

## **Introduction**

### **A. ABOUT THE GBHA ACOP AND THE PUBLIC HOUSING LEASE**

GBHA policy must be consistent with the public housing lease and any policy documents provided to tenants, and the lease and policy documents must comply with federal and state law.

The GBHA ACOP contains policies that reflect the terms of the public housing lease. Policies on a particular topic may be included in the public housing lease, or may be a separate document incorporated in the lease by reference, such as the pet policy or transfer policy.

Because of variations in state and local landlord-tenant law, and because HUD affords the GBHA discretion in some areas, a broad range of policies are acceptable.

### **B. REFERENCES CITED IN THE MODEL ACOP**

Authority for GBHA policies is derived from many sources. Primary among these sources are regulations and guidance issued by HUD. State law also directs GBHA policy. State law must be followed where such law exists and does not conflict with federal regulations. In the absence of legal requirements or HUD guidance, industry practice may lead to GBHA policy. Finally, the public housing lease will affect GBHA policy and therefore must be consistent with federal and state laws and regulations.

#### **HUD**

HUD provides the primary source of GBHA policy through federal regulations, HUD notices and handbooks. Compliance with federal regulations, current HUD notices and HUD handbooks is mandatory.

HUD provide non-mandatory guidance to the GBHA through HUD published guidebooks. Expired HUD notices and handbooks also provide guidance for GBHA policy. Following HUD guidance is optional, as long as the GBHA policies comply with federal law, federal regulations and mandatory policy. Because HUD has already determined that the guidance it provides is consistent with mandatory policies, GBHA reliance on HUD guidance provides the GBHA with a “safe harbor.”

Content contained on the HUD website can provide further clarification of HUD policies. For example, FAQs on the HUD website can provide direction on the application of federal regulations to a specific pattern.

#### **State Law**

Where there is no mandatory federal guidance, the GBHA must comply with state law, if it exists. Where state law is more restrictive than federal law, but does not conflict with it, the GBHA should follow the state law.

#### **Industry Practice**

Where no law or HUD authority exists on a particular subject, industry practice may support GBHA policy. An industry practice is a way of doing things that is followed by most housing authorities.

### **C.RESOURCES CITED IN THE GBHA ACOP**

The GBHA ACOP cites several documents. Where a document or resource is cited frequently, it may be abbreviated. Where it is cited only once or twice, the ACOP may contain the entire name of the document or resource. Following is a key to abbreviations used for various sources that are frequently cited in the ACOP and a list of references and document locations that are referenced in the GBHA ACOP.

## Abbreviations

Throughout the ACOP, abbreviations are used to designate certain documents in citations. The following is a table of abbreviations of documents cited by the GBHA ACOP.

Abbreviation	Document
CFR	Code of Federal Regulations
HCV GB	Housing Choice Voucher Program Guidebook (7420.10G), April 2001
HUD-50058 IB	HUD-50058 Instruction Booklet
PH OCC GB	Public Housing Occupancy Guidebook, June 2003
RHIIP FAQs	Rental Housing Integrity Improvement Program (RHIIP) Frequently Asked Questions
VG	Verification Guidance, March 2004 (attachment to PIH Notice 2004-1)

## Resources and Where to Find Them

Following is a list of resources helpful to the GBHA or referenced in the ACOP, and the online location of each.

Document and Location
Code of Federal Regulations <a href="http://www.ecfr.gov">http://www.ecfr.gov</a>
Earned Income Disregard FAQs <a href="http://www.hud.gov/offices/pih/phr/about/ao_faq_eid.cfm">http://www.hud.gov/offices/pih/phr/about/ao_faq_eid.cfm</a>
Enterprise Income Verification (EIV) System PHA Security Procedures, Version 1.2, issued January 2005 <a href="http://www.hud.gov/offices/pih/programs/ph/rhiip/docs/eivsecguidepha.pdf">http://www.hud.gov/offices/pih/programs/ph/rhiip/docs/eivsecguidepha.pdf</a>
Executive Order 11063 <a href="http://www.hud.gov/offices/fheo/FHLaws/EXO11063.cfm">http://www.hud.gov/offices/fheo/FHLaws/EXO11063.cfm</a>
Federal Register <a href="http://www.gpo.gov/fdsys/search/getfrtoc.action">http://www.gpo.gov/fdsys/search/getfrtoc.action</a>
General Income and Rent Determination FAQs <a href="http://www.hud.gov/offices/pih/programs/ph/rhiip/faq_gird.cfm">http://www.hud.gov/offices/pih/programs/ph/rhiip/faq_gird.cfm</a>
Housing Choice Voucher Program Guidebook (7420.10G), April 2001 <a href="http://www.hud.gov/offices/pih/programs/hcv/forms/guidebook.cfm">http://www.hud.gov/offices/pih/programs/hcv/forms/guidebook.cfm</a>
HUD-50058 Instruction Booklet <a href="http://portal.hud.gov/hudportal/documents/huddoc?id=50058i.pdf">http://portal.hud.gov/hudportal/documents/huddoc?id=50058i.pdf</a>
Joint Statement of the Department of Housing and Urban Development and the Department of Justice, issued May 17, 2004 <a href="http://www.hud.gov/offices/fheo/library/huddojstatement.pdf">http://www.hud.gov/offices/fheo/library/huddojstatement.pdf</a>
Final Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons, published January 22, 2007 <a href="http://www.hud.gov/offices/fheo/promoting_fh/FederalRegistepublishedguidance.pdf">http://www.hud.gov/offices/fheo/promoting_fh/FederalRegistepublishedguidance.pdf</a>
Notice PIH 2007-27 (HA), Disallowed Costs and Sanctions Resulting from On-Site Monitoring Reviews <a href="http://www.hud.gov/offices/pih/publications/notices/07/pih2007-27.pdf">http://www.hud.gov/offices/pih/publications/notices/07/pih2007-27.pdf</a>
Notice PIH 2012-10, Verification of Social Security Numbers (SSNs) and Supplemental Security Income (SSI) Benefits; and Effective Use of the Enterprise Income Verification (EIV) System's Identity Verification Report <a href="http://portal.hud.gov/huddoc/pih2012-10.pdf">http://portal.hud.gov/huddoc/pih2012-10.pdf</a>
Notice PIH 2010-19, Administrative Guidance for Effective and Mandated Use of the Enterprise Income Verification (EIV) System <a href="http://www.hud.gov/offices/pih/publications/notices/10/pih2010-19.pdf">http://www.hud.gov/offices/pih/publications/notices/10/pih2010-19.pdf</a>
Notice PIH 2010-26 (HA), Nondiscrimination and Accessibility Notice

<a href="http://www.hud.gov/offices/pih/publications/notices/10/pih2010-26.pdf">http://www.hud.gov/offices/pih/publications/notices/10/pih2010-26.pdf</a>
OMB Circular A-133 <a href="http://www.whitehouse.gov/omb/circulars/a133_compliance_supplement_2010">http://www.whitehouse.gov/omb/circulars/a133_compliance_supplement_2010</a>
Public Housing Occupancy Guidebook, June 2003 <a href="http://www.hud.gov/offices/pih/programs/ph/rhiip/phguidebook.cfm">http://www.hud.gov/offices/pih/programs/ph/rhiip/phguidebook.cfm</a>
Rental Housing Integrity Improvement Program (RHIIP) Frequently Asked Questions <a href="http://www.hud.gov/offices/pih/programs/ph/rhiip/faq.cfm">http://www.hud.gov/offices/pih/programs/ph/rhiip/faq.cfm</a>
VAWA Reauthorization Act of 2013 <a href="http://www.gpo.gov/fdsys/pkg/FR-2013-08-06/pdf/2-13-18920.pdf">http://www.gpo.gov/fdsys/pkg/FR-2013-08-06/pdf/2-13-18920.pdf</a>
Verification FAQs <a href="https://www.hud.gov/offices/pih/prgorams/ph/rhiip/faq_verif.cfm">https://www.hud.gov/offices/pih/prgorams/ph/rhiip/faq_verif.cfm</a>
Verification Guidance, March 2004 (attachment to Notice PIH 2004-1) <a href="http://www.hud.gov/offices/pih/publications/notices/04/verifguidance.pdf">http://www.hud.gov/offices/pih/publications/notices/04/verifguidance.pdf</a>

The HUD website is <http://portal.hud.gov/hudportal/HUD>

Guidebooks, handbooks, and other HUD resources may be found at the HUDClips website:  
[http://portal.hud.gov/hudportal/HUD?src=/program\\_offices/administration/hudclips](http://portal.hud.gov/hudportal/HUD?src=/program_offices/administration/hudclips)