

Policies

The CHA is always receiving federal regulations from HUD regarding its programs, and frequently, the CHA must make revisions to its policies to comply with these changes.

There are two major policies that govern the admissions and continued occupancy for program participants in the Public Housing and Section 8/Housing Choice Voucher Programs.

The policy governing the public housing program is called the CHA Admissions and Continued Occupancy Policy (ACOP). During the past year, HUD has not issued any major program changes for the public housing program. Therefore, there are no changes in the CHA ACOP for 2018. In the policy, the CHA indicates that we will review the interest rate on security deposits; the interest rate will remain at 2%.

The policy governing the Housing Choice Voucher Program is called the Administrative Plan. Because the changes by HUD in HCV are so massive on an annual basis, four years ago, the CHA contracted with Nan McKay and Associates, a public housing authority consulting company, to receive advice on the interpretation of these changes. This insured that the CHA was keeping current with all HUD regulations. Nan McKay created a model comprehensive Administrative Plan which the CHA adopted and on an annual basis, Nan McKay provides us with an outline of the changes that are required for the HCV Program. In conversations with Nan McKay in February, 2018, they indicated that there were 14 sections that need to be revised. The CHA expects to receive these recommendations by February 28, 2018, which is not in time to implement by the printing of the CHA's Annual Plan at the beginning of the review period (February 25). As soon as the CHA receives Nan McKay's recommendations, the CHA will address these changes, revise the Plan, and then outline the changes and post the new HCV Administrative Plan on its website (www.chasc.org). The public is invited to comment on these changes at the CHA public hearing on April 12, 2018. A copy of the ACOP can be found under attachment 1.

Finally, many of the CHA's smaller policies needed to be updated for various reasons: job titles have changed, employee responsibilities have changed or been transferred to another department, there were several formats for policies, and the use of computers, in particular the CHA's new software program, has changed the way the CHA conducts business. To address these issues, the CHA is currently updating all of its policies and will standardize the format of all policies. The draft policies are available for review on the CHA website. All of the policies are scheduled for CHA Board of Commissioners' approval on April 12, 2018. The following is a list of those policies:

1. Administrative Plan
2. Admissions and Continued Occupancy
3. Blood Born Diseases Policy
4. Capital Fund ARRA Grant Procurement Policy
5. Capitalization Policy
6. Check Signing Authorization
7. Community Service Policy
8. Computer/Internet Abuse
9. Computer Kids Policy
10. Computer Policy
11. Confidentiality Policy
12. Credit Card Management Policy
13. Criminal Records Management Policy
14. Employee Drug Use and Testing Policy
15. Employee Tuition Assistance Program
16. Ethics Policy
17. Eviction Policy
18. Facilities Use Policy
19. Family Medical Leave Act Policy
20. Funds Transfer Policy
21. Grievance Policy
22. Hazardous Material Policy
23. Inspections Policy
24. Investment Policy
25. Lease for Public Housing Residents
26. Limited English Proficiency Policy
27. Maintenance and Repair Charges Policy
28. Maintenance Policy
29. Motor Vehicle Management Policy
30. Natural Disaster Response Policy
31. "One Strike and Your Out" Policy
32. Personnel Policy
33. Pest Control Policy
34. Pet Policy
35. Policy for Smoke Free Living Environment
36. Procurement Policy
37. Property Disposition Policy
38. Reasonable Accommodations Policy
39. Records Management and Disposition Policy
40. Travel Policy

- 41. Violence Against Women Act Policy
- 42. Workplace Privacy/Package Inspection Policy