AGENCY PLAN - 2019
B.1 Revision of PHA Plan Elements

REVISIONS TO PHA PLAN ELEMENTS GOVERNING ELIGIBILITY, SELECTION AND ADMISSIONS POLICIES, AND WAIT LIST PROCEDURES:

Section 8 Administrative Plan Revisions

CHAPTER 3 – Eligibility

There are no significant changes to Chapter 3 of the Section 8 Administrative Plan.

CHAPTER 4 – Applications, Waiting List and Tenant Selection

Under the Application Interview - added the language in bold below:

At the discretion of the DMMHA, applicants may be mailed a full application update packet to complete and return within fourteen (14) calendar days or be required to attend an in-person interview with DMMHA staff to complete the full application update packet.

All family members over the age of eighteen (18) years of age must appear for a scheduled appointment with DMMHA to determine program eligibility. If a full application update packet was mailed to the applicant for completion, all family members over the age of eighteen (18) must sign the required documents.

CHAPTER 5 – Briefings and Voucher Issuance

There are no significant changes to Chapter 5 of the Section 8 Administrative Plan.

Public Housing Admissions and Continued Occupancy Plan Revisions

CHAPTER 3 – Eligibility

There are no significant changes to Chapter 3 of the Public Housing Admissions and Continued Occupancy Policy.

Chapter 4- Applications, Waiting List and Tenant Selection

There are no significant changes to Chapter 4 of the Public Housing Admissions and Continued Occupancy Policy.

Chapter 5 - Occupancy Standards and Unit Offers

Significant Proposed Changes still with Legal-

5-I.B. DETERMINING UNIT SIZE

In selecting a family to occupy a particular unit, the DMMHA may match characteristics of the family with the type of unit available, for example, number of bedrooms [24 CFR 960.206(c)] however, DMMHA does
not determine which family members will actually share a bedroom. The DMMHA’s occupancy standards for determining unit size must be applied in a manner consistent with fair housing requirements. DMMHA has established occupancy standards for individual developments as specified below:

**Royal View Manor**

The following chart outlines the allowable number of occupants per bedroom at Royal View Manor based on HUD guidelines and any deviation from this Policy shall be reviewed by the Director or his or her designee:

<table>
<thead>
<tr>
<th>BEDROOM SIZE</th>
<th>MINIMUM NUMBER OF PERSONS IN HOUSEHOLD</th>
<th>MAXIMUM NUMBER OF PERSONS IN HOUSEHOLD</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-1</td>
<td>1</td>
<td>2</td>
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<tr>
<td>2</td>
<td>2</td>
<td>4</td>
</tr>
</tbody>
</table>

A married couple (and/or a couples that are considered a stable family relationship as described in Chapter 7 of the ACO) will be allocated one bedroom.

Adults of opposite gender (other than married couples or considered a stable family as described in Chapter 7 of the ACO) will be allocated a separate bedroom.

In instances in which there are two related, but unmarried adult (age 18 or older) family members, each of those two members will be allocated a separate bedroom.

A biological parent and a child under the age of 5 (five) will be allocated an efficiency or a one bedroom dependent on unit availability at time of offer. Limit of one child with a single biological parent.

A parent must have physical custody of a child under the age of 18 for at least 50% of the time (183 days or more per calendar year) for the DMMHA to consider the child as a member of the family.

The unborn child or children of a pregnant woman will be considered a family member(s) for the purposes of determining the occupancy standard the family is eligible for.

Students living away from the unit to attend school, but living in the assisted unit for a minimum of three months per year, will be considered a family member.

Foster children shall be considered in determining dwelling unit size.

Two minor children of the same gender will be required to share a bedroom regardless of age.

Children of the opposite gender shall be required to share a bedroom until such time as the oldest child turns 6 (six) years of age. In determining the occupancy standard the DMMHA will permit the family the additional bedroom if the child will turn the age required for the additional bedroom as stated in this section within 6 (six) months after lease up.
A child who is temporarily away from the home because of placement in court ordered foster care or the Department of Human Services’ Children in Need of Assistance (CINA) Program, is considered a member of the family, provided that there is evidence acceptable to DMMHA that such child will be returning to the home within 180 consecutive calendar days. DMMHA defines “temporarily absent” as an absence of not more than 180 consecutive calendar days.

DMMHA will honor court ordered custody arrangements and may honor a notarized affidavit from one biological parent of a child when determining eligibility of other family members under the age of 18 being added to the household (for example – grandmother obtaining custody of grandchild, sister obtaining custody of niece or nephew, etc.).

Adult household members who are listed on the pre-application but are not able to attend the full application appointment and sign the required documents (i.e. in prison, out of the Country for non-military reasons, etc.) will not be considered for purposes of determining dwelling unit size.

Elderly Designated Manors: East View Manor, south View Manor, Highland Park Manor and Oak Park Manor

The following chart outlines the allowable number of occupants per bedroom at East View Manor, South View Manor, Highland Park Manor and Oak Park Manor based on HUD guidelines and any deviation from this Policy shall be reviewed by the Director or his or her designee:

<table>
<thead>
<tr>
<th>BEDROOM SIZE</th>
<th>MINIMUM NUMBER OF PERSONS IN HOUSEHOLD</th>
<th>MAXIMUM NUMBER OF PERSONS IN HOUSEHOLD</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>2</td>
<td>2</td>
<td>4</td>
</tr>
</tbody>
</table>

A married couple (and/or a couples that are considered a stable family relationship as described in Chapter 7 of the ACO) will be allocated one bedroom.

Adults of opposite gender (other than married couples or considered a stable family as described in Chapter 7 of the ACO) will be allocated a separate bedroom.

In instances in which there are two related, but unmarried adult (age 18 or older) family members, each of those two members will be allocated a separate bedroom.

A biological parent and a child under the age of 5 (five) will be allocated one bedroom. Limit of one child with a single biological parent.

A parent must have physical custody of a child under the age of 18 for at least 50% of the time (183 days or more per calendar year) for the DMMHA to consider the child as a member of the family.

The unborn child or children of a pregnant woman will be considered a family member(s) for the purposes of determining the occupancy standard the family is eligible for.

Students living away from the unit to attend school, but living in the assisted unit for a minimum of three months per year, will be considered a family member.
Foster children shall be considered in determining dwelling unit size.

Two minor children of the same gender will be required to share a bedroom regardless of age.

Children of the opposite gender shall be required to share a bedroom until such time as the oldest child turns 6 (six) years of age. In determining the occupancy standard the DMMHA will permit the family the additional bedroom if the child will turn the age required for the additional bedroom as stated in this section within 6 (six) months after lease up.

A child who is temporarily away from the home because of placement in court ordered foster care or the Department of Human Services’ Children in Need of Assistance (CINA) Program, is considered a member of the family, provided that there is evidence acceptable to DMMHA that such child will be returning to the home within 180 consecutive calendar days. DMMHA defines “temporarily absent” as an absence of not more than 180 consecutive calendar days.

DMMHA will honor court ordered custody arrangements and may honor a notarized affidavit from one biological parent of a child when determining eligibility of other family members under the age of 18 being added to the household (for example – grandmother obtaining custody of grandchild, sister obtaining custody of niece or nephew, etc.).

Adult household members who are listed on the pre-application but are not able to attend the full application appointment and sign the required documents (i.e. in prison, out of the Country for non-military reasons, etc.) will not be considered for purposes of determining dwelling unit size.

**Single Family Scattered Site Homes**

The following chart outlines the allowable number of occupants per bedroom at DMMHA Scattered Sites based on HUD guidelines and any deviation from this Policy shall be reviewed by the Director or his or her designee:

<table>
<thead>
<tr>
<th>BEDROOM SIZE</th>
<th>MINIMUM NUMBER OF PERSONS IN HOUSEHOLD</th>
<th>MAXIMUM NUMBER OF PERSONS IN HOUSEHOLD</th>
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<td>2</td>
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<td>5</td>
<td>5</td>
<td>10</td>
</tr>
</tbody>
</table>

A married couple (and/or a couples that are considered a stable family relationship as described in Chapter 7 of the ACO) will be allocated one bedroom.

Adults of opposite gender (other than married couples or considered a stable family as described in Chapter 7 of the ACO) will be allocated a separate bedroom.

In instances in which there are two related, but unmarried adult (age 18 or older) family members, each of those two members will be allocated a separate bedroom.
Children shall be required to share a bedroom with a biological parent until said child reaches five (5) numerical years of age. Limit of one child with a single biological parent. In determining the occupancy standard the DMMHA will permit the family the additional bedroom if the child will turn the age required for the additional bedroom as stated in this section within 6 months after lease up.

Two minor children of the same gender will be required to share a bedroom regardless of age.

**Deconcentration** - Royal View Manor is the only DMMHA covered development. Per the new annual plan template (HUD form 50075ST) the DMMHA’s Deconcentration Policy will be submitted to the local HUD Field Office for review.