

# Summary of Changes to the Administrative Plan

Effective Date **8/1/2025**

**Edit:** Updates to the Table of Contents

**Edit:** 3.2.5(6)- **Withdrawal of an Application from Waiting Lists** – under HOTMA added new language to include “project’s waiting list connected to the family’s rejection of the of the without good cause or the owner’s rejection of the family. The family’s position on any other project-specific PBV waiting list is not affected”

**Edit** 5.2.1- Updated Definition of “Family” per HOTMA

**Edit:** 8.2.1(b)- **Mandatory Redetermination** – revised to update language changing the percent amount from 5% to 10%. “If there is a ten percent (10%) decrease in the published Fair Market Rent (FMR) in effect sixty (60) days before the anniversary of the HAP Contract (for the Unit size rented by the Family) as compared with the FMR in effect one year before the HAP Contract anniversary”

**Edit:** 11.1.1(d) - **Circumstances Requiring an Interim Recertification** – updated language to include clarification that if verification documents are not provided within the specified timeframe, no retroactive adjustments will be made.

**Added:** 14.1.6(A) - **Identifying Eligible Family Unification Program Families** – added new language to include updates on Initial Search Term and Extension of Voucher Term. The initial search term has an initial term of 120 days. Each extension must be for a minimum of 90 days, the BHA must approve the first extension request, regardless of how the request is made (written or oral) or when it is made, as long as the request is made on or before the term expiration date, and the BHA must, on at least one occasion after voucher issuance, notify the applicant prior to the initial term expiration, to remind them of about the term expiration date and the process for requesting an extension of the initial term, and to inquire if the applicant is in need of assistance with their housing search.

**Edit:** 15.2.1(b)(1) - **How to Qualify for Homeownership Assistance**-removed the above 50% median income requirement.

**Edit:** 15.2.3 - **Minimum Income Requirement** - removed the above 50% median income requirement.

**Added:** 16.2.8 (d) - **BHA-owned Units** – added language to include “Approval of Substantial Improvement of PHA PBVs under HAP. In the case of PHA-owned units, the owner must submit the Development Activity certification Form and any additional evidence as requested to the PHA certifying that all development activity and or substantial improvement has been completed in accordance with all applicable HUD regulations and

applicable requirements within sixty (60) days of completion. The PHA will submit the certification and evidence to the independent entity. The Independent entity must review the evidence to determine whether the development activity or substantial improvement was completed in accordance with the applicable requirements.

**Added: 16.5.1(a)(3)(i)- How Participants are Selected** - added language to include that the BHA may allow projects that have an MOU with the City of Boston consistent with the BHA Homeless Service Organization preference (“HSO”) for applicant referrals from the Coordinated Access System (“CAS”) to operate Owner maintained waiting lists at those sites. The BHA has approved the 900 Morrissey to maintain their own waiting list- see Attachment C to this Plan. BHA will maintain all oversight of Section 8 eligibility screening and lease up process.

**Edit: 16.5.1(a)(4)** - under HOTMA added new language to include “project’s waiting list connected to the family’s rejection of the of the without good cause or the owner’s rejection of the family. The family’s position on any other project-specific PBV waiting list is not affected”

**Added: Chapter 19: Glossary** – added new language to define “Good Cause Rejection”.

**Edit: Chapter 19: Glossary** – added new language to define “Project (PBV).”

**Added: Chapter 19 Glossary-** added new language to define “Earned Income”

**Edit: Chapter 19 Glossary-** added new language to define “Family”

**Edit: Chapter 19 Glossary-** added new language to define “Minor”

**Added: Chapter 19 Glossary-** added new language to define “Unearned Income”

**Added: Chapter 19 Glossary-** added new language to define “Health and Medical Care Expenses”