

PROPOSED SIGNIFICANT CHANGES 2023 Public Housing Authority Plan (Administrative Plans)

The Public Housing Authority (PHA) must define any significant changes to its policies or plans. The PHA defines a “substantial” deviation” and “significant amendment/modification” as any change in policy which significantly and substantially alters the Authority’s stated mission and the person the Authority serves. The proposed changes below have been deemed “significant”.

New language is indicated in red. Deleted language is show in ~~strikeout~~.

ADMISSIONS AND CONTINUED OCCUPANCY POLICY (ACOP)

1. Chapter 7 (page 7-1)

Introduction

Electronic Signatures

The PHA may use electronic signature in lieu of manual signature for documents and contracts. The PHA may use electronic systems for electronic signatures including but not limited to DocuSign and SHRA Resident Portal. The use is at the option of the parties in the transaction. When using electronic signature, it is under the sole control of the person using it. Electronic signature shall have the same force and effect as a manual signature.

Requests pertaining to information regarding an assisted household (i.e., public records request, subpoena, etc.) will require a release of information form with a wet signature.

Explanation of Changes

- Signatures for release forms are needed to ensure that highly confidential personally identifiable information only be released upon such tenant’s signed release of information.

2. Chapter 9

A – Additional Resident Obligations (Page 9-4)

The resident agrees not to do any of the following in the dwelling/unit without obtaining the PHA’s written permission first:

- Operate a business ~~excluding a day care which required prior PHA notification~~ (unless the business is a family daycare home that serves six (6) or fewer children, in which case the resident agrees to notify the PHA in writing thirty (30) days prior to commencement of the operation of the family daycare home). When the resident wishes to operate a family daycare home which serves (7) or more children, the resident must obtain the PHA’s prior permission. Where the PHA’s permission to operate a business is required, the PHA’s permission may be revocable at any time.

The resident acknowledges and agrees that written permission from the PHA to do any of the above does not diminish or abrogate the resident’s obligation to abide by all provisions of the lease, attachments to the lease or this ACOP.

Explanation of Changes:

- Aligning policy with Federal and California law.

3. Chapter 14 – Family Debts to the PHA A - Repayment Agreements for Families (Page 14-1)

The ~~maximum~~ **standard** length of time the PHA will enter into a Repayment Agreement with a family is twelve (12) months unless otherwise specified and approved by the PHA.

A – Repayment Agreement for Families – Guidelines for Repayment Agreements (page 14-2)

The monthly payments may be decreased in cases of family hardship, upon request by the family with management’s approval and verification of the hardship. Also, monthly payments may be increased at the family’s request or in the event the family’s income increases. If the family refuses to enter into a Repayment Agreement or fails to make payments on an existing or new Repayment Agreement, the PHA ~~must~~ **may** terminate the family’s program participation ~~HUD does not authorize any PHA sponsored debt forgiveness programs.~~ **utilizing HUD’s required due process as required by regulation.**

Explanation of Changes:

- At no point can the repayment, in combination with the tenant’s rent, cannot exceed 40% of the tenant’s adjusted monthly income. This change allows for a larger balance to be paid without exceeding that threshold.

4. Brand New Section – Rent Reporting Program

Senate Bill No. 1157, Section 1954.06 of the Civil Code.

The PH will ensure all residents are informed about the Rent Reporting Program at Move-In and during each Recertification appointment. PHA will develop marketing and enrollment and cancellation forms and will enroll/cancel resident enrollment within a reasonable amount of time upon notification from the resident.

For leases entered into on or after July 1, 2021, the offer of rent reporting shall be made available to the residents at the time of signing the lease agreement and at least once annually thereafter. For leases outstanding as of July 1, 2021, the offer of rent reporting shall be made no later than October 1, 2021 and at least once annual thereafter.

Explanation of Changes:

- Brand new CA law became effective July 1, 2021, and to remain in compliance with Senate Bill 1157, Section 1954.06 of the Civil Code. 5. Brand New Section – Resident-Owned Cameras

5. Brand New Section – Resident-Owned Cameras

Residents are required to follow the PHA polices/procedures regarding owning and operating resident-owned cameras. The resident is required to comply with this policy as a condition of installing such equipment.

Prior Permission

- Residents must obtain prior management approval before installing any resident-owned cameras.
- Management will confirm/approve the placement of the resident-cameras outside the resident's unit.

Location

- Cameras cannot directly face the personal space of another resident.

Explanation of Changes:

- With the number of personal recording devices, such as doorbell cameras, this section was necessary to manage how those devices are handled. We wanted a policy in place that would potentially allow for the install of the devices, according to guidelines set by PHA management, that would not violate the expectation of privacy with our residents.