Below is a summary of changes to be incorporated into the 2020 Admissions and Continued Occupancy Policy (ACOP).

**Chapter 1 – Statement of Policies and Objectives**
1. Section 1.8 – Violence Against Women Act (VAWA) – Language required by HUD to clarify when applicants and residents receive notification of their rights under VAWA. This language is consistent throughout other section regarding VAWA.

**Chapter 3 - Eligibility and Suitability for Admissions Policies**
2. Section 3.35 – Prohibition Against Denial of Assistance to Victims of Domestic Violence, Dating Violence, Sexual Assault, or Stalking [24 CFR Part 5, Subpart L] - Added “HUD Regulation” and citation language to align with CFR. “Definitions under VAWA” from Section 3.35 to Section 16.5 definitions were repeated, removed to avoid inconsistencies and referenced where to locate in the ACOP.

**Chapter 4 – Pre-Application, Management of the Interest List and Resident Selection**
3. Section 4.2 – Interest List Structure – Added “phone” as an added communication method for an applicant.

4. Section 4.4 – Opening and Closing of the Interest List – Added additional methods of announcing when establishing an interest list.

5. Section 4.12 – Local Preferences, Displacement Referrals – Added additional language when displacement referrals is received from a unit of government to coordinate referral with the Agency.

**Chapter 5 - Occupancy Standards & Unit Offers**
6. Section 5.0 – Determining Unit Size - Updated the Guidelines for maximum persons in household for all bedroom sizes to allow flexibility and to be in line with industry standards.
7. Section 5.1 – Exceptions to Occupancy Standards – Added-clarifying language regarding accessible units, when an applicant who does not need the features accepts an accessible unit.

8. Section 5.2 – Occupancy Standards Are Applicable to Transfers – Added-clarifying language of when a Resident on the transfer list may take priority over an applicant.

9. Section 5.3 – Plan For Unit Offers – Removed language regarding oldest vacancy due to site based wait lists.

10. Section 5.4 – Time Limit for Unit Offer Acceptance or Refusal – Added-clarifying language to clarify which list an applicant may reapply to.

11. Section 5.5 – Offer of Accessible Units [CFR 960.206 (b)(2)(c)] – Updated language to clarify and to align with Section 5.2.

12. Section 5.6 – Applicants Unable To Take Occupancy – Removed language under “good cause” reason as would not be a reason to hold up a move in.

**Chapter 6 – Income And Rent Determinations [24 CFR Part 5, Subparts E and F; 24 CFR 960, Subpart C]**


**Chapter 7 – Verification**

15. Section 7.1 – Items To Be Verified [24 CFR 982.516] – Added clarifying language regarding what items will not need to be verified at annual eligibility.

16. Section 7.2 - Use of HUD’s Enterprise Income Verification (EIV) System - Added HUD’s mandatory Income Validation Tool Language.

18. Section 7.5 – Verification of Income – Added clarifying language regarding acceptable methods of verifications.


Chapter 8 – Leasing and Inspections
21. Section 8.2 – Execution of Lease [24 CFR 966.4(A)(3)] – Clarified language of when an new Resident Lease Agreement would be executed as the terms of the lease remain the same and amended to reflect the new family member(s).

Chapter 10 – Pets
22. Section 10.0 – Overview – Added language regarding a Service Animal consistent with regulations.

Chapter 14 – Grievance Procedures


Chapter 16 – Program Administration
27. Section 16.10 – Repayment Agreements at Conclusion of Tenancy or Resolution of Eviction Proceedings – Added required language consistent with regulation.


Chapter 17 – Mixed Finance Developments [24 CFR Part 940 Subpart F]
29. Section 17.5 – Rents – Added language to align with Section 42 Tax Credit Regulations.