



## Administrative Plan Change Summary 2021

In accordance with Notice PIH 2021-14 (HA) COVID-19 Statutory and Regulatory Waivers and Alternative Requirements, INLIVIAN utilized waiver HCV-1: Administrative Plan, this allows INLIVIAN to revise the organization’s Administrative Plan on a temporary basis without Board approval through September 30, 2021 to expedite the use of program changes as need in the midst of the pandemic. To make certain changes permanent, HUD also requires that any temporary changes made utilizing this waiver be subsequently approved via the standard Administrative Plan revision process inclusive of a public comment period, public hearing and Board resolution by December 31, 2021. The following outlines changes in which INLIVIAN has made utilizing the COVID waiver and are being proposed to make permanent.

Page	Current Administrative Plan	Administrative Plan Change
	<b>Chapter 4: Selection Applications, Waiting List and Tenant Selection</b>	<b>Chapter 4: Selection Applications, Waiting List and Tenant Selection</b>
4-7 & 4-8	<p><b>Purging the Waiting List</b></p> <p>To update the waiting list, INLIVIAN will send an update request via first class mail to each family on the waiting list to determine whether the family continues to be interested in, and to qualify for, the program.</p> <p>INLIVIAN will also send an update request electronically to those families who provided email addresses. These update requests will be sent to the last address that INLIVIAN has on record for the family. The update request will provide a deadline by which the family must respond and will state that failure to respond will result in the applicant’s name being removed from the waiting list.</p> <p>The family’s response must be in writing and may be delivered in person, by mail, fax, or email. Responses</p>	<p><b>Purging the Waiting List</b></p> <p>To update the waiting list, INLIVIAN will send an update request via first class mail <u>or electronically</u> to each family on the waiting list to determine whether the family continues to be interested in, and to qualify for, the program.</p> <p>These update requests will be sent to the <u>last mailing or email address</u> that INLIVIAN has on record for the family. The update request will provide a deadline by which the family must respond and will state that failure to respond will result in the applicant’s name being removed from the waiting list<u>(s)</u>.</p> <p>The family’s response must be in writing <u>or submitted electronically via INLIVIAN automated systems as designated by the agency. If written responses are being</u></p>



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	<p>should be postmarked or received by INLIVIAN no later than 10 business days from the date of INLIVIAN letter.</p> <p>If the family fails to respond within 10 business days, the family will be removed from the waiting list without further notice.</p>	<p><u>accepted in lieu of electronic submissions, the written responses</u> may be delivered in person, by mail, or email. Responses should be postmarked or received by <u>INLIVIAN by the designated due date or required timeframe defined in the update request.</u></p> <p>If the family fails to respond <u>to INLIVIAN’s waiting list selection notice, request for information, or updates</u> <del>within 10 business days</del>, the family will be removed from the waiting list(s) without further notice.</p>
4-9	<p><b>Targeted Funding</b> INLIVIAN administers the following types of targeted funding:</p> <ul style="list-style-type: none"> <li>• Veterans Affairs Supportive Housing (VASH)</li> <li>• Family Unification Program (FUP)</li> <li>• Non Elderly Disabled (NED)</li> <li>• Demolition/Disposition</li> </ul>	<p><b>Targeted Funding</b> INLIVIAN administers the following types of targeted funding:</p> <ul style="list-style-type: none"> <li>• Veterans Affairs Supportive Housing (VASH)</li> <li>• Family Unification Program (FUP)</li> <li>• Non Elderly Disabled (NED)</li> <li>• Demolition/Disposition</li> <li>• <u>Mainstream</u></li> <li>• <u>Emergency Housing Vouchers (EHV)</u></li> </ul>
4-12 & 4-13	<p><b>Notification of Selection</b> INLIVIAN will notify the family either electronically or by first class mail when they are selected from the waiting list. The notice will request the family to verify their local preference claimed on the application. If a notification letter is returned to INLIVIAN with no forwarding address, the family will be removed from the waiting list without further notice. Such failure to act on the part of the applicant prevents the PHA from making</p>	<p><b>Notification of Selection</b> INLIVIAN will notify <del>the family</del> applicants either electronically or by first class mail when selected from the waiting list. <del>The notice will request the family to verify their local preference claimed on the application.</del> <u>The family’s response must be in writing or submitted electronically via INLIVIAN automated systems as designated by the agency. When written responses are being accepted in lieu of electronic submissions and</u> a notification letter is returned to INLIVIAN with no</p>



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	<p>an eligibility determination; therefore, no informal review will be offered.</p> <p>If the notice is returned by the post office with a forwarding address, applicant will be removed from the waiting list without further notice. Such failures to act on the part of the applicant prevent the PHA from making an eligibility determination; therefore, no informal review is required.</p>	<p>forwarding address, the family will be removed from the waiting list without further notice. Such failure to act on the part of the applicant prevents <u>INLIVIAN</u> from making an eligibility determination; therefore, no informal review will be offered.</p> <p>If the notice is returned by the post office with a forwarding address, applicant will be removed from the waiting list without further notice. Such failures to act on the part of the applicant prevents <u>INLIVIAN</u> from making an eligibility determination; therefore, no informal review is required.</p> <p><u>If the family fails to respond to the notice of waiting list selection, the applicant will be removed from the waiting list(s) without further notice. Such failure to act on the part of the applicant prevents INLIVIAN from making an eligibility determination; therefore, no informal review will be offered. If a family is removed from the waiting list for failure to respond, the Senior Vice President of the HCV Program will reinstate the family if s/he determines the lack of response was due to INLIVIAN error or circumstances beyond the family's control.</u></p>
	<p><b>Chapter 11: Reexaminations</b></p>	<p><b>Chapter 11: Reexaminations</b></p>
<p>11-12</p>	<p><b>Processing Interim Examinations</b> Effective Dates If the family share of the rent is to decrease: The decrease will be effective on the first day of the month following the month in which the</p>	<p><b>Processing Interim Examinations</b> Effective Dates If the family share of the rent is to decrease: The decrease will be effective on the first day of the month following the month in which the</p>



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	<p>change was reported and all required documentation was submitted. In cases where the change cannot be verified until after the date the change would have become effective, the change will be made retroactively.</p>	<p>change was reported and all required documentation was submitted. In cases where the change cannot be verified until after the date the change would have become effective, the change will be made retroactively.</p> <p><u>The decrease will be effective the first day of the month following the month in which the change occurred if the change is a COVID-19 related decrease.</u></p>
	<p><b>Chapter 16: Program Administration</b></p>	<p><b>Chapter 16: Program Administration</b></p>
<p>N/A</p>	<p>N/A</p>	<p><u>Emergency Housing Voucher (EHV) Housing Assistance Payment (HAP) funding (both the initial funding allocation and subsequent renewals) and both forms of administrative fee funding have been appropriated separate from the regular HCV program appropriations. The American Recovery Plan (ARP) limits the use of all EHV funding by time and purpose. INLIVIAN intends to utilize EHV HAP and administrative fee funding (including services fees) for some or all of the following eligible purposes:</u></p> <ol style="list-style-type: none"> <li>1) <u>Provide housing search assistance to EHV families during their initial housing search.</u></li> <li>2) <u>Pay security deposits, utility deposits and/or arrears, rental application fees and holding fees for EHV families.</u></li> </ol>



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		<p>3) <u>Conduct Housing Provider recruitment and outreach activities and provide Housing Provider incentives and/or retention payments for EHV families.</u></p> <p>4) <u>Provide assistance to EHV families for the following activities:</u></p> <ul style="list-style-type: none"> <li>○ <u>Moving expenses (including move-in fees and deposits).</u></li> <li>○ <u>Tenant-readiness services.</u></li> <li>○ <u>Essential household items.</u></li> <li>○ <u>Renter’s insurance if required by the lease.</u></li> </ul>
	<b>Chapter 17: Project-Based Vouchers</b>	<b>Chapter 17: Project-Based Vouchers</b>
17-43	<p><b>Family Right to Move [24 CFR 983.260]</b>            INLIVIAN has received a waiver of 24 CFR 983.260 Family Right to Move, so that a family will not be offered the opportunity for continued tenant-based rental assistance if they terminate the lease at any time after one year of occupancy. Exceptions to the waiver may be made for:</p> <ul style="list-style-type: none"> <li>• Occupancy of a wrong size unit due to change in family composition and property does not have an available unit that meets occupancy standards for the family’s size;</li> <li>• Reasonable accommodation; and</li> </ul>	<p><b>Family Right to Move [24 CFR 983.260]</b>            INLIVIAN has received a waiver of 24 CFR 983.260 Family Right to Move, so that a family will not be offered the opportunity for continued tenant-based rental assistance if they terminate the lease at any time after one year of occupancy. Exceptions to the waiver may be made for:</p> <ul style="list-style-type: none"> <li>• Occupancy of a wrong size unit due to change in family composition and property does not have an available unit that meets occupancy standards for the family’s size;</li> <li>• Reasonable accommodation; <u>and</u></li> </ul>



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	<ul style="list-style-type: none"><li>• Victims of domestic violence, dating violence, sexual assault, or stalking.</li></ul>	<ul style="list-style-type: none"><li>• Victims of domestic violence, dating violence, sexual assault, or stalking, <u>and</u></li><li>• <u>Families that have been displaced at properties owned by INLIVIAN and/or its affiliates due to relocation and/or recapitalization.</u></li></ul>

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