

**BCHA Administrative Plan Updates**  
**NanMckay Model Plan 3/21 Updates**  
**Proposed Changes to go into effect December 2021/January 2022**

Chapter/Page Number	Changes Made in Admin Plan
<b>Revision Page</b>	Added new revision date
<b>Title Page</b>	Updated copyright date for title page for approval by HA Board of Commissioners and submission to HUD
<b>TOC-1 thru TOC-38</b>	Updated TOC
<b>Chapter 1</b>	No changes to plan language
<b>Chapter 2</b>	No changes to plan language – just formatting changes listed below
2-1 thru 2-6	Corrected formatting in first paragraph on p. 2-1 In 3rd bullet, added a 2nd Executive Order number on p. 2-3 Added reference in 4th paragraph on p. 2-4 Corrected formatting in 2nd paragraph under PHA Policy on p. 2-5
2-11/12	Corrected formatting in 1st and last paragraph, and added new 2nd paragraph under PHA Policy on p. 2-11
2-15/16	Added text under <b>2-III.B.</b> PHA Policy on p. 2-16
<b>Chapter 3</b>	<ul style="list-style-type: none"> <li>• Screening for tenancy for owners – changed to allow BCHA to share information</li> <li>• New requirement before family members can be added to household must sign debts owed form.</li> </ul>
3-1/2	Added new last dash text under 1st bullet on p. 3-1
3-9/10	Added new 1st paragraph under <b>Family Members Permanently Confined for Medical Reasons</b> PHA Policy on p. 3-9
3-15 thru 3-22	Repaginated pp. 3-15 through 3-22 Added text to <b>3.II.D.</b> first paragraph on p. 3-15 Added new <b>3-II.F. EIV SYSTEM SEARCHES</b> section, which includes new <b>Existing Tenant Search</b> PHA Policy, <b>Debts Owned to PHAs and Terminations</b> PHA Policy, and <b>Income and IVT Reports</b> subsections on pp. 3-21 and 3-22

<p><b>Chapter 4</b></p>	<ul style="list-style-type: none"> <li>• Removed language about accepting paper applications – changed to online only</li> <li>• Changed lottery purge to be anywhere from 1-5 years, (original language was 5 years) also removed language about notifying current BCHA tenants and applicants on other lists about the lottery opening</li> <li>• Added program information for NED vouchers and Mainstream vouchers</li> <li>• Removed language about PBV preferences for in place residents as does not apply, PBV selection criteria is under Chap 17</li> <li>• Restructured preference language to be easier to follow, placed cap on homeless set asides to no more than 35 total vouchers</li> <li>• Removed Project HOPE Preference and removed TBRA preference and BCHA internal FUPS as those don't exist anymore</li> </ul>
<p><b>Chapter 5</b></p>	<ul style="list-style-type: none"> <li>• Changed language requiring all adult members to be present for briefings to optional.</li> <li>• Added language about conducting briefings via phone/virtual &amp; new section from HUD on this as well. If conducted virtually briefing packets must be emailed 5 days in advance and mailed at family's request.</li> <li>• Added language about terminating assistance for owing money to past landlords</li> </ul>
<p>5-1 thru 5-20</p>	<p>Repaginated pp. 5-2 through end of chapter Revised <b>5-I.B. BRIEFING</b>, as follows:</p> <p>Added new <b>Notification of Briefing</b> subsection with new PHA Policy, and added new <b>In-Person Briefings</b> subsection with changed text in the PHA Policy below this on p. 5-2</p> <p>Changed "<b>Notification and Attendance</b>" to a new "<b>Attendance</b>" sub-subsection with a revised PHA Policy, and added new <b>Remote Briefings</b> subsection with new PHA Policy, and added new <b>Accessibility Requirements for Persons with Disabilities and LEP Individuals</b> subsection on p. 5-3</p> <p>Added new <b>Conducting Remote Briefings</b> subsection with new PHA Policy on p. 5-4</p> <p>Corrected formatting in "<b>Time Frames....</b>" subheading on p. 5-8</p>
<p><b>Chapter 6</b></p>	<ul style="list-style-type: none"> <li>• Lump sums – added language to allow voucher holder and/or staff to make decision to apply lump sums retroactively or prospectively</li> <li>• Assets – changed language stating that staff will review bank statements and if deposits equal \$1000 in a month BCHA will ask for additional statements (past language was \$200)</li> </ul>
<p>6-11/12</p>	<p>Corrected typo in first paragraph of PHA Policy on p. 6-11</p>
<p>6-51/52</p>	<p>Added "(<b>Voucher Size</b>)" to "<b>Changes in Family Unit Size</b>" sub-subheading on p. 6-51</p>
<p><b>Chapter 7</b></p>	<ul style="list-style-type: none"> <li>• Changed policy to accept family self-certifications without notarization</li> <li>• Written third party verifications should go directly to the employer – changed language to allow this to be provided to the tenant to shuttle on our behalf as this is what BCHA does</li> <li>• Removed requirement for self-employment to conduct an interim if the self-employment is less than 3 months old.</li> </ul>
<p>7-11/12</p>	<p>Corrected formatting in first paragraph on p. 7-12</p>

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<b>Chapter 8</b>	<ul style="list-style-type: none"> <li>• Removed the ability to allow voucher holders to move in with failed initial inspections. All new moves must have a passing inspection prior to move in.</li> <li>• Removed requirement to notify tenant of 24 hour fail, only will notify the responsible party not both.</li> <li>• Removed requirement to notify landlords in writing if rent increase is approved, (landlords will still receive our change sheet which essentially notifies them that the requested rent is approved) changed to only notify the landlords in writing if the rent increase request is denied.</li> </ul>
8-9 thru 8-24	<p>Added reference in 2nd paragraph on p. 8-10 Corrected formatting in last paragraph on p. 8-11</p> <p>Added new <b>Remote Video Inspections (RVIs)</b> subsection with new PHA Policy, and corrected formatting in <b>Notice and Scheduling</b> PHA Policy paragraph on p. 8-12</p> <p>Repaginated pp. 8-12 through 8-14</p> <p>Corrected formatting in 2nd paragraph under 1st PHA Policy on p. 8-13</p> <p>Spelled out “five” in first paragraph under PHA Policy on p. 8-14</p> <p>Under <b>8-II.C</b>, changed 1st paragraph text under 1st PHA Policy on p. 8-15</p> <p>Added reference in <b>8.II.E.</b> heading, revised text in 2nd paragraph under this heading; and under the PHA Policy, deleted text in 1st paragraph, spelled out “five” and corrected formatting in 2nd paragraph p. 8-16</p> <p>Spelled out “five” in 2nd paragraph under 1st PHA Policy on p. 8-18</p> <p>Corrected formatting in last subheading on p. 8-20</p> <p>Corrected formatting in first subheading, and updated PIH Notice info in last two paragraphs on p. 8-21</p> <p>Spelled out “five” in last paragraph on p. 8-23</p>
<b>Chapter 9</b>	<ul style="list-style-type: none"> <li>• Updated info BCHA may provide to owners for screening purposes – matches changes in Chap 3</li> <li>• Added language to approve shorter term leases for new admissions if they are leasing in place</li> <li>• Removed requirement to notify landlords in writing that rent increases are approved, BCHA will only notify them in writing if the increase is not</li> </ul>
<b>Chapter 10</b>	No changes to plan language, just formatting changes listed below.
10-13/14	Corrected a word in 2nd paragraph on p. 10-13
<b>Chapter 11</b>	<ul style="list-style-type: none"> <li>• Zero income policy and optional reporting, zero income no longer conducting interim appointments every 3 months, instead waiting a whole year and if at 2<sup>nd</sup> annual recert with zero income then will start scheduling 6 month interims</li> </ul>
<b>Chapter 12</b>	<ul style="list-style-type: none"> <li>• Removed language requiring spouse to sign relinquishment ppwk.</li> <li>• Page 12-14 added dollar amount for terminating on repayment agreements to \$10,000 and have had more than 2 repayments while on the program</li> </ul>
<b>Chapter 13</b>	<ul style="list-style-type: none"> <li>• There is a new section at the end of the chapter on foreclosure, BCHA didn’t have a policy on this</li> </ul>

<b>Chapter 14</b>	No changes to plan language
<b>Chapter 15</b>	<ul style="list-style-type: none"> <li>• Only change was to say BCHA allow manufactured housing as a special housing type, as BCHA has been doing this for a while. No other changes</li> </ul>
<b>Chapter 16</b>	<ul style="list-style-type: none"> <li>• Removed A/C from utility allowances as a separate line item, modified it to state this is already accounted for in our lighting/refrigeration line item.</li> <li>• There is a new section on remote informal reviews BCHA adopted the Nan Mckay generic policy</li> <li>• Update grievance policies to list that families may request a remote informal hearing</li> <li>• Changed time from 20 minutes to 15 minutes if family fails to appear for hearing</li> <li>• Changed repayments to state that all household members 18+ must sign the agreement not just the HOH</li> </ul>
16-11 thru 16-78	<p>Added text to <b>Scheduling an Informal Review</b> PHA Policy on p. 16-12  Added reference to <b>Remote Informal Reviews</b> heading, and changed the paragraph under this heading and  added new <b>Ensuring Accessibility for Persons with Disabilities and LEP Individuals</b> subsection on p. 16-13  Repaginated pp. 16-13 through end of chapter  Added text under <b>Conducting Remote Informal Reviews</b> and changed text in the PHA Policy below this subheading on p. 16-14  Changed text in 1st PHA Policy, added PIH Notice reference to <b>Remote Informal Hearings</b> heading and changed paragraph below this heading on p. p. 16-17  Added new <b>Ensuring Accessibility for Persons with Disabilities and LEP Individuals</b> subsection on p. 16-18  Changed <b>Conducting Informal Hearings Remotely</b> paragraph text and PHA Policy on p. 16-19  Under <b>Informal Hearing Procedures</b>, deleted last paragraph text under PHA Policy on p. 16-20  Under <b>Scheduling an Informal Hearing</b>, added new text under PHA Policy on p. 16-21  Changed text under 1st paragraph in 1st PHA Policy, and added text to 2nd paragraph in 2nd PHA Policy on p. 16-22  Under <i>Evidence</i>, PHA Policy, changed “<i>Hearsay Evidence</i>” definition and added text to paragraph under this definition on p. 16-24</p>
16-7/8	Corrected “RTA” in PHA first paragraph on p.16-7
<b>Chapter 17</b>	<ul style="list-style-type: none"> <li>• BCHA added that BCHA may allow BCHA to PBV an additional 10% of units for one, all or any combination of the special criteria.</li> <li>• Added language like chapter 9 that BCHA may provide additional screening information to the owner upon request.</li> </ul>

17-1 thru 17-4	Corrected formatting in <u>Part VII: Occupancy</u> paragraph on p. 17-1 Changed text under 1st PHA Policy and 2nd PHA Policy on p. 17-4
17-7 thru 17-10	Added and changed text in PHA Policy under <u>PHA Request for Proposals for Rehabilitated and Newly Constructed Units</u> and <u>PHA Requests for Proposals for Existing Housing Units</u> and <u>PHA Selection of Proposals Subject to a Previous Competition under a Federal, State, or Local Housing Assistance Program</u> on pp. 17-8 through 17-10
17-13/14	Corrected typo in 4th paragraph on p. 17-14
17-17/18	Added “Choice Neighborhood” to 1st indented paragraph under PHA Policy on p. 17-17
17-21/22	Corrected formatting and added new CFR reference to paragraph under <b>Lead-based Paint</b> on p. 17-21
17-27/28	Deleted <b>Equal Opportunity</b> subsection on p. 17-27
17-33/34	Changed PHA Policy text on p. 17-33
17-65/66	Changed chapter number in <b>Preference Verification</b> paragraph on p. 17-66
<b>Chapter 18</b>	<ul style="list-style-type: none"> <li>• On page 18-5 listing of the hillside project</li> <li>• This doesn’t effect BCHA as BCHA doesn’t have any more units that could convert to RAD but there was a new section regarding independent entity review of PHA owned projects on page 18-13 BCHA adopted the Nan McKay model plan language.</li> <li>• This doesn’t effect BCHA as BCHA doesn’t have any more units BCHA could convert to RAD but there was a new section regarding project CAP that BCHA adopted the Nan McKay model plan on page 18-16</li> </ul>
18-19/20	Added new CFR reference to paragraph under <b>Lead-based Paint</b> on p. 18-19
18-29/30	Deleted what had been the 2nd to last paragraph under the PHA Policy on p. 18-29
<b>Chapter 19</b>	Brand new chapter specific to special purpose voucher administration: FUP, FYI, VASH, Mainstream, NED
<b>Chapter TPS 19</b>	Brand new chapter, temporary policy supplement for Emergency Housing Vouchers.
19-1 thru 19-46	Added new policy file for <b>Chapter 19 SPECIAL PURPOSE VOUCHERS</b>