Summary of Revisions to
FY2022-23 Admissions & Continued Occupancy Policy

Indicates policy has been added
Indicates policy has been removed

Reason for the change to 3.3.E SAHA’s Criminal History Screening Criteria

Updates have been made to SAHA’s Criminal History Screening Criteria Grid in an effort to establish more equitable admissions standards for applicant families.

3.3.E SAHA CRIMINAL HISTORY SCREENING POLICY

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SAHA Screening Criteria Grid

<table>
<thead>
<tr>
<th>Offense Category</th>
<th>Within seven (7) years of offense</th>
<th>Within five (5) years of offense</th>
<th>Within three (3) years of offense</th>
</tr>
</thead>
<tbody>
<tr>
<td>Violent Criminal Activity</td>
<td>● 1st Degree / 2nd Degree Homicide</td>
<td>● Assault (Misdemeanor)</td>
<td>● Assault by Contact</td>
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<tr>
<td></td>
<td>● Manslaughter / Criminally Negligent Homicide</td>
<td>● Deadly Conduct (Misdemeanor)</td>
<td>● Crimes against Animals</td>
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<tr>
<td></td>
<td>● Assault - Battery (Felony)</td>
<td>● Stalking</td>
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<td></td>
<td>● Aggravated Assault</td>
<td>● Harassment</td>
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<td></td>
<td>● Robbery (All Types), including Aggravated Robbery</td>
<td>● Crimes involving Terrorism / Terroristic Threat</td>
<td></td>
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<tr>
<td></td>
<td>● 1st Degree Felony Injury to a Child, Elderly or Disabled Individual</td>
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<td></td>
<td>● Sexual Assault / Sex Offenses</td>
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<td></td>
<td>● Deadly Conduct (Felony)</td>
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<td></td>
<td>● Weapons Offense (Against Person)</td>
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<td></td>
<td>● Kidnapping, Abduction,</td>
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<tr>
<td>Drug-Related Criminal Activity</td>
<td>Other*</td>
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<td>-------------------------------</td>
<td>----------------------------------------------------------------------</td>
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<tr>
<td>● Drug Offense</td>
<td>● Abandoning or Endangering Child</td>
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<td>(Manufacture, Distribution,</td>
<td>● Fraud</td>
<td></td>
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<tr>
<td>or Possession with Intent to</td>
<td>● Burglary/Breaking and Entering (Felony Only)</td>
<td></td>
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<tr>
<td>Distribute)</td>
<td>● Criminal Mischief / Damage / Property Vandalism (Felony Only)</td>
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<td></td>
<td>● Felony Offenses not otherwise on the grid that</td>
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<td></td>
<td>demonstrate a pattern of illegal behavior (If two or more</td>
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<td></td>
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<tr>
<td></td>
<td>convictions)</td>
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<tr>
<td>● Driving under the Influence</td>
<td>● Trespassing</td>
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<tr>
<td>– If two (2) or more</td>
<td>● Theft/Stolen Property (if 2 felony convictions or more)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>convictions</td>
<td>● Weapons-related (other than use of weapons against person)</td>
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<tr>
<td></td>
<td>Unlawful Carrying of a Weapon</td>
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<tr>
<td>● Drug Offense (Possession)</td>
<td>● Prostitution (Felony Only)</td>
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<tr>
<td>(If two or more felony</td>
<td>● Solicitation</td>
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<td>convictions)</td>
<td>● Destruction of Property</td>
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<tr>
<td></td>
<td>● Misdemeanor Offenses not otherwise on the grid that</td>
<td></td>
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</tr>
<tr>
<td></td>
<td>demonstrate a pattern of illegal behavior (2 or more convictions)</td>
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</tbody>
</table>

*Other is defined as the following:

- Criminal Activity that may threaten the health, safety, or right to peaceful enjoyment of the premises by other residents or persons residing in the immediate vicinity (within a three-block radius); and
- Criminal activity that may threaten the health or safety of property owners and management staff, and persons performing contract administration functions or other responsibilities on behalf of SAHA (including a SAHA employee or a SAHA contractor, subcontractor, or agent).

**HUD requires SAHA to deny assistance if any household member is currently engaged in the use of illegal drugs. SAHA defines currently engaged in as any use of illegal drugs during the previous six months.
Reason for change to 5.1.B Determining Unit Size

This section was changed in order to align with the existing policy in the Housing Choice Voucher Program located in 5.2.B of the FY20-21 Administrative Plan.

5.1.B DETERMINING UNIT SIZE

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(4) SAHA’s occupancy standards for determining unit size must be applied in a manner consistent with fair housing requirements.

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(b) SAHA will assign one (1) bedroom for each two (2) persons within the household, except in the following circumstances:

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(v) Foster children will be included in determining unit size only if they will be in the unit for more than 6 months.

(vi) An unborn child will not be counted in determining unit size. All children anticipated to reside in a dwelling unit will be included in determining unit size upon submission of supporting documentation. For example, children expected to be born to pregnant women or children whose custody is being obtained by an adult.

(vii) Adopted children will be included in determining unit size when the family submits supporting documentation.

(vii)-(viii) Children who will live in the unit less than 50 percent of the time will not be considered when determining unit size.

Reason for change to 8.1.E Security Deposits

This section was changed to provide the former resident with notice of charges within 30 days from the date of move out in order to align with Texas Property Code.

8.1.E SECURITY DEPOSITS [24 CFR 966.4(b)(5)]

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(4) Subject to applicable laws, interest earned on security deposits may be refunded to the tenant after vacating the unit, or used for tenant services or activities.
(f) SAHA will provide the resident with a written list of any charges against the security deposit within 40 business days of the move-out inspection. The notice will be sent to the resident’s last known address. If the resident disagrees with the amount charged, SAHA will provide a meeting to discuss the charges.

(g) SAHA will provide the resident with a written statement, which lists all charges made against the security deposit and any amounts still owed, if applicable, within ten (10) business thirty (30) days of the move-out inspection. The statement will be sent to the resident’s last known address in accordance with adverse action requirements under the SAHA Grievance Procedure. If the resident disagrees with the amount charged, the resident may dispute the charges through the grievance process.


Language regarding biennial recertifications was removed from the MTW policy on alternative recertification schedules in order for all residents to be moved to a triennial recertification schedule. This change was made in order to relieve staff burden and serve residents more efficiently.

9.1.C SCHEDULING ANNUAL REEXAMINATIONS

(1) SAHA must establish a policy to ensure that the annual reexamination for each family paying an income-based rent is completed within a 12-month period [24 CFR 960.257(a)(1)].

(c) Triennial Recertifications

SAHA will conduct a recertification of household income and family composition every three years if the household meets the following criteria:

(i) The household has at least one (1) elderly or disabled member, and
(ii) The household receives 100% of their income from fixed income sources.

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(2) Family Choice in Rents [24 CFR 960.253(a) and (e)]

(a) Once each year, SAHA must offer families the choice between a flat rent and an income-based rent. The family may not be offered this choice more than once a year. SAHA must document that flat rents were offered to families under the methods used to determine flat rents for SAHA.

(i) SAHA will offer a family the choice between flat and income-based rent upon admission and upon each subsequent biennial/triennial reexamination.

9.2.B FULL REEXAMINATION OF FAMILY INCOME AND COMPOSITION

(1) Frequency of Reexamination

(a) For families paying flat rents, SAHA will conduct a full reexamination of family income and composition in accordance with the biennial and triennial reexamination policy (see section 9.1.C).

Reason for change to 9.3.C(3)(b)

This change was made in order to allow staff to process all increases in income, regardless of amounts, for Jobs Plus Participants at Lincoln Heights participating in the Jobs Plus Earned Income Disregard (JPEID).
9.3.C CHANGES AFFECTING INCOME OR EXPENSES

(3) Family-Initiated Interim Reexaminations

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(b) Required Reporting

(i) HUD regulations give SAHA the discretion to determine the circumstances under which families will be required to report changes affecting income.

(A) Families are not required to report increases over $200 in earned and unearned income, including new employment. FSS Participants, EID Participants, JPEID Participants and Zero-Income Participants are required to report all increases in earned and unearned income within 10 business days of the date the change takes effect.

(B) SAHA will not process increases in income under $200 in earned and unearned monthly income, including new employment.

(C) SAHA will process all increases in earned and unearned income for FSS Participants, EID Participants, JPEID Participants and Zero-Income Participants.

Reason for change to 12.2.B Types Of Saha Required Transfers

Language was changed to allow for flexibility when processing transfer requests based on the circumstances of the family and unit availability. This aligns with HUD policy on unit transfers.

(6) OCCUPANCY STANDARDS TRANSFERS - ADMINISTRATIVE CATEGORY 1

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(d) Based on SAHA occupancy standards, SAHA will may process a transfer request and move the family when a unit that meets the needs of the family is available.

Reason for change to 13.3.C Other Authorized Reasons For Termination
Language was changed to align with the revision noted above, this was done to clarify that SAHA will not terminate the lease if the transfer is not required.

13.3.C OTHER AUTHORIZED REASONS FOR TERMINATION [24 CFR 966.4(l)(2) and (5)(ii)(B)]

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(2) **Other Good Cause** [24 CFR 966.4(l)(2)(ii)(B) and (C)]

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SAHA **will** terminate the lease for the following reasons:

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(vi) Failure to transfer to an appropriate size dwelling unit based on family composition, **when required by SAHA** and upon appropriate notice **by SAHA** that **when** such a dwelling unit is available.