

Revision Instructions – 7/1/18 Revision to Model Administrative Plan		
Remove Pages	Insert Pages	Changes Made in Admin Plan
Revision Page	Revision Page	Added new revision date
TOC-1 thru TOC-34 (Entire TOC)	TOC-1 thru TOC-34	Updated TOC
Intro-iii/iv	Intro-iii/iv	Updated info for Administrative Guidance for Effective and Mandated Use of the EIV System on p. Intro-iii
5-5/6	5-5/6	Updated PIH notice number in paragraph under Additional Items to Be Included in the Briefing Packet and in last paragraph of PHA Policy on p. 5-5
6-21/22	6-21/22	Corrected typo in 1st paragraph on p. 6-21
6-57/58	6-57/58	Updated reference in 1st paragraph under Utility Allowance Revisions on p. 6-58
7-1 thru 7-8	7-1 thru 7-8	Updated PIH notice number in the following places: Chapter heading and 2nd paragraph on p. 7-1, 1st subheading on p. 7-2, last paragraph under File Documentation on p. 7-3, 2nd paragraph on p. 7-5, subheading on p. 7-6, 2nd subheading on p. 7-7, and 1st subheading on p. 7-8
8-9/10	8-9/10	Added reference in 8-I.E. heading, and corrected formatting in 1st paragraph on p. 8-10
8-25/26	8-25/26	Added new last bullet text under Lead-Based Paint and added text in following paragraph on p. 8-26
11-1/2	11-1/2	Added new 3rd paragraph text, corrected formatting in 3rd paragraph and added new last paragraph under the PHA Policy on p. 11-2
11-15/16	11-15/16	Updated reference in 3rd paragraph under Utility Allowances on p. 11-16
14-3/4	14-3/4	Updated reference in 4th paragraph of the PHA Policy on p. 14-3
16-5 thru 16-8	16-5 thru 16-8	Corrected formatting in 1st paragraph on p. 16-6 Added new info on effective dates for changes to payment standard amounts under PIH Policy on p. 16-6 and deleted two paragraphs of the old info on p. 16-7
16-29/30	16-29/30	Updated references in 1st paragraph on p. 16-29, and in 1st paragraph under Repayment Agreements Involving Improper Payments on p. 16-30
16-41/42	16-41/42	Added reference in 16-VII.B. PAYMENT STANDARDS heading, and revised text under this heading, in paragraph and PHA Policy on p. 16-41
17-3/4	17-3/4	Added references to 17-I.A. heading and Additional Project-Based Units subheading, and added or deleted text under that subheading on p. 17-3 Added reference to subheading and changed text under that subheading and PHA Policy on p. 17-4
17-7/8	17-7/8	Added reference to Units Selected Non-Competitively subheading on p. 17-7

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17-11/12	17-11/12	Updated references in PHA-Owned Units subheading on p. 17-11
17-15/16	17-15/16	Updated references in 25 Percent per Project Cap and Exceptions to 25 Percent per Project Cap subheadings, and changed text throughout p. 17-15 Added reference to Projects not Subject to a Project Cap subheading and deleted text under this subheading on p. 17-16
17-21/22	17-21/22	Deleted text in paragraph under Pre-selection Inspection , deleted a reference in Pre-HAP Contract Inspections subheading and deleted text and the PHA Policy under this subheading, and added references to Turnover Inspections subheading and added text and a new PHA Policy under this subheading on p. 17-22
17-29 thru 17-34	17-29 thru 17-34	Added a reference to Term of HAP Contract subheading on p. 17-30 Corrected formatting in 1st subheading on p. 17-31 Added a reference to 1st subheading on p. 17-32 Added a reference to Addition of Contract Units subheading on p. 17-33
17-51/52	17-51/52	Updated text on p. 17-52
17-57/58	17-57/58	Deleted or changed text under Use of Small Area FMRs on p. 17-57
18-9/10	18-9/10	Updated references in 18-II.C. heading, added a new 2nd paragraph, and corrected text in 3rd paragraph on p. 18-10
18-13 thru 8-48	18-13 thru 8-50	Added references to Turnover Inspections subheading, added text to paragraph and added a new PHA Policy under this subheading on p. 18-14 Added reference to 18-VII.C. heading and revised text in 2nd paragraph on p. 18-45 Repaginated pp. 18-14 through end of chapter

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Revision Page	Revision Page	Added new revision date
TOC-1 thru TOC-34 (Entire TOC)	TOC-1 thru TOC-36	Updated TOC
Intro-iii/iv	Intro-iii/iv	Updated info for HUD-50058 Instruction Booklet and replaced PIH 2012-10 with PIH 2018-24 info on p. Intro-iii Updated links in last two paragraphs on p. Intro-iv
2-3 thru 2-6	2-3 thru 2-6	Added new 4th bullet on p. 2-4 Changed text in 1st paragraph under Discrimination Complaints on p. 2-5
3-15/16	3-15/16	Updated PIH notice number reference in 3-II.C. Subheading on p. 3-15
4-3/4	4-3/4	Added text in last paragraph of PHA Policy on p. 4-3
4-9/10	4-9/10	Added text in 3rd paragraph of PHA Policy on p. 4-10
4-15/16	4-15/16	Updated PIH notice number in 2nd paragraph under 4-III.E. on p. 4-16
6-25/26	6-25/26	Updated PIH notice number reference in last paragraph on p. 6-26
6-35/36	6-35/36	Added new “(aa)” paragraph on p. 6-35
6-57/58	6-57/58	Deleted text in paragraph under Utility Allowance Revisions on p. 6/58
7-1 thru 7-8	7-1 thru 7-8	Changed PIH notice number in title of Chapter 7 , in 2nd paragraph on p. 7-1, in “ HUD’s Verification... ” subheading on p. 7-2, and in 2nd full paragraph on 7-3 Added or changed text regarding “IVT” reports in “ EIV Income... ” subheading, the following paragraph, and throughout the PHA Policy on p. 7-4 Changed PIH notice number in 2nd paragraph on p. 7-5, in “ Written Third Party... ” subheading on p. 7-6, in “ Oral Third Party... ” subheading on p. 7-7, and in “ When Third Party... ” subheading on p. 7-8 Updated formatting of the word “email” in 2nd paragraph on p. 7-7
7-11/12	7-11/12	Changed PIH notice number in 7-II.B. heading on p. 7-12
8-21/22	8-21/22	Added PIH notice references at end of 1st paragraph under Units that Must Not Be Used as Comparables on p. 8-21
9-3/4	9-3/4	Added “by email” text to 3rd paragraph, and 2nd and 4th indented paragraphs under PHA Policy on p. 9-4
9-11/12	9-11/12	Added “by email” text to 1st paragraph and added a period to end of 1st paragraph under PHA Policy on p. 9-11, and to 1st indented paragraph under PHA Policy on p. 9-12
10-5/6	10-5/6	Added new HAP Families Who Wish to Move subsection, with new PHA Policy on p. 10-6

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10-11/12	10-11/12	Corrected formatting of “email” text in paragraph and PHA Policy under Preapproval Contact with the Receiving PHA , and in PHA Policy under Initial Notification to the Receiving PHA on p. 10-11
10-15/16	10-15/16	Corrected formatting of “email” text in PHA Policy under Responding to Initial PHA’s Request on p. 10-15
10-19/20	10-19/20	Corrected formatting of “email” text in paragraph and PHA Policy under Initial Billing Deadline on p. 10-19
11-13/14	11-13/14	Added text in 3rd paragraph in PHA Policy under Method of Reporting on p. 11-14
12-3/4	12-3/4	Updated PIH notice in 2nd subheading on p. 12-3
12-23 thru 12-26	12-23 thru 12-26	Added text in 1st paragraph under 2nd PHA Policy on p. 12-23 Repaginated pp. 12-23 through 12-25
14-5/6	14-5/6	Corrected word spacing in 1st paragraph in 1st PHA Policy on p. 14-5
14-9 thru 14-12	14-9 thru 14-12	Repaginated pp. 14-10 through 14-11 Added 2 new last paragraphs under PHA Policy on p. 14-11
16-7/8	16-7/8	Added missing “24 CFR” text to reference in first heading, added new Voluntary Use of Small Area FMRs subsection with new PHA Policy to p. 16-7
17-3/4	17-3/4	Added new 2nd paragraph to PHA Policy, changed text in the following paragraph, and added a new last paragraph on p. 17-3 Repaginated pp. 17-3 and 17-4 Reformatted date in 2nd paragraph under “ Units Not Subject to... ” on p. 17-4
17-15/16	17-15/16	Reformatted date in last paragraph under Exceptions to 25 Percent... and to paragraph under Supportive Services on p. 17-15
17-41/42	17-41/42	Updated formatting of words in 1st paragraph in PHA Policy under Filling Vacancies on p. 17-42
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18-5 thru 18-10	18-5 thru 18-10	Corrected typo in 3rd bullet on p. 18-5 Added new 2nd paragraph in PHA Policy under 18-I.C. and corrected typo in 3rd paragraph under 18-I.D. on p. 18-6 Corrected typo in 2nd main paragraph on p. 18-8 Corrected typos and formatting in 2nd paragraph on p. 18-10
18-21/22	18-21/22	Corrected extra spacing in 1st paragraph under 18-V.B. on p. 18-21
18-25/26	18-25/26	Corrected formatting of “email” text in 1st paragraph of PHA Policy on p. 18-26
---	18-51 thru 18-52	Added new EXHIBIT 18-1: PDV DEVELOPMENT INFORMATION on pp. 18-51 and 18-52