

# Implementing HUD's **SMOKE-FREE POLICY** in Public Housing



OFFICE OF PUBLIC AND INDIAN HOUSING

## HUD FACT SHEET

### Smoke-Free Policy Recommended Checklist

HUD has a new smoke-free policy.

A “✓” indicates a required element. A “☐” is for items that are at the PHA’s discretion.

#### Step 1: Understand the Policy

**These areas are required to be smoke-free:**

- ✓ All public housing units except for mixed-finance project units.
- ✓ All indoor common areas (e.g., community facilities, public housing offices, laundry rooms, daycare centers).
- ✓ Outdoor areas within 25 feet of public housing and administrative office buildings.

**Use of these products is prohibited:**

- ✓ Cigarettes, pipes, cigars, water pipe tobacco (hookahs).

#### Step 2: Communicate with Your Residents

- ✓ Ask for residents’ input when creating the policy, including your Resident Advisory Board or Resident Council.
- ✓ Host a resident meeting to announce the policy and enforcement protocols. Multiple meetings are recommended.
- ☐ Invite community partners to resident meetings.

#### Step 3: Develop an Implementation Timeline

- ✓ The effective date of the HUD rule is February 3, 2017, per FR 5597-F-03.
- ✓ Edit the PHA lease for new and recertifying tenants to include the smoke-free policy.
- ✓ Allow for Housing Authority Governance Board approval of the smoke-free policy.
- ✓ Policies must be implemented no later than July 30, 2018, according to the HUD rule.
- ✓ See the fact sheet, *Smoke-Free Policy Recommended 18-Month Timeline*, for a recommended implementation timeline.

#### Step 4: Developing Your Smoke-Free Policy

**Consider resident feedback when deciding whether your policy will include the following components:**

**Will other products be prohibited?**

- ☐ ENDS (e-cigarettes)

**Will you designate additional smoke-free areas?**

- ☐ Smoke-free areas on the grounds (e.g., playground, all sidewalks).
- ☐ All grounds smoke-free except for designated smoking areas.
- ☐ All grounds smoke-free with no exceptions (all buildings).

**What will you include as enforcement procedures?**

- ☐ Define what is acceptable evidence of a violation (i.e., how to use resident complaint and witness observation information).
- ☐ Implement a graduated enforcement approach including some or all of these steps:
  - ☐ Referral to smoking cessation services.
  - ☐ Verbal warning.
  - ☐ Written warning.
  - ☐ Final notice.
  - ☐ Eviction proceedings.



### Step 5: Notify Residents

- ✓ Continue to communicate with your residents:
  - Written letter.
  - Community bulletin board posts.
  - Website posts.
  - Collect feedback from residents through surveys and meetings.
  - Find resident champions who will help spread the word about the policy's benefits.
- ✓ Have all residents sign the House Rules and/or a lease modification or a new lease that includes the smoke-free clause (no sooner than 30 days after notifying residents).

### Step 6: Staff and Board Training

- ✓ Train your staff on the policy and enforcement protocols, including how to report and log violations. Consider providing talking points, role-playing different scenarios, and providing answers to FAQs for staff.
- ✓ Gain your Housing Authority Governance Board's approval for the policy and lease changes before making the amendment.

### Step 7: Implementing Your Smoke-Free Policy

- Have a kickoff celebration when the policy is implemented.
- Provide residents with information about cessation support.
- Include cessation support providers in the celebration and other meetings with residents.
- Put up your new signs. Place these inside and outside of the buildings to remind residents and guests of the policy.
- Place new cigarette receptacles at least 25 feet away from the building.

### Step 8: Enforce Your Smoke-Free Policy

- Keep a record of violations and complaints.
- Train new staff and refresh existing staff on the importance of the policy.

