary of Changes to the ACOP

Effective Date 4/1/2026

Edit: 3.1 Application - State Public Housing 760 CMR 5.05(1)-(2) – Application Procedures- 760 CMR 5.05(2) was amended to allow applicants to make application changes with the Centralized Screening Office (CSO) or LHAs via telephone or email.

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Edit: 3.3.3 Waiting List Updates - State Public Housing 760 CMR 5.14 – Update and Reclassification of Waiting List- 760 CMR 5.15(1) was amended so that applicants who have not contacted an LHA or the CSO or logged into CHAMP for two years will have their application made inactive if they fail to respond to EOHLC correspondence within thirty days.

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Edit: 4.4.2 Points for Priorities and Preferences- BHA's transfer policy has been restructured to require that all emergency transfers are processed prior to approving any new admissions in alignment with HUD Voluntary Compliance Agreement. The points have been adjusted to reflect the inclusion of three administrative transfer tiers.

Edit: 5.2 Verification Generally - State Public Housing 760 CMR 5.12 – Verification of Preference, Eligibility and Qualification - The regulation was amended to only require applicants to provide landlord references for applicant for the previous three years.

Edit: 5.3.6 Verification of Disability -State Public Housing 760 CMR 5.07 – Verification of Disabled Persons -references to "handicap" were replaced with "disability".

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Edit: 6.1.3 Apartment Assignment- added implementation date of 4/1/2025 to specify when the new occupancy standard applies. The occupancy standards for New Admission or Approved Transfer approved after 4/1/2025 have been updated to reflect the new transfer policy.

Edit: 6.1.3 Apartment Assignment - State Public Housing 760 CMR 5.03 – Appropriate Unit Size The regulation was amended to permit sleeping in living rooms "so long as the living room used for sleeping purposes meets the requirements of 105 CMR 410.00" (the State Sanitary Code).

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Edit: 6.2 Offer Assignments – remove language to reflect the new transfer policy.

Edit: 6.2.1 Allocation of Offers – remove language. The counter system is replaced by the new transfer policy.

6.2.3 Acceptance or Rejection of an Offer - State Public Housing 760 CMR 5.10

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(4) – Accepting and Rejecting Offers - 760 CMR 5.10(4)(a) was amended to increase the time an applicant has to accept a unit offer from seven to ten days.

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760 CMR 5.10(4)(b) was amended so that an applicant who fails to respond to three unit offers in five years is removed from all waiting lists.

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Edit: 6.2.3 (c) – removed special circumstances to reflect new transfer policy.

Edit: 7.1 Transfer Categories – updated language to reflect new transfer policy.

Edit: 7.1.1 Administrative T1 Transfer- An Administrative T1 is a Transfer of a household from one unit to another within the BHA at the discretion of the Administrator for a sound administrative reason, including but not limited to, Domestic Violence, Medical Condition, Imminent Danger, and Witness Protection.

Edit: 7.1.2 Administrative T2 Transfer- An Administrative T2 is a Transfer of a household from one unit to another within the BHA at the discretion of the Administrator or his or her designee for management/ administrative purposes. T2 Transfers include Uninhabitable, Capital Improvement, Adaptive Features Required, Temporary Relocation for Repairs, Rent Burdened due to Proration and Over-Under Housed Families.

Edit: 7.1.3 Administrative T3 Transfer- Administrative T3 Transfers are transfers necessary to the health and/or safety of one or more Household. T3 Transfers include, Domestic Violence, and Reasonable Accommodation.

Edit: 7.1.4 Special Circumstances- Special Circumstances Transfer include Over-Under Housed Families and Designated Housing transfers.

Edit: 7.2.3 Transfer Review Process- remove language pertaining to non-special circumstance transfer as it no longer applies with the new transfer policy.

Edit: 7.6 Transfer on Waiting Lists/AMP – remove to reflect new transfer policy.

Edit 8.1 Qualification for Residual Tenancy- revised language to align with Leased Housing residual policy.

Edit 8.3 Residual Tenancy and Income: Removed the language on eligibility requirements applied to applicants and instead referenced that over income residual applicants will follow the over-income policy at outlined in Section 9.4

Edit 8.5 Limitation of Policy – Clarified language on hearing decision being issued by date of the decision.

Edit 9.1.3: Added language that the family will be advised at new admission and each recertification as to their obligations for additions to the family comp.

Edit 9.1.3(d) – Proposed additions must be determined eligible before being added.
(Elimination of SPAR.)

Edit 9.1.3(e) -Rent will be recalculated during the certification to add the proposed member.

Edit 9.1.3(f) – If proposed additions would result in severe overcrowding, the members will not be added, but the family will be placed on transfer list under 7.1.4

Edit 9.1.4(b). Removed language permitting an individual in the unit pending screening, except due to birth, adoption or court-order.

| **Edit ~~11.19.3.1~~(b)** Aligned language with LH policy, to only require reporting an increase in income if family is a zero income family.

| **Edit ~~11.19.3.1~~(d).** Clarified reporting language to align with LH that no change will be made if family fails to provide verification within prescribed timeframe.