

Summary of Changes to the Administrative Plan

Effective Date 1/1/2027

Throughout the document replaced Leasing Officer with Housing Specialist and replaced Director of Inspection with Inspection Department.

Edit: 4.3.4 – edit formatting only

Edit: 5.5.1(i) - edit formatting only

Added: 5.5.3 **Determining and Verifying Family Income** – under HOTMA, added language to include new guidelines.

Edit: 5.5.3(a)(5) **Income from Employment** – under HOTMA, added language to include new guidelines

Edit: 5.5.3(d)(1) **Income from operation of a business or profession** – edit formatting only

Edit: 5.5.3(f)(1-3) **Income from Assets** – under HOTMA, added language to include new guidelines

Edit: 5.5.3(f)(7) **Income from Assets** – under HOTMA, added language to include new guidelines

Edit: 5.5.3(g) **Student Financial Assistance for Higher Education** – under HOTMA, added language to include new guidelines

Edit: 5.5.3(h) **Verification of Childcare expenses or care of Disabled Family Member deductions** – under HOTMA, added language to include new guidelines

Edit: 5.5.3(i) **Verification of Disability Assistance Expenses** - – under HOTMA, added language to include new guidelines

Edit: 5.6.1 **What Evidence Will Be Required** – edit formatting

Add: 5.6.2 **Denial or Termination of Assistance** -Added language to align with the ACOP

Add: 5.6.3 **Prohibition to Delay, Deny, Reduce or Terminate Assistance** – Added language to align with ACOP

Edit: 6.1.2 **Mandatory Denial**– edit formatting; under HOTMA, added language to include new guidelines

Edit: **Chapter 9: Inspections (Initial, Interim, and Annual)** – under NSPIRE, removed language pertaining to Massachusetts State Sanitary Code & added language to include NSPIRE guidelines.

Edit: 9.1 **Inspection Performance Requirements** – under NSPIRE, added language to include link to NSPIRE Housing Quality Standards

Edit: 9.4 Interim Inspections – added language to clarify that every interim inspection is performed as a full Routine Inspection.

Edit: 9.5.2 Stopping and Resuming Payments after Interim or Routine Inspection - under NSPIRE, added language to include HOTMA Life Threatening “LT”. The BHA will cite as an LT any complete lack of utility (lack of heat from May 15th through September 30th). Further, the BHA will cite (not as an LT) insufficient heat, if the heat is not maintained at 68 degrees from 7am to 11pm and 64 degrees from 11:01 pm to 6:59 am.

Edit: 9.5.4 HAP Contract Termination Criteria – remove language pertaining to State Sanitary Code.

Edit: 9.6 Lead Paint Policy – updated Elevated Blood Lead Level (EBLL) amount.

Edit: 11.1.1 Circumstance Requiring an Interim Recertification - under HOTMA, added language to include new guidelines

Edit: 11.3 Restriction on Relocating – Clarified language on restrictions on relocating

Edit 13.2.2 Consent Forms - under HOTMA, added language to include new guidelines

Edit 18.2.4 Revising the Payment Standard; Affordability Adjustments – the BHA has elected to voluntarily opt in to the use of Small Area Fair Market Rent (SAFMRs).