

SUMMARY OF ADMINISTRATIVE PLAN CHANGES
08/20/2021

No	Chapter Name Subject Area	Source	Existing Admin Plan	Proposed Admin Plan
Chapter I: Statement of Policies & Objectives				
1.	Page 1 A. Moving to Work Designation	ACC Amendment	<ul style="list-style-type: none"> Not included in the Plan 	<ul style="list-style-type: none"> Included information on HHA MTW Designation and basic governing information
Chapter VIII: Admission				
2.	Page 24 I. Policy on Verification	Notice PIH 2018-18	<ul style="list-style-type: none"> Updated requirements concerning verifications 	<ul style="list-style-type: none"> Updates and clarifies verification requirements to match current HUD guidance. Adds language allowing the self-certification of excluded income.
Chapter IX: Request for Tenancy Approval, Inspections and Leasing				
3.	Pages 27-28 A. Term of the Voucher & Extensions	HHA	<ul style="list-style-type: none"> Initial voucher term is 60 calendar days 	<ul style="list-style-type: none"> Initial voucher term is 120 calendar days effective June 1, 2021 Extensions will be approved as a reasonable accommodation, or due to reasons beyond the family's control, as determined by HHA.
4.	Pages 40 - 42 T. Payment Standards	HHA	<ul style="list-style-type: none"> HHA uses Metropolitan Area Fair Market Rents to establish payment standards Reduced payment standards are applied to a family's rent calculation at the second regular reexamination after the reduction. 	<ul style="list-style-type: none"> HHA will use the Small Area Fair Market Rent to establish payment standards. SAFMRs are not applicable to the Project Based Program. Where payment standards decrease, HHA will not reduce the payment standard for the family during the term of the existing HAP contract. Clarified use of exception payment standards and requisite approval. Included info on payment standards and reasonable accommodations.
Chapter X: Ongoing Program Operations				

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5.	Pages 44 - 45 B. Streamlined Recertification for Family Members with Fixed Income Sources	24 CFR 982.516	<ul style="list-style-type: none"> • Not in current Admin Plan • Discretionary policy 	<ul style="list-style-type: none"> • HHA will conduct a streamlined income determination process for family members with fixed sources of income. Third party verification of all income sources will be obtained during the intake process and every three years thereafter. In the intervening years HHA will determine income from fixed sources by applying a verified cost of living adjustment (COLA) or rate of interest. However, upon request of the family, HHA will perform third-party verification of all income sources. • Fixed sources of income include Social Security and SSI benefits, pensions, annuities, disability or death benefits, and other sources of income subject to a COLA or rate of interest. The determination of fixed income may be streamlined even if the family receives income from non-fixed income sources. • If at least 90 percent of the family's income is from fixed sources, HHA will streamline the verification of fixed income but will not verify non-fixed income amounts. • If the family receives less than 90 percent of its income from fixed sources, HHA will streamline the verification of fixed income and will conduct third party verification of non-fixed income annually. • If a family member with a fixed source of income

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				<p>is added, HHA will use third-party verification of all income amounts for that family member.</p> <ul style="list-style-type: none"> If verification of the COLA or rate of interest is not available, HHA will obtain third party verification of income amounts
Chapter XII: Determining Income and Rent				
6.	Page 65 XII. Determining Income and Rent	HHA	<ul style="list-style-type: none"> Not in current Admin Plan 	<ul style="list-style-type: none"> Included policy statement on HHA's MTW designation and impending rent reform initiative
7.	Page 71 D. Fixed Income Families	HHA	<ul style="list-style-type: none"> Current discretionary policy to apply alternate verification and calculations methods for fixed income adults. Policy is administratively burdensome and does not yield intended benefits for tenants or staff. Did not reflect regulatory requirement. For any family member with a fixed source of income, HHA will elect to determine that family member's income by a streamlined income determination. Streamline income determination will be conducted by applying, for each fixed-income source, the verified cost of living adjustment (COLA) or current interest to the previously verified or adjusted income amount. 	<ul style="list-style-type: none"> Removed policy
Chapter XIII: Project-Based Voucher (PBV) Assistance				
8.	Page 74 Part 2: C. Public Housing Units Selected Non-	FR Notice 1/18/17 Notice PIH 2017-21	<ul style="list-style-type: none"> Moved table to Appendix B 	<ul style="list-style-type: none"> Moves to Appendix B the table of public housing properties HHA intends to project-base.

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	Competitively			
9.	Page 78 Part 2: J. Subsidy Layering Requirement	FR Notice 2/28/2020 Notice PIH 2013-11	<ul style="list-style-type: none"> Updated references Updated subsidy layering requirements 	<ul style="list-style-type: none"> Adds language concerning the subsidy layering requirements for new construction and rehabilitation housing.
10.	Page 89 Part 6: C. Organization of the Waiting List	24 CFR 983.251(c)	<ul style="list-style-type: none"> Not in current Admin Plan 	<ul style="list-style-type: none"> Adds language concerning the use of separate waiting list for sets of PBV units.
11.	Page 90 Part 6: G. Refusal of Offer	24 CFR 983.251(e)(3)	<ul style="list-style-type: none"> Revised language on actions taken and not taken when a PBV unit is refused 	<ul style="list-style-type: none"> Adds language concerning actions HHA will and will not take for families on the PBV waiting list who refuse two PBV offers without good cause.
12.	Pages 90 -91 Part 6: H. Good Cause Refusal of PBV Units	HHA	<ul style="list-style-type: none"> Not in current Admin Plan 	<ul style="list-style-type: none"> Adds language to define (and provide examples) of what HHA will consider to be “good cause” reasons to refuse an offer of a PBV unit.
13.	Page 91 Part 6: I. Disapproval by the Landlord	24 CFR 983.251(e)(2)	<ul style="list-style-type: none"> Revised language concerning the site-based waiting list 	<ul style="list-style-type: none"> Adds language to specify that a family will be removed from a site-based waiting list when the family is rejected by the owner.
14.	Page 101 Part 9: D. Utility Reimbursements	HHA	<ul style="list-style-type: none"> Removed language about HHA options for utility reimbursements 	<ul style="list-style-type: none"> Removes language specifying that HHA may opt to pay a utility reimbursement to the utility supplier directly, rather than to the family.
Chapter XIV: Rental Assistance Demonstration (RAD) Program				
15.	Pages 101 - 128 Chapter XIV	Notice PIH 2019-23	<ul style="list-style-type: none"> Not in current Admin Plan 	<ul style="list-style-type: none"> Adds chapter on the Rent Assistance Demonstration (RAD) program.
Chapter XVII: Definitions of Terms Used in this Administrative Plan				
16.	Page 135 Chapter XVII	HHA	<ul style="list-style-type: none"> Removed language about HHA options for utility reimbursements 	<ul style="list-style-type: none"> Removed language under the “Utility Reimbursement” definition about co-addressing the utility reimbursement to the utility company.
Appendix B: PH Developments Converted to PBV Non-Competitive Process				

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17.	Page 152 Appendix B	FR Notice 1/18/17 Notice PIH 2017-21	<ul style="list-style-type: none"> Table moved from Chapter IX 	<ul style="list-style-type: none"> Moved from Chapter IX the table of public housing properties HHA intends to project-base.
Appendix C: RAD Conversions				
18.	Page 153 Appendix C	HHA	<ul style="list-style-type: none"> Added table to show properties converted to RAD 	<ul style="list-style-type: none"> Adds tables showing which HHA properties converted to RAD and when, and the applicable RAD notice for each.