

# Summary of Changes to the ACOP

Effective Date 4/1/2025

All Sections: DHCD updated to EOHLC throughout document

Added: 4.4.2 (a) - Points for Priorities and Preferences – added Administrative Transfer point 125

Edit: 4.4.2 (a) – updated Super Priority to include Super Priority Applicant

Edit: 4.4.2 (a) – removed list of Priority 1 categories, as they are detailed later in the plan

Edit: 4.4.2 (b) – Rearrange chart to be in numerical order

Edit: 4.5.3 – Super priority – revised to include participant and clarified that applicants must be in good standing for Super Priority admission

Added: 4.5.3 – added language to permit PBV participants to receive a public housing offer if the BHA the family is occupying a wrong size unit or unit with accessibility features that the family does not require

Edit: 4.6 – Admission Preference – revised language to align with Leased Housing Administrative Plan

Edit: 4.6.1 – Designated Housing Preference – moved language to align with preference chart located above in the plan

Edit: 4.6.2 – Single Elderly or Disabled Preference – moved language to align with preference chart located above in the plan, and added language to align with the Leased Housing Admin plan

Edit: 4.6.3 – Veterans Preference – moved language to align with preference chart located above in the plan

Edit: 4.6.4 – Displaced Boston Tenant Preference - revised language to align with Leased Housing Administrative Plan

Edit: 4.6.4 (b) Verification Requirement - revised language to align with Leased Housing Administrative Plan

Edit: 5.3.5 Student Definition- expanded to allow for income deductions for part-time students on the State Program

Edit: 5.4.1 Verification Requirements

(c)Federal: Reduced number of paystubs required from 4 to 2.

(d)State: revised language on State Programs to align with 760 CMR 6.04 requirements which requires W-2's or 1099 or other tax reporting forms from the prior year.

Edit: 5.4.4 Self-Employment Verification –State Only Schedule C of US 1040

Edit: 5.4.5 Zero Income – Removed requirement to complete a statement of family responsibility when a family reports zero income and replaced with “BHA may require” such a statement.

Edit: 5.4.7(b)(i) Asset Verification Removed required bank statements from two (2) to the most recent (1).

Edit: 5.6 Definition of Live-in PCA (State Only) Revised to align with 760CMR

Edit: 6.1.3 Apartment Assignments – revised language to the occupancy standard, current public housing residents and approved transfers will continue to follow the old occupancy standards, while new admissions and any transfers not yet approved will adhere to the new standards. This transition to the new occupancy standards is intended to facilitate a smoother conversion of public housing to the Section 8 program.

Edit: 8.1 Residual Tenancy (State Only) Revised to align with 760CMR that a PCA who's income was previously not counted may assume residual status if their income will count.

Edit: 8.1(5) Residual Tenancy (State Only) Revised to align with 760CMR that a residual family member assumes any unpaid rent or past due rent by the former Head.

Section 9: Tenant Status Review (TSR) updated to recertification throughout.

Edit: 9.1.1 Leased (State Only) BHA will use EOHLC's lease or one that has been approved by EOHLC in alignment with 760 CMR 6.06.

Edit: 9.1.3(e) & (g) Additions to the Household (State Only) Any additions to the household will be in alignment with 760 CMR 6.06 which require screening of any individual ten (10) years or older.

Edit: 9.1.4 (a) Removal of Household Members (State Only) A tenant may delete a member as outlined in 760 CMR 6.06. Further, any temporary visitor are limited to 21 nights (or days if the head sleeps during the day) in any 12 month period.

Edit: 9.1.4 (b) Unauthorized Occupants (State Only) Any temporary visitor are limited to 21 nights (or days if the head sleeps during the day) in any 12 month period unless the LHA consents in writing prior to the expiration of 21 nights.

Edit: 9.2.5(b) Zero Income Zero Income Questionnaire and 90 day recertification requirement eliminated. However, language added that BHA may require a statement of financial responsibility.

Edit: 9.2.7 Notice of Rent Share Change Language changed from “Before any change of rent is made...” to “When any change to rent is made...”

Edit: 9.2.8(b) Income-Based versus Flat Rent (Federal Program Only) Language expanded to default each family to the lower of the flat rent or the income-based rent in the notice of rent share. The family may request the higher rent by notifying the BHA in writing within twenty) 20) days of the notice of rent share.

Edit: 9.3(a) Interim Requests for Increase in Income (State Program Only) Added language to align with 760 CMR to require families to report any retroactive increases in income with associated one-time retroactive rent charge.

Edit: 9.3(b) Interim Requests for Decrease in Income (State Program Only) Removed language citing COVID State of Emergency.

Edit: 9.7.4 Community Service: Revised language to state that exemption status will be on client worksheet, and will instead be on notice of family rent share.

Edit: 9.7.5 Community Service:

- a. Revised language from Property Manager to BHA staff throughout.
- b. Revised language from “come to office to complete the status review” to “complete the recertification”.
- c. Changed language from “at the appointment” to “with the recertification documents”.

Edit: 9.7.6 Non-Compliance:

- a. Revised language from Property Manager to BHA staff throughout.

Edit: 9.7.7 Verification:

- a. Revised language from Property Manager to BHA staff throughout.
- b. Revised language from Status Review to Recertification

Definitions:

- i. TSR replaced with recertification throughout.
- ii. Residual Tenant Updated to align with Changes to Chapter 8 from 760 CMR