



CITY OF TUCSON  
HOUSING & COMMUNITY DEVELOPMENT DEPARTMENT  
ADMINISTRATION DIVISION

**SUMMARY OF CHANGES**  
**PUBLIC HOUSING PROGRAM**  
**ADMISSIONS AND CONTINUED OCCUPANCY POLICY**  
**FISCAL YEAR 2017**  
**July 1, 2016**

**3-I.F. DEPENDENT Joint Custody of Dependents**

PHA Policy - Change

Dependents that are subject to a joint custody arrangement will be considered a member of the family, if they live with the applicant or resident family **51** percent or more of the time.

**16-III.B.Repayment Policy**

**General Repayment Agreement Guidelines - Clarification**

Down Payment Requirement

Repayment agreements can only be approved by the HCD Administrator or designee.

Late or Missed Payments

PHA will send the family a delinquency notice giving the family 14 business days to make the late payment.

No Offer of Repayment Agreement

The PHA Administrator, or designee, retain the right to provide exemption on a case-by-case basis for good cause.

The PHA Administrator or designee will require documentation of “good cause” for entering into a repayment agreement.

Other exceptional need as approved by the Administrator or designee of the PHA by written request.



## **Chapter 8 Transfers**

### **8-II.B Types of Inspections - Add**

#### **Inspection for Transfers [24 CFR 966.4(i)]**

Tenant must be in good standing prior to being transferred. The PHA must inspect and pass the unit in order for the transfer to proceed. The PHA must schedule an inspection of the unit at the time the resident qualifies for a transfer. Inspection must occur prior to vacating the unit and must allow the resident to participate in the inspection if he or she wishes. The PHA must provide to the tenant a statement of any charges to be made for maintenance and damage beyond normal wear and tear within 20 business days of conducting the inspection. The transfer will not be approved until assessed charges have been paid to the PHA.

#### **Special Inspections - Add**

##### PHA Policy

Add Transfer inspections

#### **12-II.B. Occupancy Standards Transfers - Add**

The PHA requires a passing unit inspection prior to approving a transfer.

#### **PHA Policy - Change**

Families may request to stay in a unit smaller than designated by the occupancy guidelines (as long as the unit is not overcrowded according to PHA standards and local codes). **However, in these cases, the family must agree not to request a transfer unless they have a change in family size or composition.**

#### **12-III.C. ELIGIBILITY FOR TRANSFER**

##### PHA Policy - Add

Pass inspection by the PHA

#### **5-I.B. DETERMINING UNIT SIZE**

##### **PHA Policy - Add**

Unborn children will be included in determining unit size.

#### **4-III.B. SELECTION METHOD**

##### **Units Designated for Elderly or Disabled Families - Clarification**

The PHA has one development designated for elderly and disabled only, The Martin Luther King Apartments.

#### **Emergency Repairs PHA Policy – Change**

Absence of a working heating system when outside temperature is below **50** degrees Fahrenheit



## **11-II.A. OVERVIEW**

### **EXHIBIT 11-1: COMMUNITY SERVICE AND SELF-SUFFICIENCY POLICY**

#### **Exempt Adult - Clarification**

Is a member of a family receiving assistance, **food stamp benefits**, or services under a state program funded under part A of title IV of the Social Security Act, or under any other welfare program of the state in which the PHA is located, including a state-administered welfare-to-work program, and has not been found by the state or other administering entity to be in noncompliance with such program.

#### **10-II.C. STANDARDS FOR PETS PHA Policy - Add**

The following animals are not considered common household pets:

Animals used for food production.

#### **3-III.C. OTHER PERMITTED REASONS FOR DENIAL OF ADMISSION - Add**

In making its decision to deny assistance, the PHA will consider the factors discussed in Sections 3-III.E and 3-III.F. The PHA is creating policy changes to both the Admissions and Continued Occupancy Policy to adhere to HUD's guidance through PIC Notice 2015-19 regarding criminal and drug related activity. It is the intention of the Agency to remove barriers to housing assistance to those who are, or have, taken proactive measures to avoid past behaviors.

#### **9-III.C. CHANGES AFFECTING INCOME OR EXPENSES**

PHA-initiated Interim Reexaminations

No interim rent increases based on earning will be initiated unless the family has received an interim reduction during the year or has negligible income.

#### **HOTMA**

Should it pass, we will adopt the language spelled out in Housing Opportunity Through Modernization Act.

