

Revision Instructions – 4/1/20 Revision to Model Administrative Plan

Remove Pages	Insert Pages	Changes Made in Admin Plan
Revision Page	Revision Page	Added new revision date
---	Title Page	New HCV Administrative Plan title page for approval by HA Board of Commissioners and submission to HUD
TOC-1 thru TOC-36 (Entire TOC)	TOC-1 thru TOC-36	Updated TOC
Intro-i thru Intro-iv (Entire Introduction)	Intro-iii/iv	Updated text and web links throughout pp. Intro-ii to Intro-iii Repaginated pp. Intro-iii and Intro-iv
1-15/16	1-15/16	Changed text in PHA Policy on p. 1-15
2-5/6	2-5/6	Corrected formatting of 2nd paragraph under Discrimination Complaints on p. 2-5
3-23 thru 3-44	3-23 thru 3-46	Added 4 new paragraphs on p. 3-23 Repaginated pp. 3-23 through end of chapter Changed formatting in 1st and 3rd bullet and in 1st PHA Policy, text change in 2nd PHA Policy, and added text in 3rd PHA Policy on p. 3-25 Changed text in PHA Policy on p. 3-26 Changed formatting and text in PHA Policy on p. 3-27 Added new paragraph on p. 3-28 Added text in 1st paragraph on p. 3-31
4-5 thru 4-10	4-5 thru 4-10	Corrected formatting in 1st PHA Policy on p. 4-5 Corrected formatting in 2nd to last paragraph before the last PHA Policy on p. 4-7 Changed text in 1st paragraph under 2nd PHA Policy on p. 4-10
4-17/18	4-17/18	Changed text and in 2nd paragraph of PHA Policy on p. 4-17
5-17/18	5-17/18	Added text in 2nd paragraph of PHA Policy on p. 5-17
6-5/6	6-5/6	Added text in 2nd paragraph of PHA Policy on p. 6-5

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6-13 thru 6-70	6-13 thru 6-64	Deleted text under Calculation of the Disallowance ; and deleted entire Original Calculation Method subsection, along with the Initial-12 Month Exclusion PHA Policy, and the under Lifetime Limitation PHA Policy on p. 6-14 Repaginated pp. 6-14 through end of chapter Deleted “ Revised ” text from Calculation Method subtitle, now on p. 6-14 Changed text in PHA Policy on p. 6-18 Corrected formatting in “ Assets Disposed... ” sub-subheading on p. 6-19 Changed text in “ Checking and Savings Accounts ” PHA Policy, and corrected formatting in “ Investment Accounts... ” PHA Policy on p. 6-21 Added text in paragraph above 2nd PHA Policy on p. 6-22 Corrected formatting in (n) on p. 6-33 Updated “ Summary... ” table to even out the columns on p. 6-37 Changed text in PHA Policy on p. 6-44 Updated “ Example... ” table on p.48
7-5/6	7-5/6	Added text to last paragraph of PHA Policy on p. 7-6
7-9 thru 7-12	7-9 thru 7-12	Corrected formatting in 1st bullet on p. 7-9 Updated text in table on p. 7-11
7-23/24	7-23/24	Added dollar sign to “5,000” in Example 2, and corrected formatting of paragraphs under 7-III.E PHA Policy on p. 7-24
7-27/28	7-27/28	Added PIH reference to 7-III.J. heading, added text to 1st paragraph under that heading, and changed text in PHA Policy on p. 7-27
8-11/12	8-11/12	Changed text in Owner and Family Inspection Attendance PHA Policy on p. 8-12
8-15/16	8-15/16	Changed text and corrected formatting in Scheduling the Inspection PHA Policy, and added text to 8-II.D. PHA Policy p. 8-15 Corrected formatting of paragraphs in Notification of Corrective Action PHA Policy on p. 8-16
10-1/2	10-1/2	Corrected typo in 5th paragraph of PHA Policy on p. 10-2
11-1/2	11-1/2	Corrected typo and changed text in 11-I.B. 3rd paragraph on p. 11-2
11-7/8	11-7/8	Corrected formatting in 2nd to last paragraph on p. 11-7
11-11/12	11-11/12	Deleted 2nd paragraph of PHA Policy on. p. 11-11
11-15 thru 11-16	11-15 thru 11-18	Deleted text in 1st paragraph and added a new 2nd paragraph to 11-III.C. PHA Policy on bottom of p. 11-16 Repaginated pp. 11-16 thru 11-18

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12-3 thru 12-8	12-3 thru 12-8	<p>Corrected formatting in Methamphetamine Manufacture or Production paragraph on p. 12-3</p> <p>Changed text in 3rd and 5th paragraphs of PHA Policy on p. 12-5</p> <p>Added text in 3rd paragraph of PHA Policy on p. 12-6</p> <p>Corrected formatting and deleted text in PHA Policy on p. 12-7</p>
12-11 thru 12-14	12-11 thru 12-14	<p>Added new Use of Criminal Conviction Records after Admission subsection on p. 12-12</p> <p>Repaginated pp. 12-12 and 12-13</p> <p>Changed text in 3rd paragraph of 1st PHA Policy on p. 12-13</p>
12-17 thru 12-20	12-17 thru 12-20	<p>Corrected formatting on the paragraph between the two PHA policies on p. 12-18</p> <p>Added paragraph at end of p. 12-20</p>
13-3/4	13-3/4	<p>Updated references in 13-I.A. heading, added new 3rd paragraph under Recruitment and corrected formatting and added text to PHA Policy on p. 13-3</p> <p>Added text to PHA Policy under Retention on p. 13-4</p>
13-15 thru 13-22	13-15 thru 13-22	<p>Corrected formatting in 2nd and 6th paragraph on p. 13-16</p> <p>Corrected formatting in 2nd paragraph of PHA Policy on p. 13-17</p> <p>Corrected formatting in PHA Policy paragraph on p. 13-20</p> <p>Added new 13-II.G. section, with new PHA Policy on p. 13-22</p>
16-5 thru 16-8	16-5 thru 16-8	<p>Under PHA Policy, changed “will” to “may” in Quality of Units Selected paragraph, and changed text in last paragraph on p. 16-6</p> <p>Updated references in Exception Payment Standards subheading and changed text in paragraph under this subheading on p. 16-7</p> <p>Deleted text in paragraph under Voluntary Use of Small Area FMRs and added text in PHA Policy under this subheading on p. 16-7</p>

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16-11 thru 16-74	16-11 thru 16-76	<p>Added reference in Decisions Subject to Informal Review and deleted text in 8th bullet paragraph on p. 16-11</p> <p>Added new Remote Informal Reviews subsection with new PHA Policy and added new Conducting Remote Informal Reviews subsection with new PHA Policy on p. 6-13</p> <p>Repaginated 16-13 through end of chapter</p> <p>Deleted text in 4th bullet, and added new Remote Informal Hearings subsection with new PHA Policy on p. 16-16</p> <p>Added new Conducting Informal Hearings Remotely subsection with new PHA Policy on p. 6-17</p> <p>Under Informal Hearing Procedure, added text to PHA Policy on p. 16-18</p> <p>Added text in last paragraph of PHA Policy on p. 16-19</p> <p>Under Pre-Hearing Right to Discovery, added text to 1st PHA Policy, added new paragraph and new 2nd PHA Policy, and deleted the PHA Policy that was under Informal Hearing Officer on p. 16-20</p> <p>Corrected typo in 1st paragraph under 2nd PHA Policy on p. 16-50</p>
17-3/4	17-3/4	Changed text in last paragraph on p. 17-3
17-7 thru 17-16	17-7 thru 17-16	<p>Updated reference in Units Selected Non-Competitively subheading on p. 17-7</p> <p>Repaginated pp. 17-7 thru 17-9</p> <p>Changed and added text in paragraphs under Units Selected Non-Competitively subheading on pp. 17-7 and 17-8</p> <p>Added text in PHA Policy's 4th indented paragraph on p. 17-9</p> <p>Added text in first 2 paragraphs and changed text in PHA Policy paragraph on p. 17-11</p> <p>Updated references in 17-II.E. heading and updated paragraphs below this heading on p. 17-14</p> <p>Changed formatting in Promoting Partially Assisted Projects subheading, changed text in 2nd paragraph under this subheading, and changed text under last PHA Policy on p. 17-16</p>
17-21 thru 17-24	17-21 thru 17-24	<p>Updated references in Pre-HAP Contract Inspections subheading, changed paragraph text and added new PHA Policy under this subheading on p. 17-22</p> <p>Updated references in Turnover Inspections subheading, changed paragraph text and removed PHA policy below this subheading on p. 17-22</p> <p>Changed text in last paragraph on p. 17-23</p>
17-31 thru 17-34	17-31 thru 17-34	<p>Fixed spacing in 2nd paragraph on p. 17-32</p> <p>Added text in 17-V.E. heading on p. 17-34</p>

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17-39/40	17-39/40	Changed text in 1st paragraph, and updated formatting in Income Targeting paragraph on p. 17-39 Fixed spacing in 4th paragraph and in PHA Policy paragraph on p. 17-40
17-57/58	17-57/58	Fixed spacing in 1st paragraph under Use of Small Area FMRs on p. 17-57 Fixed formatting in PHA Policy paragraph under Rent Increase on p. 17-58
---	17-67 thru 17-70	Added new EXHIBIT 17-2: Special Provisions Applying to TPVs Awarded as Part of a Voluntary Conversion of Public Housing Units in Projects that Include RAD PBV Units

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<p>18-1 thru 18-52 (Entire Chapter 18)</p>	<p>18-1 thru 18-60</p>	<p>Fixed formatting in Part VI: Occupancy paragraph on p. 18-1 Reformatted p.18-4 through end of chapter Text changes under 18-I.B. throughout pp. 18-4 and 18-5, and added new PHA Policy on p. 18-5 Text added to 2nd paragraph under PHA Policy under 18-I.C. heading on p. 18-6 Removed PIH notice number in 18-I.D. heading, added text in new paragraph, reformatted paragraphs and added text under this heading on pp. 18-6 through 18-8 Updated references in 18-I.E. heading and added text to paragraph under this heading on p. 18-9 Updated reference in 1st paragraph under 18-II.A. on p. 18-11 Updated reference in 18-II.B. heading, and added text throughout paragraphs under this heading on pp. 18-11 and 18-12. Changed text and PIH notice reference in 2nd paragraph under 18-II.C., and added a new PHA Policy under this heading on p. 18-13 Updated references in 18-II.D. heading, and changed text throughout this section on pp. 18-14 and 18-15 Changed text and updated references in 18-II.E. heading, and added new subheadings, new text, and a new PIH Notice under this subsection on p. 18-16 Updated reference in 18-II.F. heading, and added new 2nd paragraph under this heading on p. 18-17 Updated references in 18-II.G. heading, and changed text in paragraph below this heading on p. 18-17 Updated references in Lead-based Paint subheading and in 18-III.C. heading and added text in 1st paragraph under this heading on p. 18-19 Updated references in Initial Inspection heading and revised paragraph text under this heading, deleted text in paragraph and deleted PHA Policy under Turnover Inspections heading, and added new Alternative Inspections subsection with a new paragraph and new PHA Policy, on p. 18-20 Updated references in Inspecting PHA Owned Units heading, and changed text in paragraph below this heading on p. 18-21</p>

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<p>(Chapter 18 continued)</p>		<p>Updated reference in 18-IV.A. heading, updated references in Contract Information heading and changed text in following paragraphs, updated references in Term of HAP Contract heading and changed text in following paragraph on p. 18-23</p> <p>Updated references in Agreement to Enter into a HAP (AHAP) Contract heading, updated references in Mandatory Contract Renewal heading and changed text in following paragraph, and changed text in paragraph below Remedies for HQS Violations heading on p. 18-24</p> <p>Updated references in Floating Units heading and changed text in following paragraphs and PHA Policy under this heading, updated references in Reduction in HAP Contract Units heading and changed text in following paragraph on p. 18-25</p> <p>Updated references in 18-V.B. heading and changed PIH notice reference and text in following paragraphs on p. 18-27</p> <p>Updated references in 18-V.D. heading and text in following paragraph, and added a new last paragraph under the PHA Policy on p. 18-29</p> <p>Updated references in Income Targeting heading and added text to 2nd paragraph following this heading, Updated references in Preferences heading and deleted what had been the 2nd and 3rd paragraphs under this heading and changed paragraph under the PHA Policy on p. 18-30</p> <p>Added reference to 18-V.G. heading and deleted reference in following paragraph on p. 18-32</p> <p>Updated references in 18-VI.B. heading, and updated references in Lease Requirements heading and deleted text in last paragraph under this heading on p. 18-35</p> <p>Corrected formatting of references in Initial Term and Lease Renewal heading on p. 18-36</p> <p>Updated references in Owner Termination of Tenancy heading and changed text in bullets and paragraphs below this heading on p. 18-37</p> <p>Updated references in Continuation of Housing Assistance Payments heading and changed text paragraphs below this heading and added a new paragraph under the PHA Policy on p. 18-38</p> <p>Corrected formatting of references in Security Deposits heading on p. 18-39</p> <p>Updated references in 18-VI.C. heading and changed text in paragraphs below this heading ,and updated references in 18-VI.D. heading on p. 18-40</p>

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<p>(Chapter 18 continued)</p>		<p>Updated references in Overcrowded, Under-Occupied, and Accessible Units heading and added text in 1st paragraph below this heading on p. 18-41</p> <p>Updated references in Choice Mobility heading on p. 18-43</p> <p>Under Emergency Transfers under VAWA, added text in 2nd and 3rd paragraphs under PHA Policy on p. 18-45</p> <p>Corrected formatting of references in 18-VI.F. heading, and updated references in both 18-VI.G. and 18-VI.H. headings and changed text in paragraphs below both headings on p. 18-46</p> <p>Updated references in 18-VI.I. heading and changed text in paragraphs and in 1st bullet below this heading on p. 18-47</p> <p>Updated references in 18-VII.A. heading and changed text in paragraphs and bullets below this heading on p. 18-49</p> <p>Updated references in 18-VII.B. heading and changed text in 1st paragraph on p. 18-50</p> <p>Updated references in 18-VII.C. heading and changed text in paragraph below this heading and in paragraph under PHA Policy on p. 18-51</p> <p>Changed text in paragraph below PHA Owned Units on p. 18-52</p> <p>Added reference to 18-VIII.C. heading, and added new Initial Certifications subsection on p. 18-55</p> <p>Updated reference in 18-VII.D. heading and changed text in the following paragraphs and in the paragraphs under the PHA Policy on p. 18-56</p> <p>Changed text in EXHIBIT 18-1, under HAP CONTRACT section on p. 18-59</p> <p>Corrected Chapter number in Preference Verification paragraph on p. 18-60</p>