2021 Administrative Plan Changes Summary

Chapter	Topic	What's important
Chapter 1 Introduction	History of BRHP and Settlement	Good overview of BRHP program, includes historic timeline.
Chapter 2 Fair Housing	Policies related to persons with disabilities	Explains Reasonable Accommodations Explains verification of a disability
Chapter 3 Eligibility	Regulatory eligibility criteria	Explains requirements for non-citizens and policy regarding Live-In Aides
Chapter 4 Application	Placement on wait list	Explains placement and selection from the wait list, and requirements for Final Eligibility
POLICY CHANGE	Election to Project Based Wait List	BRHP will offer placement on the Project Based wait list to families selected from the waitlist. Counseling requirements may be adjusted.
Chapter 5 Counseling	Details pre-move, housing search, and post-move counseling	Lists required workshops, details Action Plan, and sets consequences for not participating in the counseling program.
POLICY CHANGE	Additional Home Visits may be required	Additional home visits may be assigned as needed throughout tenancy to determine program compliance.
Chapter 6 Voucher Briefing	Information regarding Voucher briefing, voucher issuance and expiration (Applicants)	Explains what is in each briefing packet and what to expect during the voucher briefing. Also explains voucher bedroom size and exceptions.
Chapter 7 Family Obligations	Details the family obligations all participants must agree.	This section contains notes clarifying terms like subleasing, serious lease violations and requirements to add a member
Chapter 8 Income	Lists all possible income sources and how BRHP calculates income	Discusses temporarily absent members, projecting income when circumstances change, EID, and income from assets.
POLICY CLARIFIED	Earned Income Disallowance	BRHP will fully exclude earnings for disabled members for 24 consecutive months, only eligible once.
POLICY CLARIFIED	Passbook rate	Changes to the asset passbook rate will take effect at the time of review rather than February 1st.
Chapter 9 Income Calculation	Discusses application of payment standard and utility allowances.	Explains how BRHP determines payment standards and lists the types of utilities included in the allowance.
POLICY CHANGE	Changes to payment standard for member removal	When a member removal changes the voucher size, BRHP will use the original payment standard tier if the payment standard tier decreased since the removal.
Chapter 10 Verification	Specifies methods to verify income sources and other items.	This chapter includes waitlist eligibility verification and gives clarity on steps to take if member is unable to provide a SSN
POLICY CLARIFIED	Verifying income and assets	BRHP may require additional paystubs due to the family's circumstances.
Chapter 11 HQS	Lists inspection type and methods used for HQS compliance.	Details time frame for reinspections, owner and family responsibilities, and steps for abatements.

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Chapter 12 Rent Reasonable	Chapter explains when BRHP conducts rent reasonability study.	Details process for comparing units and when rent increases will be processed.
POLICY CLARIFIED	Limited landlord requests for rent increases.	If landlord intends to negotiate a rent increase by providing comparable properties, they must come from MLS
Chapter 13 Leasing	Lists all steps for leasing from RTA to lease signing	Information we give out for tenant screening, when BRHP will deny an RTA, and clarifies security deposit assistance
POLICY CHANGE	Added approved MTW activity regarding special use of HAP	Subject to funding, BRHP may approve incentive payments to landlords, application fees, or moving cost.
Chapter 14 Moves	Procedures for participant move	Requirement for ports and 2nd moves in this chapter.
POLICY CHANGE	Special allowable moves	If BRHP determines the family's safety is at risk, BRHP may issue the family a voucher (non-VAWA).
POLICY CLARIFIED	Moving with continued assistance	When a family moves out of a previous unit, BRHP may prorate HAP if appropriate
Chapter 15 Reexams	Describes each type of reexam including biennial and interim.	Lists rules and requirements for each reexam. Policy for reporting income and family comp changes included.
POLICY CLARIFIED	Notification of family rent share	Clarified the difference for a TTP information hearing and an informal hearing when family rent share changes.
Chapter 16 Family	Describes reasons the family may change and steps taken	Guidance for what happens if the HOH is deceased.
Chapter 17 Termination	Details reasons for denial and termination of assistance	Clarifies policy for denials and termination of assistance
POLICY CHANGE	Denial or termination of assistance to current drug users	Defined currently engaged as activity in the last 3 months instead of 6 months.
POLICY CHANGE	Denial of assistance for violent criminal or drug related activity	Reduced look-back of conviction from 5 years to 3 years
POLICY CHANGE	Denial for past eviction due to criminal activity	Removed criteria that BRHP would deny assistance for eviction due to criminal activity within the past 5 years
POLICY CHANGE	Denial or termination of assistance for PHA termination	Removed criteria for termination or denial because of a previous PHA terminating assistance for any member. Reduced look-back for eviction from federal housing to 3 yr
POLICY CLARIFIED	Use of criminal records	Clarified BRHP will not use a record of arrest as the sole basis for denial or termination. BRHP will not use federal/national sources to obtain records.
Chapter 18 Hearings	Lists guidance for informal hearings and reviews	Requests for reviews and hearings must be received in writing in 14 calendar days.
POLICY CHANGE	Determining if an informal review is needed	BRHP will not impose blanket prohibitions on any person with a criminal record. Most show risk to resident safety.
Chapter 19 Owners	Documents owner responsibilities	Owner actions that may result in disapproval of a tenancy request

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POLICY CHANGE	Owner payments	Owners must accept HAP using direct deposit. BRHP will not issue payment in any other form.
POLICY CLARIFIED	New owner due to foreclosure	A new owner who obtained the property through foreclosure may not issue the family notice without cause
Chapter 20 Integrity	Discusses errors and fraud by staff, owners, and clients	Policy for investigating and penalties for errors
Chapter 21 Homeowner	BRHP policy for homeowner families	Includes homeowner family obligations and reasons for termination
Chapter 22 Program	Policy for debts by owners.	General repayment guidelines and record retention.
POLICY CHANGE	COVID related operational changes	BRHP may accept/transmit documents electronically, accept electronic signatures, or conduct meetings virtually.
Chapter 23 VAWA	New chapter describing federal requirements for VAWA	Definitions, required forms, maintaining confidentiality, and follow-up throughout chapter.
Chapter 24 PBV	Consolidated all guidance related to Project Based	Difference in HAP contract for TBV and PBV and all observed rules and regulations.
POLICY CHANGE	Referrals to Project-Based Units and Project-Based Waitlist	BRHP will refer families with active tenant-based vouchers (Waitlist D families) to available project-based units based on family size. If a project-based unit remain vacant for more than 30 days, and there are no active applications for tenancy of the unit, BRHP may begin to refer families from the Counseling waitlist (Waitlist C) who have been placed on the project-based waiting list. Failure to apply for or lease a project-based unit will not affect standing for the tenant-based program. If three project-based units are rejected by Counseling waitlist families who are on the project-based waitlist, those families will remain on the Counseling waitlist but will be removed from the project-based waitlist.