

**Revision Instructions – 4/1/22 Revision to Model Administrative Plan**

<b>Remove Pages</b>	<b>Insert Pages</b>	<b>Changes Made in Admin Plan</b>
Revision Page	Revision Page	Added new revision date
Title Page	Title Page	Updated copyright date for title page for approval by HA Board of Commissioners and submission to HUD
TOC-1 thru TOC-38 (Entire TOC)	TOC-1 thru TOC-40	Updated TOC
Intro-i thru Intro-iv (Entire Intro Chapter)	Intro-i thru Intro-iv	Added subsection and new links for the new version <b>HUD HCV Guidebook</b> on top of page and 3rd row in table on p. Intro-ii, and last paragraph and link at end of p. Intro-iv
1-1/2	1-1/2	Changed text under PHA Policy on p. 1-2
2-11/12	2-11/12	Corrected formatting in 2nd paragraph under PHA Policy on p. 2-11
3-11/12	3-11/12	Added CFR reference in 2nd bullet on p. 3-11
3-15 thru 3-38	3-15 thru 3-38	<p>Changed gender text in the following:</p> <ul style="list-style-type: none"> <li>2nd paragraph on p. 3-16,</li> <li>1st and 3rd paragraphs under PHA policy on p. 3-17,</li> <li>6th and 7th paragraphs under continuation of PHA Policy on p. 3-18,</li> <li>1st paragraph on the page and the 3rd paragraph under PHA Policy on p. 3-20,</li> <li>5th paragraph under PHA Policy on p. 3-21,</li> <li>last paragraph under PHA Policy on p. 3-36,</li> <li>bullet paragraph on p. 3-38</li> </ul> <p>Corrected formatting in 2nd to last paragraph under PHA Policy on p. 3-17</p> <p>Changed text in 2nd subheading on p. 3-22</p> <p>Corrected formatting under 1st PHA Policy, and deleted text under 3rd PHA Policy on p. 3-25</p> <p>Corrected formatting and deleted what had been the 2nd to last paragraph under PHA Policy on p. 3-26</p> <p>Changed text and reference in 2nd paragraph, and under PHA Policy added two new paragraphs on p. 3-27</p> <p>Repaginated pp. 3-27 to 3-36</p> <p>Deleted text in continuation of PHA Policy’s 1st paragraph on page 3-32</p>
4-15/16	4-15/16	Changed gender text in 3rd paragraph under PHA Policy on p. 4-16

**Revision Instructions – 4/1/22 Revision to Model Administrative Plan**

<b>Remove Pages</b>	<b>Insert Pages</b>	<b>Changes Made in Admin Plan</b>
5-3 thru 5-8	5-3 thru 5-8	<p>Changed gender text in the 3rd from last paragraph on p. 5-3</p> <p>Added new last paragraph on p. 5-5</p> <p>Added reference to <b>Briefing Packet</b> heading, and added text to 9th, 10th and 13th bullets on p. 5-6 ,</p> <p>Repaginated pp. 5-6 to 5-7</p> <p>Added new 2nd bullet text, and deleted what had been the 2nd paragraph under PHA Policy on p. 5-7</p>
6-13/14	6-13/14	Changed gender text in 1st paragraph on p. 6-14
6-19/20	6-19/20	Changed gender text in 1st paragraph under PHA Policy on p. 6-19
6-25/26	6-25/26	Changed gender text in last paragraph on p. 6-25
6-43/44	6-43/44	<p>Changed gender text in the following:</p> <p>Paragraph under 1st PHA Policy, and in 1st paragraph under “Earned income Limit...” on p. 6-43;</p> <p>paragraph under <i>Necessary and Reasonable Costs</i> on p. 6-44</p>
7-1/2	7-1/2	Under PHA Policy, corrected formatting in 2nd paragraph, deleted text in third paragraph, and changed text in 4th paragraph on p. 7-2
7-9 thru 7-18	7-9 thru 7-18	<p>Deleted text in last paragraph under PHA Policy on p. 7-9</p> <p>Under PHA Policy, changed text in 2nd to last paragraph and changed gender text in last paragraph on p. 7-11</p> <p>Changed gender text in 2nd paragraph on p. 7-12</p> <p>Added text in first PHA policy paragraph, and corrected formatting in last paragraph under <b>7.II.C.</b> on p. 7-14</p> <p>Added text under PHA Policy paragraph under <b>Absence of Adult Member</b> on p. 7-15</p> <p>Changed gender text in the following:</p> <p>3rd paragraph under 1st PHA Policy, and last paragraph under 2nd PHA Policy, on p. 7-16;</p> <p>first and 2nd paragraphs under PHA Policy on p. 7-17</p>
7-21/22	7-21/22	Added new paragraph under Social Security/SSI Benefits, and corrected formatting in both paragraphs under PHA Policy on p. 7-22
7-27/28	7-27/28	<p>Changed gender text in the following:</p> <p>1st paragraph under PHA Policy on p. 7-27,</p> <p>1st paragraph on p. 7-28</p>
7-35/36	7-35/36	Changed gender text in under PHA Policy, <i>Furthering Education</i> paragraph on p. 7-35
8-29/30	8-29/30	Corrected formatting from numbers to bullets for the paragraphs on p. 8-30
9-1/2	9-1/2	Changed gender text in 3rd paragraph on p. 9-2

Revision Instructions – 4/1/22 Revision to Model Administrative Plan		
Remove Pages	Insert Pages	Changes Made in Admin Plan
10-1/2	10-1/2	Changed gender text in 2nd bullet on p. 10-2
10-7 thru 10-14	10-7 thru 10-14	<p>Added text in 1st paragraph under <b>Allowable Moves under Portability</b>, in 2nd main paragraph under <i>Applicant Families</i>, and in 1st paragraph under the last PHA Policy on p. 10-8</p> <p>Changed gender text in 1st paragraph on p. 10-9</p> <p>Changed text in 3rd paragraph under 1st PHA Policy on p. 10-10</p> <p>Added text in 1st paragraph under 1st PHA Policy on p. 10-11</p> <p>Changed text throughout PHA Policy on p. 10-13</p>
11-1 thru 11-6	11-1 thru 11-6	<p>Corrected formatting and added reference to <b>II-I.B.</b> heading on p. 11-2</p> <p>Corrected formatting in 1st paragraph on p. 11-3</p> <p>Changed gender text in 2nd paragraph and throughout PHA Policy on p. 11-6</p>
11-9/10	11-9/10	Changed text in 2nd paragraph on p. 11-10
12-3 thru 12-10	12-3 thru 12-10	<p>Changed gender text in 1st paragraph on p. 12-4</p> <p>Corrected formatting to indent 3rd paragraph under PHA Policy on p. 12-5</p> <p>Updated reference in heading and changed text in 2nd paragraph on p. 12-7</p> <p>Added new 2nd to last indented paragraph and deleted bracketed paragraph under PHA Policy on p. 12-9</p>
12-13 thru 12-18	12-13 thru 12-18	<p>Changed gender text in 2nd paragraph under <b>VAWA Protections against Termination</b> on p. 12-14</p> <p>Changed gender text in last paragraph under PHA Policy on p. 12-15</p> <p>Changed gender text in 2nd paragraph under 1st PHA Policy on p. 12-18</p>
13-7 thru 13-16	13-7 thru 13-16	<p>Added reference to Conflict of Interest heading and added last two paragraphs on p. 13/8</p> <p>Changed gender text in 7th bullet on p. 13-9</p> <p>Reformatted numbered text in PHA Policy on p. 13-10 to 13-11</p> <p>Repaginated pp. 13-10 and 13-11</p> <p>Added text in 2nd paragraph on p. 13-13</p> <p>Corrected formatting in 1st paragraph and changed text in last paragraph on p. 13-16</p>

**Revision Instructions – 4/1/22 Revision to Model Administrative Plan**

<b>Remove Pages</b>	<b>Insert Pages</b>	<b>Changes Made in Admin Plan</b>
15-1 thru 15-28 (Entire Chapter 15)	15-1 thru 15-34	Added <b>IMPORTANT: PLEASE READ</b> note at top of page, added reference into chapter heading, and added text to 2nd main paragraph on p. 15-1  Added references to <b>PART</b> headings and updated text and formatting throughout chapter.  Repaginated pp. 15-7 through end of chapter
16-3 thru 16-8	16-3 thru 16-8	Added new 2nd paragraph on p. 16-3  Changed text in <b>Unit Availability and Lease-up Time and Success Rate</b> paragraphs under PHA Policy on p. 16-6  Added reference in <b>Exception Payment Standards</b> heading, added 2nd paragraph under this heading, and corrected formatting in <b>Voluntary Use of Small Area FMRs</b> paragraph on p. 16-7  Repaginated pp. 16-7 and 16-8
16-13 thru 16-20	16-13 thru 16-20	Changed gender text in 3rd from last paragraph on p. 16-13  Changed gender text in 3rd from last paragraph under PHA Policy on p. 16-15  3rd paragraph on p. 16-18  Corrected formatting in last line under PHA Policy on p. 16-20
16-25/26	16-25/26	Changed gender text in <b>Summary of the Evidence</b> paragraph under PHA Policy on p. 16-25
16-31 thru 16-42	16-31 thru 16-42	Repaginated pp. 16-31 and 16-32  Added text to <b>16-IV.A.</b> paragraph and moved 3rd paragraph and indented text under <b>16 IV.A.</b> PHA Policy, to now be under <b>16-IV.B.</b> PHA Policy on p. 16-31  Added new paragraph under <b>Family Debts to the PHA</b> heading, and what had been the 2nd paragraph under the PHA Policy is now a separate paragraph that’s been updated under the new <b>Refusal to Enter into an Agreement</b> heading, and has a new PHA Policy under this heading on p. 16-32  Updated PIH notice numbers in first paragraph under <b>Payment Thresholds</b> , and added new paragraph under <b>Execution of the Agreement</b> on p. 16-33  Changed 3rd subheading to <b>Repayment Agreement Terms</b> and changed the paragraph below this subhead on p. 16-34  Changed text in 1st 3 bullets of SEMAP Indicators chart on p. 16-37  Changed text in last bullet in chart on p. 16-38  Changed text in 4th bullet in chart on p. 16-39  Added reference in 16-VI.B. heading and added two new paragraphs after the bullets on p. 16-41  Repaginated pp. 16-41 and 16-42

**Revision Instructions – 4/1/22 Revision to Model Administrative Plan**

<b>Remove Pages</b>	<b>Insert Pages</b>	<b>Changes Made in Admin Plan</b>
16-47 thru 16-50	16-47 thru 16-50	Added text in PHA Policy paragraph on p. 16-47 Changed gender text in last dashed paragraph on p. 16-50
16-59/60	16-59/60	Changed gender text in 2nd to last bullet on p. 16-59

**Revision Instructions – 4/1/22 Revision to Model Administrative Plan**

<b>Remove Pages</b>	<b>Insert Pages</b>	<b>Changes Made in Admin Plan</b>