

Revision Instructions – 4/1/21 Revision to Model Administrative Plan		
Remove Pages	Insert Pages	Changes Made in Admin Plan
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 HUD HCV Guidebook 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"> 2nd paragraph on p. 3-16, 1st and 3rd paragraphs under PHA policy on p. 3-17, 6th and 7th paragraphs under continuation of PHA Policy on p. 3-18, 1st paragraph on the page and the 3rd paragraph under PHA Policy on p. 3-20, 5th paragraph under PHA Policy on p. 3-21, last paragraph under PHA Policy on p. 3-36, bullet paragraph on p. 3-38 <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

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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 Briefing Packet 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 7.II.C. on p. 7-14</p> <p>Added text under PHA Policy paragraph under Absence of Adult Member 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

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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 Allowable Moves under Portability, 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 II-I.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 VAWA Protections against Termination 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>

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15-1 thru 15-28 (Entire Chapter 15)	15-1 thru 15-34	Added IMPORTANT: PLEASE READ note at top of page, added reference into chapter heading, and added text to 2nd main paragraph on p. 15-1 Added references to PART 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 Unit Availability and Lease-up Time and Success Rate paragraphs under PHA Policy on p. 16-6 Added reference in Exception Payment Standards heading, added 2nd paragraph under this heading, and corrected formatting in Voluntary Use of Small Area FMRs 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 Summary of the Evidence 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 16-IV.A. paragraph and moved 3rd paragraph and indented text under 16 IV.A. PHA Policy, to now be under 16-IV.B. PHA Policy on p. 16-31 Added new paragraph under Family Debts to the PHA heading, and what had been the 2nd paragraph under the PHA Policy is now a separate paragraph that's been updated under the new Refusal to Enter into an Agreement heading, and has a new PHA Policy under this heading on p. 16-32 Updated PIH notice numbers in first paragraph under Payment Thresholds , and added new paragraph under Execution of the Agreement on p. 16-33 Changed 3rd subheading to Repayment Agreement Terms 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

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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
17-3/4	17-3/4	Added reference to Additional Project Based Units subheading, added text to 2nd paragraph under this subhead on p. 17-3 Repaginated pp. 17-3 and 17-4 Deleted last paragraph and added a new last paragraph under Additional Project Based Units on p. 17-4
17-15/16	17-15/16	Added reference to Exceptions to 25 Percent per Project Cap subheading, added new 2nd to last paragraph under this subhead and added text in last paragraph on p. 17-15 Repaginated pp. 17-15 and 17-16 Corrected formatting in <i>Supportive Services</i> paragraph, now on p. 17-16
17-21/22	17-21/22	Added text in 1st paragraph under Annual/Biennial Inspections on p. 17-22
17-55/56	17-55/56	Changed percentage number in 17-VIII.A. 2nd paragraph on p. 17-55
17-65 thru 17-70	17-65 thru 17-72	Added text to Mixed Finance Development paragraph under DEVELOPMENT INFORMATION , and added new Structure Type and Housing Type paragraphs under the PBV UNITS chart on p. 17-65 Repaginated pp. 17-65 thru end of chapter Added new UTILITY RESPONSIBILITY chart, changed formatting to bullets under Excepted Units line, and added new FUPY/FYI Units bullet text on p. 17-66 Deleted Utilities line under OCCUPANCY on p. 17-67
18-5/6	18-5/6	Changed date in parentheses in 1st main bullet on p. 18-5
18-23 thru 18-26	18-23 thru 18-26	Updated references in 18-IV.A. heading and 18-IV.B. Contract Information subheading on p. 18-23 Changed gender text in 1st paragraph on p. 18-26
18-35 thru 18-40	18-35 thru 18-40	Under Lease Requirements , deleted word in 5th bullet, added new last bullet and added what had been the last paragraph to this new bullet on p. 18-35 Updated reference in Initial Term and Lease Renewal heading on p. 18-36 Added reference to Continuation of Housing Assistance Payments heading, updated formatting in 1st paragraph, and added new last paragraph on p. 18-38 Repaginated pp. 18-38 and 18-39 Updated reference in Security Deposits heading and added text to 1st paragraph under this heading on p. 18-39

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18-43 thru 18-46	18-43 thru 18-46	<p>Added reference to Choice Mobility heading, added new <i>Family’s Right to Choice Mobility</i> subheading with new PHA Policy, and added new <i>Moving with Continued Assistance under Choice Mobility</i> subheading over what had been the 1st paragraph on page and added text to last paragraph on p. 18-43</p> <p>Repaginated pp. 18-43 and 18-44</p> <p>Corrected formatting for PHA Policy line and added two new paragraphs to this 1st PHA Policy on p. 18-44</p> <p>Updated reference in 18-VI.F. heading on p. 18-46</p>
18-49 thru 18-52	18-49 thru 18-52	<p>Updated references in 18-VII.B. heading, changed text throughout p. 18-50</p> <p>Repaginated pp. 18-50 and 18-51</p> <p>Added new PHA Policy under 18-VII.B., updated reference in 18-VII.C. heading, changed text in 2nd paragraph under this heading and added new 3rd paragraph to p. 18-51</p>
18-55/56	18-55/56	<p>Added reference to 18-VIII.D. heading, added text to 2nd paragraph, changed text under PHA Policy, and added new 2nd to last paragraph on p. 18-56</p>
19-1 thru 19-46 (Entire Chapter 19)	19-1 thru 19-60	<p>Changed text in paragraphs on p. 19-2</p> <p>Repaginated pp. 19- 2 through end of chapter</p> <p>Major changes throughout entire chapter</p>
GL-1/2	GL-1/2	<p>Added new IVT acronym on p. GL-1</p>
GL-5 thru GL-16	GL-5 thru GL-18	<p>Changed gender text in <i>Child care expenses</i> paragraph on p. GL-5</p> <p>Repaginated pp. GL-6 through end of Glossary</p> <p>Changed explanatory text in <i>Family self-sufficiency program</i> on p. GL-8</p> <p>Changed gender text in <i>Landlord</i> paragraph on p. GL-10</p> <p>Added <i>Small rural public housing agency (PHA)</i> on p. GL-15</p> <p>Changed text in <i>Welfare assistance</i> on p. GL-17</p>