

**Administrative Plan Changes**

Chapter	Subject	Comments
2.3	Placement on Waiting List	Added HAMC will provide priority placement on its waiting list to those wishing to exercise Choice Mobility (Section 21.15 E) and families displaced by HAMC action.
3.2	Opening and Closing the Wait List	Added HAMC may open its waiting list at the same time and/or in collaboration with other local housing authorities.
3.4	Local Preferences	Added language regarding homeless initiatives and Move on Initiative
3.5	Application Process	Updated process to include Rent Café language
3.6	Reporting Changes and Updating the Wait List	Updated to include Rent Café language
3.7	Selection from the Waiting List	Added Families will be selected from the waiting list in order based on priority placement (Section 2.3), if applicable, then total combined preference points and the number assigned to each application, by lottery, at the time the applications were placed on the waiting list.  Updated process to include Rent Café language
3.9	Completing the Application Process	Updated to refer to the online portal
3.11	Targeted Funding	Added Mercy Care's Bridge to Permanency Program
4.3	Determining Voucher Size	Removed zero bedrooms.  Added The voucher size issued will generally be based on the following guidelines taking into consideration the subsidy standards described above.
4.8	Unit Size Selected	Removed Unit Size 0
9.3	Timing of HQS Inspections	Amended timeframe of notice to be provided to the family prior to the first attempt for an inspection from fifteen (15) days to 24 hours.  Amended all areas that referenced annual inspections to biennial inspections.  Added Owner and participant have access to scheduled inspection dates and results on the portal.maricopahousing.org.
11.2	Annual Re-certification	Updated process to include Rent Café language
11.3	Timing of Rent Changes	Amended language to reference electronic processing methods
11.4	Interim Re-certifications	Added Interim changes will be processed for households in the <i>moves process</i> before voucher issuance and/or after a household has entered a lease.
16.2	Program Fraud	Added Repayment payments will only be accepted through Automated Clearing House (ACH) electronic payments, money orders or cashiers' checks.

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21.14	Housing Assistance Payments Contract	<p>Amended HAMC will decide on a case-by-case basis if it will provide vacancy payments to the Owner as stipulated in the PBV contract.</p> <p>Added Additionally, vacancies may not be due to the lack of eligible referrals from a referring partner, if applicable.</p>
21.5	Tenant Selection	<p>Amended E. Conversion to Tenant Based Assistance (Choice Mobility)</p> <p>Amended PBV and PBRA participants have choice mobility, meaning, after one year of occupancy in a PBV unit, or after two years of occupancy in a PBRA unit, a tenant may exercise their choice mobility rights and receive priority position on the waiting list. Housing Assistance Payments will continue on the PBV unit until the tenant vacates the PBV unit.</p> <p>Families who wish to exercise choice mobility must inform the Owner and HAMC in writing on a Choice Mobility Request Form.</p> <p>Participants wishing to exercise this option will need to qualify for the HCV program, including meeting any income requirements.</p>
22.10	Conversion to Tenant Based Assistance	Removed by providing them the next available voucher with written approval from the RBHA.
23.1	Tenant Based Rental Assistance	Removed 23.8 Waiting List section and 23.10 Conversion to Tenant Based Assistance.