

Admissions & Continued Occupancy Policy – Summary of Changes

Part I

1. The mission statement is updated to be consistent with the Authority’s 5-Year Plan:
“It is the mission of the Albany Housing Authority to consistently provide quality, affordable housing opportunities while promoting self-sufficiency to its residents and participants.”
2. A complete list of all applicable federal regulations upon which the ACOP is based is listed as general information:
(*In the Public Housing Occupancy Guide (June 2003), Appendix 1 - GUIDE TO FEDERAL REGULATIONS CONCERNING PUBLIC HOUSING OCCUPANCY, lists and summarizes all applicable regulations as follows:
Part 1: Nondiscrimination in Federally Assisted Programs of the HUD - Title VI of the Civil Rights Act of 1963,
Part 5: General HUD Program Requirements; Waivers;
Part 8: Non discrimination Based on Disability in Federally Assisted Programs and Activities of HUD;
Part 35: Lead based Paint;
Part 100: Discriminatory Conduct under the Fair Housing Act;
Part 110: Fair Housing Poster; Part 903: Public Housing Agency Plans;
Part 903: Public Housing Agency Plans
Part 960: Admission to, and Occupancy Of, Public Housing;
Part 965: PHA-Owned or Leased Projects – General Provisions;
Part 966: Lease and Grievance Procedures
3. Added the title “Reasonable Accommodation” to the paragraph explaining it.
4. In #6, “Authority” added explanation of eligibility for admission to and occupancy of Low Income Housing Tax Credit –type programs:
Eligibility for admission to and occupancy of LIHTC-type programs such as Nutgrove and Arbor hill units is governed by the regulatory requirements of the Federal and/or NYS program under which they were developed, with limited latitude for state and local policies and procedures. Many of these are incorporated into this ACOP and are binding upon applicants, residents and housing authority staff. Notwithstanding this statement, changes in applicable Federal law or regulations will supersede this policy at any point in which they are in conflict.
5. Added multiple references to Nutgrove Garden (Nutgrove) and Arbor Hill throughout the document as added LIHTC-type programs and HOPE VI references apply.
6. Added reference to project-based voucher program:

Project-Based voucher programs have been implemented at both Townsend and Creighton Storey Homes. PBV rules & regulations apply to these units with respect to admission and continued occupancy policies.

Part II

7. Incorporated what defines the income limit for the LIHTC-type units at Nutgrove and Arbor Hill:
In LIHTC-type units at Nutgrove this amount is defined as 50% of the AMGI. (Area Median Gross Income)
8. Noted under the definition of State Development, the following:
“Note: HUD has approved project-based vouchers in both of AHA’s NYS developments. For the purpose of eligibility and continued occupancy of these units, the Section 8 Administrative Plan and the HUD rules for the project based program will govern.”
9. Revised what AHA considers special situations for referrals from other agencies for application preferences:
“Special Situations –
AHA recognizes that there are programs and agencies in the City of Albany that serve persons in special need such as victims of crime, domestic violence, or other serious situations. AHA may provide a preference for housing or housing assistance to such persons due to domestic violence, crime prevention, witness protection, etc.
At the discretion of the Executive Director or his designated representative for these special cases, persons/families will be given preference for and housed as conditions warrant and with the written authorization of the Executive Director.
In instances where individuals/families are given preference due to a special need enumerated above, it is desired that they be referred by an agency under a Memorandum Of Agreement (MOA) with Albany Housing Authority. In addition to being referred, the individual/family shall receive on going support services from the referring agency.
All families and persons served via a written authorization of discretionary preference by the Executive Director must meet all eligibility requirements of AHA’s occupancy policy. Files will be properly documented in these special cases.”

Part III

10. Repeat of above for the section titled “Applicant Selection and Assignment Plan”
11. Under Site Based Waiting List, Nutgrove and Arbor Hill are added and the individual sites are listed by development number for clarification:
“B. Albany Housing Authority has a separate site-based waiting list and occupancy policy for the HOPE VI development located in North Albany, Nutgrove, and Arbor Hill sites (NY 9-23, NY 9-24, NY 9-25, NY 9-26, NY 9-27, NY 9-29, and NY 9-30).”

Part IV

12. Added paragraph on “Special Inspections:”
“3. Special Inspections

AHA management staff may inspect at any time annually to assure the family’s compliance with their lease requirements. Ideally, at least one inspection should occur near the mid-point of a family’s current lease year.”

13. Added Nutgrove and Arbor Hill to the list of sites not subject to AHA’s transfer policy:

“H. There are no rights of transfer to the North Albany Homes, Nutgrove Garden Apartments, or Arbor Hill Homes as these developments, being in an LIHTC or LIHTC-type program, are operated under their own financial and operational regulations.”

14. Added language to cover vacating a unit by persons who can no longer care for their own apartment:

“Persons who must move out due to a need for higher levels of self-care such as moving to assisted care facilities, nursing homes, or moving in with relatives who will provide additional care, will be allowed to vacate with less than a 30 days notice but not less than a 15 day notice.”

15. Added Tables showing the rent schedule at both Nutgrove and Arbor Hill sites:

Nutgrove INCOME/APARTMENT SIZE RATIO

Percentages are based on Area Median Income for family size

ACC Units	below 50%	below 80%	Non-restricted	Total Units
1 bedroom	7	14		21
2 bedroom	11	24		35
3 bedroom				
4 bedroom				
Total	18	38		56

Non ACC Units

1 bedroom			14	14
2 bedroom			22	22
3 bedroom				
4 bedroom				

Arbor Hill INCOME/APARTMENT SIZE RATIO

Total			36	36
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Percentages are based on Area Median Income for family size

ACC Units	below 60%	below 80%	Non-restricted	Total Units
1 bedroom	8	6*		14
2 bedroom	23	6*		29
3 bedroom	17	4*		21
4 bedroom	6	3*		9
Total	54	19*		73

Non ACC Units

1 bedroom			2*	2*
2 bedroom			2*	2*
3 bedroom			2*	2*
4 bedroom				

Total			6*	6*
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16. Added Nutgrove and Arbor Hill details for admission to ACC and non-ACC unit information in the HOPE VI narrative:

“ACC UNITS

- 1.a Gross household income equal to or less than 60% of the area median income and any other LIHTC qualification as required for North Albany Homes.
- 1.b **Gross household income equal to or less than 50% of the area median income and any other LIHTC qualification as required for Nutgrove Garden Apartments and Arbor Hill.**
- 1. Local preferences as established by AHA policy.
- 3. Any remaining relocated former resident of NY 9-2 who is on the waiting list and is currently qualified.
- 4. Date and time of Application.

* 40% of all vacant ACC units annually will be filled with households whose incomes are equal to or less than 30% of the Area Median Income (AMI) ***Includes all ACC units**
****Plus an additional 20% of all units at Nutgrove Garden Apartments will be filled with households whose incomes are equal to or less than 50% of the Area Median Income (AMI).**

NON-ACC UNITS

- 1. Gross household income equal to or below 60% area median income **for North Albany Homes market units.**
Market units at Nutgrove and Arbor Hill have no income limits”

17. Added the Utility Schedule for Arbor Hill development:

Arbor Hill Homes NY 9-29, NY 9-30		
1 bdr.	\$96	
2 bdr.	\$128	\$138*
3 bdr.	\$160	\$172*
4 bdr.	\$195	

Effective November 2005. Utility allowances are estimated based on current information for new construction and rehab units and are subject to adjustment.

*For units in “detached” townhouses at 78 and 91 Lark only. All other units are

considered to be in “attached” townhouses.