

30-Day Commenting Period Policy Update

24 CFR 966.5 - Posting of policies, rules and regulations

Schedules of special charges for services, repairs and utilities and rules and regulations which are required to be incorporated in the lease by reference shall be publicly posted in a conspicuous manner in the Project Office and shall be furnished to applicants and tenants on request. Such schedules, rules and regulations may be modified from time to time by the PHA provided that the PHA shall give at least 30-day written notice to each affected tenant setting forth the proposed modification, the reasons therefor, and providing the tenant an opportunity to present written comments which shall be taken into consideration by the PHA prior to the proposed modification becoming effective. A copy of such notice shall be:

- (a) Delivered directly or mailed to each tenant; or
- (b) Posted in at least three (3) conspicuous places within each structure or building in which the affected dwelling units are located, as well as in a conspicuous place at the project office, if any, or if none, a similar central business location within the project.

1. 7.0.1. Application Requirement

- All Primary Applications received for consideration for housing (Public Housing, Family Public Housing, Section 8 Housing Choice Voucher Program, etc.) must be completed with signatures and include all required documentation (Birth Certificates, Social Security Cards, etc.) before processing will begin. Incomplete applications (Missing Documentation, incomplete information, etc.) that are received will be returned to the Applicant for completion and will require resubmittal.

2. 7.0.2. Criminal Background Requirement

- All Applicants age 18 and older for Muskegon Housing Commission Public Housing Programs (Public Housing, Family Public Housing, etc.) are required to provide their own criminal background check/report with their Housing Application submission. The Applicant provided criminal background check/report may not be (2) two weeks older than the date of the Muskegon Housing Commission Office's date stamped receipt of the Housing Application. Tenants will not be required during their Annual Reexamination of Tenancy to provide their own Criminal Background check/report; this will be completed by Management.

3. Section 8 Housing Choice Voucher Portability (Port-In's) Criminal Background Requirement for Program Participants

- All incoming Portable Voucher Units Administered (Port-in's) for Muskegon Housing Commission Program Participants (Section 8 HCV, VASH, etc.) who have reached the (1) one-year jurisdictional threshold requirement must provide their own criminal background check/report during the initial transfer period. This criminal background check/report requirement is for all household members over the age of 18 and must be provided before any Housing Assistance Payments (HAP) are made on behalf of the tenant by the Muskegon Housing Commission to the Property Owner. The criminal background check/report may not be (2) two weeks older than the date of the executed Tenant Lease Agreement.

Comments on the above policies may be submitted in writing to the Muskegon Housing Commission 1080 Terrace Street Muskegon, MI 49442 no later than 5:00 p.m. Thursday, August 7, 2014.

Date Posted – 7/8/2014