

Summary of Interim Revisions to FY19-20 Admissions and Continued Occupancy Policy

Indicates policy has been added

~~Indicates policy has been removed~~

These changes seek to remove barriers currently imposed by COVID-19, but may allow for greater operational flexibility and benefits to clientele in the future.

Reason for the Changes to 7.1.E SELF-CERTIFICATION

This section was updated to note that SAHA will accept an unsworn perjury statement in situations where a notary signature is difficult or impossible to obtain.

7.1.E SELF-CERTIFICATION

- (3) When SAHA was required to obtain third-party verification but instead relies on a tenant declaration for verification of income, assets, or expenses, the family's file must be documented to explain why third-party verification was not available.

(c) The self-certification must be made in a format acceptable to SAHA, including but not limited to signed, notarized statements; a signed, unsworn penalty of perjury statement; or a signed Public Housing Application or Recertification Application.~~and must be signed by the family member whose information or status is being verified. All self-certifications must be signed in the presence of a SAHA representative.~~

Reason for the Change to 8.1.B LEASE ORIENTATION

This change would allow for lease orientation sessions to be conducted remotely, as an alternative to an in-person lease orientation.

8.1.B LEASE ORIENTATION

- (1) After unit acceptance but prior to occupancy, a SAHA representative will conduct a lease orientation with the family. The head of household or spouse is required to attend.

(a) SAHA may allow a remote lease orientation.

Reason for the Change to 8.1.C LEASE EXECUTION

This change would allow for the lease to be signed through DocuSign or through another electronic process. Additionally, this change will reduce in-person appointments and staff time to streamline the move-in process.

8.1.C EXECUTION OF LEASE

- (b) An appointment will be scheduled for the parties to execute the lease.

(i) SAHA may allow remote execution of the lease utilizing digital documentation and electronic signatures.

Reason for the Change to 8.2.B TYPES OF INSPECTIONS

This section has been updated to include the option to conduct inspections remotely, if necessary and at SAHA's discretion.

8.2.B TYPES OF INSPECTIONS

(6) Other Inspections

- (a) Building exteriors, grounds, common areas and systems will be inspected according to SAHA's maintenance plan.

(b) Remote Inspections. At SAHA's discretion, SAHA may conduct inspections remotely using alternative means such as video conferencing/call platform.



- (i) The landlord must use a device with a camera that supports video conferencing/calls to allow remote inspection of each area in the unit indicated by the Inspector.
- (ii) If necessary and at SAHA's discretion, only the landlord or property manager may be present in the unit at the time of the remote inspection.

Reason for the Changes to 9.1.C SCHEDULING ANNUAL REEXAMINATIONS

These revisions include altered procedures for scheduling and conducting Recertification By Mail (RBM). The RBM procedures reflect those currently in use by the Assisted Housing Programs (AHP) Department.

9.1.C SCHEDULING ANNUAL REEXAMINATIONS

(2) Notification of and Participation in the Annual Reexamination Process

- (b) SAHA should provide the family with the opportunity to update, change, or remove information from the HUD-92006 at the time of the annual reexamination [Notice PIH 2009-36].

- (ii) SAHA may conduct reexaminations by mail. For reexaminations by mail, family members will not be required to attend a reexamination appointment.