

SUMMARY OF ADMINISTRATIVE PLAN CHANGES
September 2022

No	Chapter Name Subject Area	Source	Existing Admin Plan	Proposed Admin Plan
Chapter I: Statement of Policies & Objectives				
1.	Page I-1 1. Moving to Work Designation	ACC Amendment	<ul style="list-style-type: none"> Not included in the Plan 	<ul style="list-style-type: none"> Included specific information on Cohort #2 and the six year evaluation period
2.	Page I-2 2. Tiered Rent Policy	MTW Supplement	<ul style="list-style-type: none"> Not included in the Plan 	<ul style="list-style-type: none"> Included policy on the different groups of families and applicability of MTW policies Included policy on the enrollment period and post enrollment grouping for new admissions
3.	Page I-4 F. Cares Act Waiver	PIH Notice 2020-13 & Successor Notices	<ul style="list-style-type: none"> Not included in the Plan 	<ul style="list-style-type: none"> Add policy guidance on the expiration of the CARES Act waivers and provides notice that historical waivers are found in the prior Admin Plans
Chapter III: General Administrative Provisions				
4.	Page III-6 H. Management Assessment Objectives	HHA	<ul style="list-style-type: none"> Not included in the Plan 	<ul style="list-style-type: none"> Added policy on HHA's systems to monitor and maintain compliance with applicable HUD regs and MTW policies. Indicates HUD plan to develop an alternative MTW-specific assessment system.
Chapter V: Admission				
5.	Page V-4 B. Local Preferences for Admission	HHA	<ul style="list-style-type: none"> Preference for Under Housed Families Currently Living in Public Housing 	<ul style="list-style-type: none"> Revised preference to include "Public Housing Families Approved for Certain Transfers" which includes Management Initiatives transfers and under-housed families. Allows granting of a preference for a voucher for eligible and approved Category 1 Management Initiatives transfers and Category 2 under-housed families who have not been transferred to an appropriately sized unit within a reasonable timeframe.
6.	Page V-4	HHA	<ul style="list-style-type: none"> Not included in the Admin Plan 	<ul style="list-style-type: none"> Added waiting list preference for eligible

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	B. Local Preferences for Admission			households who have been referred to HHA by local law enforcement agencies seeking to relocate households for safety reasons related to witness protection.
Chapter VII: Verification				
7.	Pages VII-1 C. General Verification Requirements	HHA	<ul style="list-style-type: none"> Not included in the Plan 	<ul style="list-style-type: none"> Updates general verification requirements.
8.	Page VII-2 D. Substantial Difference	MTW Supplement	<ul style="list-style-type: none"> Substantial difference is defined as \$2,400/year 	<ul style="list-style-type: none"> Substantial difference is defined as \$5,000/year
9.	Page VII-2 E. Hierarchy of Verification	MTW Supplement	<ul style="list-style-type: none"> Current plan includes the regulatory hierarchy 	<ul style="list-style-type: none"> Updates the hierarchy to reflect a streamlined approach for verifying program information
10.	Page VII-3 F. Age of Verification Documents	MTW Supplement	<ul style="list-style-type: none"> Documents may not be more than 60 days old from the date of voucher issuance Documents must be dated within 60 days from the date of HHA request 	<ul style="list-style-type: none"> Streamlines the age of verification documents to reflect a 180 day window.
11.	Page VII-4 G. Enterprise Income Verification	PIH Notice 2018-18	<ul style="list-style-type: none"> Not included in the Plan 	<ul style="list-style-type: none"> Added EIV and IVT verifications using HUD's system
12.	Page VII-5 H. Verification of Assets	MTW Supplement	<ul style="list-style-type: none"> Not included in the Plan 	<ul style="list-style-type: none"> Allows for self-certification of asset value, at admission and recertification, when assets are \$50,000 or below.

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Chapter VIII – Determining Income and Adjusted Income				
12.	Pages VIII-1 to VIII-4 A. & B. Income Inclusions and Exclusions	24 CFR 5.609	<ul style="list-style-type: none"> Not included in the Plan 	<ul style="list-style-type: none"> Added regulatory language on items included and excluded from income
13.	Pages VIII-4 to VIII-5 C. & D. FT Student Income Adoption Assistance Payments	MTW Supplement	<ul style="list-style-type: none"> Not included in the Plan 	<ul style="list-style-type: none"> Added policy on MTW income exclusions for FT student income and adoption assistance payments
14.	Page VIII-5 Treatment of FT Student Financial Assistance	24 CFR 5.609	<ul style="list-style-type: none"> Not included in the Plan 	<ul style="list-style-type: none"> Added policy on treatment of full-time student financial assistance
15.	Page VIII-6 F. Seasonal Income	HHA	<ul style="list-style-type: none"> Not included in the Plan 	<ul style="list-style-type: none"> Added policy to reflect use of retrospective income for families with seasonal income
16.	Page VIII-6 G. Asset Income H. Passbook Savings Rate	MTW Supplement	<ul style="list-style-type: none"> Not included in the Plan 	<ul style="list-style-type: none"> Add policy to exclude income on assets of \$50,000 or below Streamline calculation of asset income over \$50,000 to reflect face value of the asset times the passbook savings rate Added policy on HHA method for establishing the passbook savings rate
17.	Pages VIII-7 I. Earned Income Disallowance	24 CFR 5.601	<ul style="list-style-type: none"> Not included in the Plan 	<ul style="list-style-type: none"> Added regulatory language on identifying, calculating and processing the earned income disallowance

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18.	Pages VIII-8 to VIII-12 J. Calculating Annual and Adjusted Income	MTW Supplement 24 CFR 5.609 and 24 CFR 5.611	<ul style="list-style-type: none"> Not included in the Plan 	<ul style="list-style-type: none"> Add policy on regulatory and MTW calculation of income including the identification of the groups to which the policy applies.
Chapter IX: Tenant Rent & Subsidy Determination – Tiered Rent Only				
19.	Pages IX-1 to IX-2 A – G	MTW Supplement	<ul style="list-style-type: none"> Not included in the Plan 	<ul style="list-style-type: none"> Added policies on the calculation of rent and subsidy determination using the Tiered Rent model Applies to the Treatment group only
Chapter X: Tenant Rent & Subsidy Determination – Control & Excluded Groups				
20.	Pages X-1 to X-2 A - G	24 CFR 5.628	<ul style="list-style-type: none"> Not included in the Plan 	<ul style="list-style-type: none"> Added policies to reflect rent and subsidy determination methods for the control and excluded groups
Chapter XI: Hardship Policies				
21.	Pages XI-1 to XI-10 A - K		<ul style="list-style-type: none"> Not included in the Plan 	<ul style="list-style-type: none"> Prepared policies on hardship process, requests, eligibility, remedy, time frame and applicability for each individual hardship Provided examples to reflect calculation of applicable hardship rents Decrease in Income Childcare expense hardship Full-time student hardship Alt Verification Hierarchy hardship SAFMR hardship Minimum rent hardship

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Chapter XII: Leasing				
22.	Page XII-5 I. Rent Increases to Owner	MTW Supplement	• Not included in the Plan	• Added policy to reflect update of payment standards for Treatment and Excluded groups when contract rent increases between triennial reexams.
Chapter XIII: Moves				
23.	Pages XIII-1 to XIII-4	HHA MTW Supplement	• Not included in the Plan	• Established policies on eligibility for moves, recertification during moves, restrictions on moves, zero HAP family moves, HAP at moves, MTW policy on moves for treatment group.
XIV: Portability				
24.	Pages XIV-2 B. Port-outs in Treatment Group Returning Study Households D. Port-ins & Tiered Rent	MTW Supplement	• Not included in the Plan	<ul style="list-style-type: none"> Established policies to determine how port-outs in the treatment group and returning study households are to be processed when porting out and upon return. Added policy on absorbed port ins during initial enrollment and after the enrollment period is over.
XV: Inspections Policy				
25.	Page XV-2 B. Alt Inspection Schedule	MTW Supplement	• Not included in the Plan	• Added policy on triennial HQS inspections for units based on HHA assessment of property and unit conditions
26.	Page XV-3 G. Prequalifying Unit Inspections	MTW Supplement	• Not included in the Plan	• Added policy to provide that HHA may pre-inspect a unit 90 days prior to occupancy
XVI: Ongoing Program Operations				
27.	Page XVI-1 A & B Recert Frequency	MTW Supplement	• Not included in the Plan	<ul style="list-style-type: none"> Added policy to reflect annual and triennial recert frequency Add policy to reflect three year phase-in of

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	and Phase In			triennial recert schedule for the Excluded group.
28.	Page XVI-4 F. Change in Household Composition	MTW Supplement	<ul style="list-style-type: none"> Not included in the Plan 	<ul style="list-style-type: none"> Added policy to reflect processing of interim certifications for changes in household comp. Policy language includes applicable updates for UA, PS and Rent by grouping
29.	Page XVI-4 H. Zero Income Families – Increase in Income	HHA	<ul style="list-style-type: none"> Not included in the Plan 	<ul style="list-style-type: none"> Added policy to require zero income families to report increases in income between regular reexams and for HHA to run EIV every 180 days for zero income families
XVII: Informal Reviews, Informal Hearings & Termination				
30.	Page XVII-2 Informal Hearings	HHA	<ul style="list-style-type: none"> Not included in the Plan 	<ul style="list-style-type: none"> Add denial of a financial hardship request as a reason for an opportunity to request an informal hearing
31.	Page XVII-5 G. Hearing Format	HHA	<ul style="list-style-type: none"> Not included in the Plan 	<ul style="list-style-type: none"> Added hearing format policy
32.	Page XVII-6 I. Failure to Appear	HHA	<ul style="list-style-type: none"> Changed failure to appear guidelines 	<ul style="list-style-type: none"> HHA and participant are given 15 minutes before they are deemed to have failed to appear
33.	Page XVII-8 Part Three B. Grounds for Termination	24 CFR 982.455	<ul style="list-style-type: none"> Clarified existing policy 	<ul style="list-style-type: none"> Clarified policy for applicability to each of the rent groups
XIX: Payment Standards & Utility Allowances				
34.	Pages XIX-1 to XIX-4 MTW policies on payment standards and utility allowances	MTW Supplement	<ul style="list-style-type: none"> Not included in the Plan 	<ul style="list-style-type: none"> Added policies to reflect: <ul style="list-style-type: none"> Use of SAFMR 80 % to 150% FMR Hold harmless for PS reductions Temp waiver to apply increased PS between regular recert for rent burdened households Updating PS at interims for contract rent

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				<p>increases</p> <ul style="list-style-type: none"> ○ Utility allowance revisions ○ Updating utility allowances
XX: Project-Based Voucher Assistance				
35.	Pages XX-4,8,13,14 and 29 MTW policies for PBV programs	MTW Supplement	<ul style="list-style-type: none"> • Not included in the Plan 	<ul style="list-style-type: none"> • Added policies to reflect MTW policies related to: <ul style="list-style-type: none"> ○ PBV selection process ○ Number of PBV units in a project ○ Pre-qualifying unit inspections ○ Triennial inspection frequency ○ Inspections for HHA owned Units ○ Rent determination for HHA owned units
XXII: Emergency Housing Vouchers				
36.	Pages XXII-1 to XXII-8 EHV program policies	PIH notice 2021-15 & Successor Notices	<ul style="list-style-type: none"> • Not included in the Plan 	<ul style="list-style-type: none"> • Added a chapter to reflect policies related to the EHV program per the requirements in PIH Notice 2021-15
XXVII: Definitions				
37.	Pages XXVII-4 and 6 MTW related definitions	MTW Supplement	<ul style="list-style-type: none"> • Not included in the Plan 	<ul style="list-style-type: none"> • Added definitions for MTW and Tiered Rent TTP
XXVIII: COVID Waivers				
38.	Removed CARES Act Waivers	PIH Notice 2020-05 & Successor Notices	<ul style="list-style-type: none"> • Reflects CARES Act waivers, which have since expired 	<ul style="list-style-type: none"> • Removed expired waivers • Left narrative historical reference to the waivers in the Overview chapter of the Plan
Appendix : Remote Hearing Guidelines				

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39.	Removed Remote hearing guidelines	HHA	<ul style="list-style-type: none"> Currently reflects CARES Act policy on remote hearings 	<ul style="list-style-type: none"> Removed appendix and included hearing format in chapter on informal hearings
Appendix A: Developments Converted to PBV – Non-Competitive Process				
40.	A-1 List of PBV developments		<ul style="list-style-type: none"> Includes developments and # of units 	<ul style="list-style-type: none"> Updated to reflect additional PBV developments selected using a non-competitive process
Appendix B: RAD Conversions				
41.	B-1 List of PH developments converted to PBV under RAD	PIH Notice 2019-23 & Successor Notices	<ul style="list-style-type: none"> Includes developments and # of units 	<ul style="list-style-type: none"> Updated to reflect additional PH developments converted to PBV under the RAD program.
Appendix C. Tiered Rent Table				
42.	C-1	MTW Supplement	<ul style="list-style-type: none"> Not included in the Plan 	<ul style="list-style-type: none"> Added the tiered rent table used to determine TTP under MTW
Appendix D: Federally Mandated Income Exclusions				
43.	D-1 to D-3	79 FR 28938	<ul style="list-style-type: none"> Not included in the Plan 	<ul style="list-style-type: none"> Added list of federally mandated income exclusions