

PHA BULLETIN BOARD POSTINGS

(updated 4/24)

Some items are required to be posted by various HUD regulations. Some are recommended to comply with fair housing concerns (FHEO has reviewed this list). Some are common sense best practices. In addition to HUD-related information, there are a number of other posters required by various federal and state agencies to protect employees.

PHA Lobby Bulletin Board Posts

- Fair Housing/Equal Opportunity Housing Poster
https://www.hud.gov/sites/documents/FAIR_HOUSING_POSTER_ENG.PDF
(HUD Office of FHEO)
- Income Limits (*best practice*)
- PHAS score (Public Housing) (**24 CFR § 902**); SEMAP score (Housing Choice Voucher) (*best practice*)
- Reasonable Accommodation Policy (HUD Office of FHEO)
- Smoke Free Public Housing Policy (*best practice*)
- Schedule of Utilities and Other Charges (**24 CFR § 966**)
- Violence Against Women Act Policy (HUD Office of FHEO)
- Notice advising of physical location and availability for review of Agency Plan, ACOP, HCV Administrative Plan, Grievance Procedure and all other policies affecting residents, including Lease and attachments; some PHAs include copies of their various operating procedures (**24 CFR § 903 Subpart B**)
RECOMMENDED: putting all in a large binder with divider tabs. FHEO policy on availability--information needs to be available at a physical location--not just on website because it cannot be assumed that all residents have access to Internet.
- Information or policies related to resident employment or council activity (*best practice*)
- Notices of Board Meetings (must be on window, door or other place visible to public) (**State Statute - Govt. Code 551**)
- Office Hours (must be on window, door or other place visible to public) (*best practice*)
- Post for 30 days for comment: proposed changes affecting tenant lease (**24 CFR § 966**)

Employment Related Posters

Employment-related information may be posted on a separate bulletin board (e.g., break room or community room) from the one used to display information pertaining to the residents. NOTE: Only the English version is required but you may want to post other language versions depending on your workforce/staff. Some contain both English and Spanish on one poster.

State and Federal Required

(<https://www.twc.texas.gov/programs/unemployment-tax/posters-workplace>)

- Workers' Compensation Poster (Notice 6)
- Employer's Notification of the Ombudsman Program
- Earned Income Tax credit
Texas employers must tell their employees of the federal Earned Income Tax Credit (EITC) no later than March 1st of each year.
- Texas Unemployment Compensation Act
- Right to Know Notice: The Texas Hazard Communication Act
- Whistleblower's Act
- Reporting Workplace Violence (2024)
- Family and Medical Leave Act
- Know Your Rights--Workplace Discrimination is Illegal
- Uniformed Services Employment and Reemployment
- Davis Bacon Act Poster (when you have construction in progress)

Other Required Postings

- Texas Public Information Act
Every governmental body must prominently display an Open Records Poster that complies with rules set by the Office of the Attorney General.
<https://texasattorneygeneral.gov/open-government/governmental-bodies/pia-poster>
- Drug Free Workplace Policy (41 USC Ch. 81: DRUG-FREE WORKPLACE
The Drug-Free Workplace Act of 1988 required all federal grant recipients and federal contractors with a contract for more than \$100,000 to adopt a drug-free workplace policy)
- Wage Rate Determination Schedule
(HUD provides)