

SECTION 6.0(A): REVISIONS TO PHA PLAN DOCUMENTS

The Houston Housing Authority is proposing to change the following plan elements in its Administrative Plan and ACOP: 1. Eligibility, Selection, and Admissions Policies, including Deconcentration and Wait List Procedures; 3. Rent Determination; 4. Operation and Management. In addition, HHA has made many minor edits for clarity or ease of reading. The substantive changes made to the plan elements since the last Annual Plan are listed below.

A. ACOP

1. (Section II. Eligibility for Admission and Processing of Applications, Subsection E. The Preference System, Line 2. Local Preference, Paragraph c. Site-based preferences and income tiers for Mixed Finance Properties, Sub-paragraph 5. Oxford Place) Remove “Returning residents from Oxford Place” and “After all returning residents have received offers”.
2. (Section II. Eligibility for Admission and Processing of Applications, Subsection E. The Preference System, Line 2. Local Preference, Paragraph c. Site-based preferences and income tiers for Mixed Finance Properties, Sub-paragraph 6. Lincoln Park) Remove “The first preference will be awarded to lease compliant former residents” and “After all former residents who have been lease compliant have received offers”.
3. (Section II. Eligibility for Admission and Processing of Applications, Subsection E. The Preference System, Line 2. Local Preference, Paragraph c. Site-based preferences and income tiers for Mixed Finance Properties) Remove a paragraph: “7. Kennedy Place <next line> Admissions preferences <next line> The first preference in public housing units will be awarded to lease compliant former residents who qualify for occupancy in the new range of bedroom sizes and/or accessibility <next line> After all eligible former Kennedy Place public housing residents have received offers, offers will be made to public housing applicants on the wait list <next line> Market unit renter eligibility will be comparable to other surrounding market-rate conventional housing units, which had yet to be determined at the time the 2011 Annual Plan was published.”

B. Public Housing Lease Agreement:

Part 2 of Lease Agreement –

1. (Section 7. Utilities and Appliances, Subsection f) Add to end of subsection f “Tenant is required to sign a third-party notification agreement so that HHA will be notified if the resident fails to pay the utility bill.”
2. (Section 8. General Conditions for Use and Occupancy of the Dwelling Unit, Subsection e) Change “not exceeding 14 calendar days in any twelve-month period” to “not exceeding 14 calendar days in any twelve-month period for family properties and not exceeding 7 calendar days for any twelve-month period for mixed population properties.”
3. (Section 8. General Conditions for Use and Occupancy of the Dwelling Unit, Subsection g) Add “Visitors must have no previous history of behavior on HHA premises that would be a lease violation. A list of individuals not allowed (trespassed) to return to the property for any reason will be distributed to all tenants monthly and updated accordingly. An updated list of these individuals will also be updated and maintained daily for public view in the leasing office.”
4. (Section 11. Tenant’s Obligations, Subsection v) Change “To ensure that authorized Tenants between the ages of seven (7) and sixteen (16) years of age living in the household attend school in accordance with the anti-truancy states of the State of Texas, and to ensure that minor children do not violate the Curfew Policy” to “Every authorized school age Tenant of the household must be enrolled and attend

school in compliance with State and local truancy law, State and local curfew law, Agency's Truancy Prevention Policy (TPP), and Agency's Curfew Policy. Noncompliance with these requirements can result in termination of the lease and eviction."

5. (Section 12. Changes in Household, Subsection g) Change "HHA reserves the right to establish a payment plan with the new head of household, especially when an eviction for arrearages would result in the separation of the family" to "HHA will establish a payment plan with the new head of household if the conditions of tenancy falls within the parameters of the Hardship Exemption".
6. (Section 13. Entry of Premises During Tenancy, Subsection b) Change "When the Tenant calls to request" to "When the tenant requests (in writing)"
7. (Section 16. Inspections, Subsection c) Change "HHA shall conduct at least one housekeeping inspection each year" to "HHA shall conduct no less than one housekeeping inspection each year (if poor conditions exist, more than one housekeeping inspection may be required)."
8. (Section 24. Abandonment, Subsection b) Change "HHA will remove and store any personal property remaining in the dwelling unit for 10 days" to "HHA will remove and store any personal property remaining in the dwelling unit for 30 days if unclaimed."

C. Maintenance Plan:

1. (Section: A. General Performance Standards, #4) Inspect all units for Preventive Maintenance annually; change "annually" to "biannually."
2. (Section B. Maintenance Priorities, Subsection 1. Emergency Maintenance) Emergency work will be accomplished during the current work day. Change "during the current work day" to "within 24 hours."
3. (Section B. Maintenance Priorities, Subsection 1. Emergency Maintenance) Add "j. HVAC condensing units for communities the Agency has provided centralized HVAC systems (when temperature is more than 80 degrees Fahrenheit)".
4. (Section B. Maintenance Priorities, Subsection 2. Resident Service Maintenance) Remove all statements and add "a. Any temporary condition, repair needed, or replacement needed that is not life-threatening. b. Replacement items due to normal wear, normal usage, normal inoperability, or warranty repairs for new items that do not significantly impact living conditions c. Repairs required that do not cause significant alteration to the apartment unit."
5. (Section B. Maintenance Priorities, Subsection 4, Vacant Unit Turnover) Change "Units needing minor rehabilitation shall be ready within three (3) calendar days" to "Reasonable attempts will be made to complete units needing minor rehabilitation within five (5) calendar days".
6. (Section F. Routine Maintenance Procedures (Ongoing), Subsection 1. Extermination) Change "h. Unscheduled Pest extermination will be made upon request" to "h. Unscheduled Pest extermination will be made upon written request".
7. (Section G. Vacant Unit Turnaround Procedure, Subsection 1) Change "It is the policy of the Housing Authority to prepare vacant units for re-occupancy within a maximum of three (3) working days" to "It is the policy of the Housing Authority to make all reasonable attempts to prepare vacant units for re-occupancy within five (5) calendar days. When this is not possible or reasonable, the Housing authority will prepare vacant units for re-occupancy within a maximum of fifteen (15) calendar days, with re-occupancy occurring no later than the fifteenth (15th) calendar day".
8. (Section G. Vacant Unit Turnaround Procedure, Subsection 6) Change "Circumstances will occur that will cause the Staff to exceed the 3 working day standard for unit preparation. These are individual exceptions and will not affect overall Housing Authority performance of this function. These circumstances shall include the following categories:" to "Circumstances may occur when it is not reasonable or possible for Staff to prepare a vacant unit for re-occupancy within 5 calendar days and will cause the Staff to exceed the 15 calendar day maximum for unit preparation. These are individual exceptions and will not affect overall Housing Authority performance of this function. These circumstances shall include, but are not limited to, the following categories".

9. (Section H. Planned and Preventive Maintenance Procedures Include:) Remove all statements and change to read:

“H. Planned and Preventive Maintenance Procedures Include (but are not limited to):

1. Clean and service condensing units
2. Clean and service heating unit/air handler
3. Make sure pilot is lit on heater
4. Clean air ducts and registers
5. Check thermostat for proper operation
6. Check and service appliances
7. Check and service hot water heaters
8. Check and service all plumbing and plumbing fixtures

NOTE: Air filters for central HVAC installed systems should be changed every 30 days when possible; otherwise, items 1 through 8 should be completed biannually and turned in by April month-end and October month-end reports”. After “Section H. Planned and Preventive Maintenance Procedures Include:”

D. Annual Plan:

- Removal of set aside language regarding project based vouchers that were formerly committed to a City of Houston homeless housing initiative that never materialized
- Removal of Hurricane Katrina/Rita Preference for admissions
- Policy on 3rd Party Verification was updated due to HUD’s PIH Notice 2010-19
- Addition of language allowing HHA to accept an owner’s certification of repair in lieu of a reinspection for non- life-threatening HQS fail items
- Removal of requirement to verify the need for a live- in aide annually after the need has been originally established and verified at lease-up
- Addition of language expanding the HHA’s option to use mail-in recertification from elderly and disabled participants to all voucher households
- Removal of requirement that families report increases in income between annual recertifications
- Addition of broad language establishing the HHA’s project-based voucher assistance program, including admissions, tenant selection, and site selection