

Chapter 2 – Eligibility for Admission

1. **Multiple Families in the Same Household (page 2-4).** Removes the requirement that households consisting of two families living together must apply for separate assistance.
2. **Other Criteria for Admissions (pages 2-5 & 2-6).** Clarifies that the following criteria are not grounds for denial for Emergency Housing Voucher applicants:
 - a. Removal from rental assistance programs due to violation of family obligations under a program
 - b. Debts owed to the Housing Authority
 - c. Criminal history related to drug related convictions

Chapter 3– Applying for Admission

1. **Closing the Waiting List (page 3-4).** Wording change to provide clarity. No policy change made
2. **Initial Application Procedures (pages 3-4 & 3-5).**
 - a. Clarifies that all application documents will be made available in Spanish. Adds language clarifying that translation services are available upon request.
 - b. Provides clarification that the information on the preliminary application will be used to determine whether or not a household is eligible to be entered into the Waitlist Lottery.
3. **Removal from the Waiting List and Purging (page 3-5).** Minor wording change from “dropped” from the waiting list to “removed” from waiting list.
4. **Completion of Full Application (page 3-6).** Adds language regarding alternative methods for initial application interviews. Removes the requirement for all adult household members to attend application interviews.

Chapter 4 – Establishing Preferences and Maintaining a Waiting List

1. **Waiting Lists (page 4-1 and 4-2).** Added a new section for Emergency Housing Voucher Program Waitlist.
2. **Local Preferences (page 4-3).** Updated header to clarify that local preferences apply to the Housing Choice Voucher program.

Chapter 8 – Voucher Issuance and Briefings

1. **Mover Briefing (page 8-2).** Modified wording to provide flexibility as Mover-Briefings are not always necessary.
2. **Term of Voucher (page 8-3).** Modified the initial term of voucher to 120 days to match agency practice.
3. **Assistance to All Voucher Holders (page 8-4).** Removed the reference to Housing Search Workshops as these are not currently offered due to staffing limitations. When staffing is available in the future, the Workshops will resume.

- 4. Assistance to Emergency Voucher Holders (page 8-4).** Added the acceptable uses for the Emergency Housing Voucher Service Fee Funds
- 5. Voucher Issuance Determination for Split Households (page 8-5).** Added clarification that the section applies to Mainstream and Emergency Housing Vouchers households.

Chapter 9 – Request for Tenancy Approval and Contract Execution

- 1. Eligible Types of Housing (page 9-2).** Removing the local requirement for housing to have a “fixed foundation” to expand the types of housing available to Housing Authority clients.

Chapter 10 – Housing Quality Standards and Inspection

- 1. Biennial HQS Inspections (page 10-3).** Expand the requirement for dead-bolt locks to include other comparable locking mechanisms.

Chapter 15 – Denial or Termination of Assistance

- 1. Grounds for Denial or Termination of Assistance (pages 15-2 and 15-3).** Updated to indicate which reasons are not applicable to the Emergency Housing Voucher program.

Chapter 21 – Project Based Voucher (PBV) Program

- 1. Tenant Selection & Waitlist Organization (page 21-10).** Provides a mechanism for the Housing Authority to place PBV applicants on the correct bedroom size-specific waitlist if an applicant’s family composition changes while on the waitlist or if a clerical error resulted in an applicant placement on an incorrect bedroom size-specific waitlist.
- 2. Utilizing Coordinated Entry System as Waitlist (page 21-11).** Updated to include Windsor Veterans Village

Glossary

- 1.** Addition of definition of Domestic Violence (Glossary-6)
- 2.** Addition of definition of Human Trafficking (Glossary-8)
- 3.** Addition of definition of Sexual Assault (Glossary-13)
- 4.** Addition of definition of Stalking (Glossary-13)